

## **Military and Overseas Voter Procedure**

### **34-1003(4) Idaho Code.**

(4) Pursuant to the uniformed and overseas citizens absentee voting act (UOCAVA, 42 U.S.C. 1973 ff, et seq., as amended) the secretary of state shall establish procedures for the transmission of blank absentee ballots by mail and by electronic transmission for all electors who are entitled to vote by absentee ballot under the uniformed and overseas citizens absentee voting act, and by which such electors may designate whether the elector prefers the transmission of such ballots by mail or electronically. If no preference is stated, the ballots shall be transmitted by mail. The secretary of state shall establish procedures for transmitting such ballots in a manner that shall protect the security and integrity of such ballots and the privacy of the elector throughout the process of transmission.

**All ballots must be returned by mail or personal delivery before 8:00 pm Election Day, unless specifically instructed by the Secretary of State. Normal absentee procedures should be followed regardless of the method of delivering ballots to absentee voters.**

## **Idaho Military and Overseas Citizens Voting Procedures - UOCAVA**

### **1. Mailing an absentee ballot**

When a request is received to register and/or request an absentee ballot from a Military or Overseas voter, the following procedures are recommended to comply with the Uniformed and Overseas Citizens Absentee Voting Act (UOCAVA) and the Military and Overseas Voting Empowerment Act (MOVE):

Look at the postmark to determine how long it took for the request to be delivered.

Check the date received in your office. The FPCA registration application must be postmarked by the 24<sup>th</sup> day before the election.

Check to see if the person is currently registered to vote.

If the voter is not currently registered, before the deadline to pre-register has passed, make a copy of the federal Post Card Application (FPCA) to use as the absentee request and use the original as the voter registration card.

If there is sufficient time for the voter to receive the appropriate absentee ballot and return their ballot by mail, send their ballot the day their request is received.

If the voter is not currently registered, after the deadline to pre-register has passed, contact the voter to let him or her know you are not able to send a ballot, but you are registering him or her to vote based on the information on the FPCA form. Let the voter know when the next election will be held and ask that if their mailing address changes to provide your office with the correct mailing address.

### **2. Electronic Transmission of Absentee Ballots**

The voter may request the ballot be delivered by fax or email. Deliver the ballot to the voter by the method requested. The intent is to deliver a blank ballot to the voter with sufficient time to return their voted ballot by mail to the County Clerk prior to 8:00 pm on Election Day.

Title 34, sections 1002(8) and 1003(4), along with UOCAVA and the MOVE Act has authorized the use of electronic transmission of absentee ballots and election related materials including requests for absentee ballots. This includes faxing or scanning and emailing blank ballots to all absentee voters.

Upon receiving a request, the County Clerk is to prepare a ballot, much like the one used for absentee voting purposes in the county. However, the ballot must be able to be faxed or printed on 8 ½ x 11 inch paper when received by the voter. It is recommended to use the appropriate AutoMARK ballot photocopied and reduced to 8 ½ x 11 inches for printing by the voter.

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**8 ½ x 11 ballots will require duplication to be counted by automated vote tabulation systems. Follow standard duplication procedures for any faxed or emailed ballots.**

Send the appropriate instructions for the county's ballot type with the ballot along with the Affidavit for the voter's signature. The signed Affidavit must be returned with the voted ballot. All voted absentee ballots which are received in the County Clerk's office by 8:00 p.m. on Election Day will be counted and included in the totals for the county.

Each packet to be faxed or emailed shall contain the following items for the voter:

1. Instruction sheet for the county's ballot type (below).
2. The Affidavit to be returned with the voter's signatures (below).
3. The appropriate ballot(s) – 8 ½ x 11 inches.

### **Faxing Ballots to absentee voters**

Counties may fax directly to the voter. UOCAVA voters also have the option of having their absentee ballot faxed to them using the Federal Voter Assistance Program (FVAP) numbers: **(800) 368-8683 or (703) 696-2148 or email: ets@fvap.gov**. All transmissions will be routed in a secure, read-only mode to either the voters, in the case of blank ballots, or the local election official, in the case of registration and ballot requests.

Use this service to fax the appropriate blank ballot to the voter if requested and if the regular absentee ballot cannot be received, voted and returned by mail by 8:00 p.m. on Election Day.

