

APPENDIX F

THE FEDERAL POST CARD APPLICATION (FPCA)

General Instructions

Completing the FPCA or the online FPCA (OFPCA) is the first step in the absentee voting process. (Refer to Chapter Two for more information on the voting process.)

NOTE: The use of the acronym FPCA in this appendix also refers to the OFPCA.

Election laws vary from state to state and determine the information required on the FPCA (e.g., mandatory fields, registration deadlines, and witnessing requirements), as well as the deadline for submitting the form.

Accurate completion and timely submission of the FPCA is critical. Refer to your state instructions in Chapter Three of this *Guide* (available online at www.fvap.gov) to ensure your application is completed correctly. For example, all shaded areas indicated in the sample form in your state pages of the *Guide* must be completed.

UOCAVA citizens are eligible to participate in all elections for Federal offices in their state of legal residence. In addition, depending on state law, *UOCAVA* citizens may also participate in state and local elections. Each state also has specific requirements for registering, and applying for an absentee ballot.

The following are general item-by-item instructions for completing the FPCA.

The FPCA is subject to the following privacy act:

PRIVACY ACT STATEMENT AUTHORITY: 42 USC 1973ff, "Title 1 - Registration and Voting By Absentee Uniformed Services Voters and Overseas Voters in Elections for Federal Office."

PRINCIPAL PURPOSE: Serves as an application for registration and/or request for absentee ballot for all persons covered by the *Uniformed and Overseas Citizens Absentee Voting Act*.

DISCLOSURE: Voluntary; however, failure to provide the necessary information may keep the pertinent jurisdiction from processing this request and may prevent you from voting absentee.

Follow the instructions carefully when completing the FPCA. Please refer to Chapter Three for specific state-by-state information when completing this form. Alternative means of transmitting election materials may also be offered by your state in this Chapter. Chapter Two provides additional information about the FPCA. Assistance and information

regarding the use and completion of this form, as well as specific state information may be obtained from military Unit Voting Assistance Officers, U.S. Embassy and Consular Voting Assistance Officers, or organizations of U.S. citizens overseas and the FVAP website: www.fvap.gov.

After completing the form, send it to your jurisdiction of voting residence. Chapter Three also contains addresses for sending the completed form to your local election official.

Although Federal law states that the FPCA is valid for two regular Federal elections, FVAP recommends that you submit a new FPCA in January of every year and whenever you move to ensure that absentee ballots are sent to you in a timely manner. Here is an item-by-item breakdown:

Block 1 - I Request Ballots for All Elections In Which I Am Eligible To Vote And I Am: Place an X only in one block. Marking Block 1.(c) generally means that you were a resident of that state before departing the U.S. and your intent to return at some time in the future is uncertain. Marking Block 1.(c) applies for a Federal ballot only (if one is printed by the state).

Block 2 - My Information: Type or print full name, previous name (if applicable), sex, race, date of birth, social security number (most states require only the last four digits), state driver's license or I.D. number, telephone number, and email address.

Block 2.d. Race: This information is requested by some states for statistical purposes by the Department of Justice in their enforcement of the Voting Rights Act and the National Voter Registration Act.

Provide a complete fax number (and email address if available) where the local election official may reach you. Some States and Territories allow you to request, receive, and/or return your ballot by electronic means. Refer to your state pages in Chapter Three for more details on electronic transmission and required information for your state.

Block 3 - My Voting Residence Address (for military, use legal residence. For overseas citizens, use last legal residence in U.S.) (Required): Enter the complete legal voting residence address (including county) where you ACTUALLY LIVED in the state or territory. Your right to vote in your state and determination of your voting precinct depend on the physical location of your residence while you were in the state. DO NOT USE A POST OFFICE BOX NUMBER. In an area with no street names, indicate route name and number and box number. Also provide any additional information necessary to physically describe your residence location. Use Block 6 (Remarks) to indicate the specific location of the residence (for example, 2 miles south of the intersection of Route 9 and I-34).

This address should be different from the one provided in Block 4 and must be within the county or township where you claim legal voting residence.

If you have never lived in the U.S., check Chapter Three to see if your state allows you to vote using a parent's voting residence address.

Block 4.a - Where To Send My Voting Materials: Enter the complete mailing address where you are currently living and where you wish to receive your absentee ballot. This address must be different from the address you provided in Block 3. If you will have a new mailing address by the time election materials will be sent to you, please be sure to indicate this address here. If you have an alternate address or an address of a mail forwarding service that delivers your mail more quickly, enter that address in Block 4.b.

Block 4.b - My Forwarding Address: Complete 4.b only if you do not want your ballot mailed to the address in Block 4.a. This block would be used by citizens who have their mail forwarded by a courier or forwarding service.

Block 4.c - I Prefer To Receive My Absentee Ballot, As Permitted By My State, By: Some States and Territories allow you to request, receive, and/or return your ballot by fax or email. Refer to your state pages in the *Guide* for more details on electronic transmission. If your state allows absentee ballots to be sent via email or fax, check the appropriate box in Block 4.c. If your state does not permit faxing or emailing ballots, you must check the "MAIL" box. This form should be resubmitted every time you change your mailing address.

Block 5 - My Political Party Affiliation: This is an optional entry, however, this information is required by most states in order to vote in primary elections. Consult the *Voting Assistance Guide* for any specific state information required.

