



DEBRA BOWEN | SECRETARY OF STATE
STATE OF CALIFORNIA | ELECTIONS

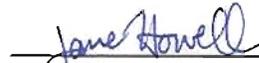
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September 24, 2010

County Clerk/Registrar of Voters (CC/ROV) Memorandum #10289

TO: All County Clerks/Registrars of Voters

FROM:



Jane Howell
Associate Elections Analyst

RE: November General: Express Mail Procedures for Military and Overseas Special Absentee Ballots

The Federal Voting Assistance Program has asked the Secretary of State to share with you the attached **updated** procedures for using the U.S. Postal Service's Express Mail service for special absentee ballot delivery. This temporary change will allow elections officials to quickly send absentee balloting materials to ALL military personnel, particularly those serving in Iraq and Afghanistan, effective Saturday, September 25, 2010, through Monday, November 1, 2010.

Please note that the method of sending ballots without postage bearing the "U.S. Postage Paid, 39 USC 3406" indicia is not authorized with Express Mail Service; the election jurisdiction is responsible for the full payment of postage for each ballot sent by via Express Mail.

If you have any questions, please contact the Federal Voting Assistance Program via phone at (800) 438-8683, via email at vote@fvap.gov, or via chat at www.fvap.gov.

FEDERAL VOTING ASSISTANCE PROGRAM

Department of Defense
Rosslyn Plaza North
1777 North Kent Street
14th Floor, Suite 14003
Arlington, VA 22209-2162

MEMORANDUM

September 23, 2010

FOR: STATE AND LOCAL ELECTION OFFICIALS

FROM: Bob Carey, Director, Federal Voting Assistance Program

SUBJECT: Updated Procedures for Election Officials Using the U.S. Postal Service's Express Mail for Absentee Ballot Delivery

This communication is to:

- **update you on a temporary change** the Postal Service has agreed to for the next six weeks to better support UOCAVA voters, particularly those military voters in the most challenging postal delivery locations, and
- **Provide guidance on how best to package the ballot for fastest service** to the voters.

The U.S. Postal Service will make Express Mail service available to all APO/FPO ZIP Codes starting Saturday, September 25, 2010 through Monday, November 1, 2010 to expedite delivery of absentee ballots to military voters.

If you are sending absentee ballots on an expedited basis, Express Mail is the Postal Service's fastest mail service for time-sensitive balloting materials. Previously, outgoing mail to certain APO/FPO ZIP Codes, including most locations in Iraq, Afghanistan and to ships at sea, would not qualify to receive the Express Mail classification because delivery time can not be guaranteed to these destinations.

Effective Saturday, September 25th the Postal Service has agreed to temporarily accept absentee ballots sent by Express Mail to all APO/FPO ZIP Codes following these procedures:

1. Election officials using the Express Mail service should **place the outgoing absentee ballot in an Express Mail Flat Rate Envelope with Label 11-B affixed** (available at your local Post Office (sample pictured below):

Additionally, the outside of the Express Mail envelope should be marked “**Balloting Materials,**” preferably handwritten in permanent marker.

2. Election officials should **check** with their local Post Office to **determine the Express Mail acceptance deadline** for the day(s) when they plan to send such mail. **This deadline varies** between weekdays and weekends and among local Post Offices. **It can be as early as 10 a.m.**
3. The election jurisdiction is responsible for the full **payment of postage** for each ballot sent via Express Mail from the election official to the voter. The method of sending ballots without postage bearing the “U.S. Postage Paid, 39 USC 3406” indicia is not authorized with Express Mail service.
4. Neither the Postal Service, nor DOD’s Military Postal Service Agency (MPSA) guarantees a delivery date to ZIP Codes outside the normal Express Mail network, and no refunds of postage will be issued for items sent to these locations.