The "Official Election Materials – Electronic Transmission Sheet", (below), must be used as the cover sheet with any election material transmitted to a voter via this fax network. Ballot instructions, the Affidavit, the appropriate 8 ½ x 11 inch ballot(s) and any special instructions for the voter should be included.

If you have any questions pertaining to the procedures or operations of the secure fax network call **(800) 438-8683** between 8:30am and 5pm Eastern Time, Monday – Friday.

For additional resources visit the Federal Voting Assistance program web site for election officials at <http://www.fvap.gov/leo/index.html>.

### **Reporting:**

**45 Days before a Federal Election email the Office of the Secretary of State certifying your compliance with the MOVE Act.**

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**AFFIDAVIT**

**Notice to Election Official** —The following affidavit must be properly filled in as to the residence address by the Election Official prior to delivery to the applicant. The voted ballot contained in this envelope must be received by the issuing officer by 8 P.M. on the day of the election in order that such ballot may be counted. Upon receipt of an absent elector’s ballot the Election Official shall write or stamp upon the envelope containing the same, the date and hour such envelope was received in the Election Official’s office. The Election Official shall safely keep and preserve all absent electors’ ballots unopened until the time prescribed for delivery to the election judges.

**TO BE COMPLETED BY ELECTOR:**

I do solemnly swear (or affirm) that I am a duly qualified and registered elector. That I have read and understand the instructions accompanying this ballot and that I have complied with instructions in personally marking said ballot.

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

1. 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 date of the election), and I am 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., except the jurisdiction cited in this voting form.

In voting, I have marked and sealed my ballot in private and have not allowed any person to observe the marking of the ballot, except for those authorized to assist voters under State or Federal law. I have not been influenced. My signature and date below indicate when I completed this document. 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 a conviction for perjury.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Month/Day/Year

# Idaho Military and Overseas Citizens Voting Procedures - UOCAVA

## Oval Optical Scan Ballot – Instructions for Voting the Ballot

1. Fill in the oval next to your choice.
2. To vote for a candidate whose name is not printed on the ballot, fill in the oval next to the blank line for the appropriate office and write the name of your choice on the blank write-in line for that office.
3. Do not mark the ballot except as instructed. Stray marks may void a single race or the entire ballot if your intent cannot be determined.

### Returning Your Voted Ballot

To be counted, your ballot must be received in the office of the \_\_\_\_\_ County Clerk before 8:00 p.m. on \_\_\_\_\_, at the address below.

Military and Overseas voters may obtain the security envelope and the ballot transmittal envelope from the Federal Write-In Ballot (SF-186). These envelopes are available from the Voting Action Officer (VAO) at any military installation, US Embassies or Consulates.

Detach the envelope from the rest of the form and place the voted ballot(s) in the security envelope. Place the sealed security envelope and your signed Affidavit in the transmittal envelope and immediately mail it to your Idaho County Clerk at the address below.

If a Federal Write-In Absentee Ballot form with envelopes is not available, or you are not a Military or Overseas Voter, two (2) plain envelopes may be used. Write “Voted Ballot” on one envelope and place your voted ballot(s) in this envelop then seal.

Place the sealed Voted Ballot envelope and your signed Affidavit inside the second envelope. Print your residence address, sign your name and date the envelope across the sealed envelope flap. Immediate mail it to your Idaho County Clerk at the address below.

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(County Clerk mailing address)

You may track the progress and receipt of your absentee ballot on [idahovotes.gov](http://idahovotes.gov).

**To be counted your ballot must be received in the office of your County Clerk before 8:00 pm on Election Day.**

# Idaho Military and Overseas Citizens Voting Procedures - UOCAVA

## Paper Ballot – Instructions for Voting the Ballot

1. Place an “X” in the box next to the name of your choice.
2. To vote for a candidate whose name is not printed on the ballot, place an “X” in the box next to the write-in space for the appropriate office and write the name of your choice on the blank write-in line for that office.
3. Do not mark the ballot except as instructed. Stray marks may void a single race or the entire ballot if your intent cannot be determined.

### Returning Your Voted Ballot

To be counted, your ballot must be received in the office of the \_\_\_\_\_ County Clerk before 8:00 pm on \_\_\_\_\_, at the address below.