Block 6 - Additional Information:

(1) Provide any information that may assist the local election official in approving this application. It would be helpful if you provide the date you last lived at the address in Block 3.a and if you list a name and telephone number of a local contact in the event the local election official cannot contact you and has a question concerning the application.

(2) If you were previously registered to vote in a jurisdiction other than the one in which you are applying, indicate "previously registered in (location)."

(3) Submission of this form serves as a request to receive ballots for all Federal elections held through the next two regularly scheduled general elections. If you do not wish to receive ballots for that length of time, you may request a ballot for each election for Federal office held in the next election year OR a ballot for only the next scheduled election for Federal office by noting your choice in Block 6. (Depending

on your state of residence, you may also receive ballots for State and local offices during the selected period as well.)

(4) If your state provides a special state write-in ballot and you are requesting one, indicate the reason you are requesting a special write-in ballot in this section.

Block 7 - Affirmation by Applicant: Ensure that you read the oath, sign, and enter the date you completed the form in the spaces provided.

Block 7 - Witness/Notary: Not all states require a witness or notary, and state laws vary regarding the voting of convicted felons. Consult your state section of the *Voting Assistance Guide* or your Voting Assistance Officer for your state's requirements.

Absentee voting materials may be obtained through your unit, Embassy, or Consulate VAO. Many US citizens' organizations and corporations overseas maintain a stock of absentee voting materials as well. Remember to send a new form in when you change your mailing address and to check the state pages of the *Voting Assistance Guide* for state-specific instructions to complete this form!

The OFPCA

An online (PDF) version of the FPCA is also available at www.fvap.gov. Although the card stock FPCA is accepted by all the 50 states, the District of Columbia and the U.S. territories, the OFPCA found in this appendix or online is not accepted by American Samoa or Guam.

A hardcopy of the Online Version of the OFPCA is provided here as a convenience and as a time-saving alternative when you cannot get the postage-paid* card stock Standard Form 76 FPCA through other means, or unable to obtain the online version of the FPCA (OFPCA), and so that you will not miss the opportunity to register or make timely request for a ballot.

The OFPCA can be completed online or printed out and completed or you may complete a copy of the blank form provided here. After completing the application, it must be signed, dated and placed in an envelope affixed with proper postage* and then mailed to the appropriate local election official.

You are entitled to get the postage-paid card stock FPCA by requesting a copy from a Voting Assistance Officer (VAO) or the Federal Voting Assistance Program.

*OFPCAs and FPCAs are only postage-paid when placed in U.S. Mails (including APO/FPO). If you are mailing the form using U.S. mails (including APO/FPO), you can use the postage-paid printable envelope design available online at www.fvap.gov. If you are not able to use U.S. mails, affix proper postage and mail it to the local election official.

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

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

- (a) A MEMBER OF THE UNIFORMED SERVICES OR MERCHANT MARINE ON ACTIVE DUTY, OR AN ELIGIBLE SPOUSE OR DEPENDENT
- (b) A U.S. CITIZEN RESIDING OUTSIDE THE U.S. TEMPORARILY - **I INTEND TO RETURN**
- (c) A U.S. CITIZEN RESIDING OUTSIDE THE U.S. INDEFINITELY - **I DO NOT INTEND TO RETURN - FEDERAL BALLOT ONLY**

2. MY INFORMATION (Required)

a. TYPED OR PRINTED NAME (Last, First, Middle)			SUFFIX (Jr., Sr., III, etc.)		b. PREVIOUS NAME (if applicable)	
c. SEX <input type="checkbox"/> M <input type="checkbox"/> F		d. RACE	e. DATE OF BIRTH M M D D Y Y Y Y - -		f. SOCIAL SECURITY NUMBER - - - - -	
h. TELEPHONE NUMBER (No DSN number; include all international prefixes)				i. FAX NUMBER (No DSN number; include all international prefixes)		
j. EMAIL ADDRESS						

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

a. NUMBER AND STREET (Cannot be a P.O. Box)					
b. CITY, TOWN OR VILLAGE		c. COUNTY		d. STATE	e. ZIP CODE - - - - -

4. WHERE TO SEND MY VOTING MATERIALS

a. MY CURRENT ADDRESS (Where I live now) (Required)	b. MY FORWARDING ADDRESS (NOTE: Complete 4b. only if you do not want your ballot mailed to the address in Block 4a.)

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

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

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

7. AFFIRMATION (Required)

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

1. I am a member of the Uniformed Services or merchant marine on active duty or an eligible spouse or dependent of such a member, or a U.S. citizen temporarily residing outside the U.S., or other U.S. citizen residing outside the U.S., and
2. I am a U.S. citizen, at least 18 years of age (or will be by the day of the election), eligible to vote in the requested jurisdiction, and
3. I have not been convicted of a felony or other disqualifying offense or been adjudicated mentally incompetent, or if so, my voting rights have been reinstated, and
4. I am not registering, requesting a ballot, or voting in any other jurisdiction in the U.S., and
5. My signature and date below indicate when I completed this document, and
6. The information on this form is true and complete to the best of my knowledge.

I understand that a material misstatement of fact in completion of this document may constitute grounds for conviction of perjury.

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

Email:

FPCA@cco.hctx.net

OR:

Fax:

713-755-4983

713-437-8683

OR:

Mail to:

Harris County Clerk's Office

Elections Division

P.O. Box 1148

Houston, TX 77251-1148

Physical Address:

Harris County Clerk's Office

Elections Division

1001 Preston, 4th Floor, Ste 440

Houston, TX 77002