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(County Clerk mailing address)

You may track the progress and receipt of your absentee ballot on [idahovotes.gov](http://idahovotes.gov).

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## Idaho Military and Overseas Citizens Voting Procedures - UOCAVA

A link to the Electronic Transmission Sheet for the FVAP fax network is available online.

### Official Election Materials — Electronic Transmission Sheet Transmission (Cover) Sheet from Election Official to Absentee Voter

<b>From:</b>	
City/County Board of Elections	
State	
Telephone Number	
Fax Number	
Street Address	
Address 2	
City	
State	
Zip Code	
Please forward attached document by	<input type="checkbox"/> FAX <input type="checkbox"/> EMAIL
<b>To:</b>	
Last Name	
First Name	
Middle Name	
Telephone Number	
Fax Number	
Mailing Address	
Address Line 2	
Address Line 3	
City	
State and/or Country	
Unit/Ship	
Postal Code/APO/FPO	
Email Address	
<b>Number of pages being transmitted, including this sheet:</b>	
Choose one: <input type="checkbox"/> Army <input type="checkbox"/> Navy <input type="checkbox"/> Air Force <input type="checkbox"/> Marine Corps <input type="checkbox"/> Coast Guard Other: _____	
Contents of Transmission: <input type="checkbox"/> Ballot <input type="checkbox"/> Stored Ballot (Number _____ ) Other Election Materials (specify): _____	
Authorizing Signature (if required): _____	
Date: _____	

**Fax to one of these numbers: 703-693-5527 or 1-800-368-8683 or Email to [ets@fvap.ncr.gov](mailto:ets@fvap.ncr.gov)**

**Federal Voting Assistance Program Use Only – DO NOT Complete this Section:**

Date Received: _____	Time Received: _____
Date Sent: _____	Time Sent: _____
Transaction Number: _____	Processed by: _____

## Idaho Military and Overseas Citizens Voting Procedures - UOCAVA

On [idahovotes.gov](http://idahovotes.gov) you will find “Military/ Overseas Voting Instructions” and a link to “Your Idaho County Clerk” under the Voter Registration and Information tab. Track the progress and receipt of your absentee ballot under the “Am I Registered? Where do I vote? Has the County received my absentee ballot?” tab. There is also a link to “The Federal Post Card Application” (FPCA) provided by federal law to register and / or request an absentee ballot. Use the FPCA application if you are:

- ✓ A member of the Uniformed Services including Army, Navy Air Force, Marine Corps or Coast Guard.
- ✓ A member of the Merchant Marine.
- ✓ Eligible family of above.
- ✓ A member of the Commissioned Corps of the public Health Service and Commission Corp of the National Oceanic and Atmospheric Administration.
- ✓ A United States citizen employed by the Federal Government residing outside the United States.
- ✓ A Private United States citizens residing outside the United States.

You must be eligible to vote in Idaho to use the FPCA to register and/or request an absentee ballot from Idaho. You are eligible to vote in Idaho if you:

1. Will be at least 18 years old on Election Day,
2. are a citizen of the United States and
3. are an Idaho resident.

Residence is defined in 34-107, Idaho Code, as “... Principal or primary home or place of abode is that home or place in which his habitation is fixed and to which a person, whenever he is absent, has the present intention of returning after a departure or absence therefrom, regardless of the duration of absence.”

FPCA application forms may be obtained by eligible voters from voting assistance officers, the U.S. consulate or embassy, or the Federal Voting Assistance Program, Department of Defense, Washington D.C. 20301. Idaho specific instructions for completing the FPCA are also available online at the Federal Voting Assistance web site in PDF format.

### Instructions:

1. Print out the Idaho FPCA
2. Complete the FPCA, sign and mail it to your County Clerk.
3. To register and/or request an absentee ballot, your FPCA must be postmarked by the 25<sup>th</sup> day before the election.
4. If you are already registered and only wish to request an absentee ballot, the County Clerk must receive your FPCA or a written application requesting a ballot by 5:00 p.m. on the 11<sup>th</sup> day before the election.
5. We encourage you to mail your FPCS or ballot request in as early as possible.
6. Vote your ballot and return it to your county clerk.
7. It must be received by the election office by 8:00p.m. on Election Day.