



SECRETARY OF THE STATE  
30 TRINITY STREET  
HARTFORD, CT 06106

May 20, 2018

TO ALL TOWN CLERKS:

- Re: 1. Federal Post Card Applications - Fact Sheet  
2. Faxed Absentee Ballots Not Permitted Presently  
3. Faxed Applications for Absentee Ballots (FPCA) (ED-3) (ED-70)  
4. Use of Fax for Notice and Clarification

We have received inquiries concerning Federal Post Card Applications. Under a new federal law (the "MOVE Act"), when you receive a FPCA, you **must send** "an absentee **ballot** to the voter **for each** subsequent **election for Federal office** held in the State for that **single election year**. (Emphasis Added).

**1. Federal Post Card Applications - Fact Sheet**

Enclosed is a copy of "Fact Sheet Concerning Federal Post Card Application (FPCA) (ED-645h)". Please study it carefully.

**2. Faxed or E-mailed Absentee Ballots Required by the MOVE Act**

Pursuant to the Federal MOVE Act, blank absentee ballots are now permitted to be sent to military and overseas voters electronically. We will be providing you with greater detail on the procedures to be used and will also provide you with an electronic version of the ballot in the near future.

**3. Faxed Applications for Absentee Ballots**

**(a) Faxed ED-3 - permitted**

Under Conn. Gen. Stat. §9-140(a), a town clerk may fax or e-mail an ED-3 Application for Absentee Ballot. Also if a town clerk has a fax machine, an applicant may fax or e-mail a completed Application for Absentee Ballot to the town clerk. If so, the town clerk issues the ballot as soon as it is available; however, if the ED-3 containing the original signature of the applicant is not received by the town clerk either separately or with the absentee ballot by the close of the polls on the day of the election, primary or referendum, the absentee ballot shall not be counted. This warning is contained on the ED-3 form. The Procedure Manual for Counting Absentee Ballots describes the procedure to be used to count absentee ballots which may have ED-3's with original signatures sealed inside the serially-numbered envelope.

**(b) Faxed or E-mailed FPCA from Electors - permitted**

See "B.1." on Page 2 of the enclosed "Fact Sheet". Under Conn. Gen. Stat. §9-153d, you may use ED-12 to direct an absentee ballot to any elector or applicant for admission as an elector who lives overseas or who is a member of the armed forces or spouse or dependent of a member of the armed forces living where such member is stationed; therefore, if you receive a faxed or e-mailed FPCA from such persons who are electors, you should fill out an ED-12 and issue an absentee ballot to them. Then no original FPCA need be received.

(c) Faxed or E-mailed FPCA from Non-Electors Temporarily Away - permitted

See "B.2." on Page 2 of the enclosed "Fact Sheet". If you receive a faxed or e-mailed FPCA from someone who is not an elector, then you should:

- (1) fill out an ED-12 directing an absentee ballot to an "Applicant for Admission as an Elector", for your records, and issue the ballot; and
- (2) mail (and fax/e-mail) a Note to the FPCA applicant which says substantially the following:

"A Connecticut absentee ballot has been issued to you. Vote it and mail it back to this town clerk to be received by 8:00 p.m. of November 6, 2018. To ensure that your ballot will be counted, you must also properly complete a FPCA, including (a) the street address where you lived in this Connecticut town, and (b) your original signature, and mail the original FPCA so that it is received by this town clerk by 5:00 p.m. of November 5, 2018 at the following address: \_\_\_\_\_."

If the Connecticut street address is missing and if you need the Connecticut street address to ascertain which absentee ballot to mail - e.g., which assembly district - call the family of the applicant or obtain the street address by using the Federal Voting Assistance Ombudsman service at 1-(800)-438-VOTE, especially if you have the social security number of the applicant.

**Rule:** The original signed FPCA must be received by 5:00 p.m. on November 5, 2018 in order to register as an elector for the election.

(d) Faxed and E-mailed FPCA/ED-70 from Non-Electors Permanently Overseas - permitted

See "B.3." on Page 2 of the enclosed "Fact Sheet". If you receive a faxed or e-mailed FPCA from a person permanently overseas (who checked Box 6(e), Box 8(d) [on the older versions of the FPCA] or (Box 1(c), or last two selections of Box 1 on newer versions), or a faxed or e-mailed ED-70 Application for Overseas Ballot, you should:

- (1) mail/e-mail an overseas ballot as soon as it is available; and
- (2) notify the applicant separately that under Conn. Gen. Stat. §9-140(a), if the original FPCA or ED-70 is not returned to you separately or with the overseas ballot by the close of the polls on election or primary day, the ballot will not be counted. (The provisions of §9-140 and §9-158m are more liberal than the provisions of §9-153d(b).)

The Procedure Manual for Counting Absentee Ballots, describes the procedure to be used to count overseas ballots which may have an original FPCA or ED-70 Application for Overseas Ballot sealed inside the serially-numbered envelope.

**4. Use of Fax for Notice and Clarification**

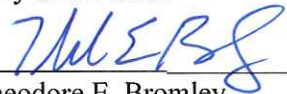
Connecticut law does not prohibit using fax or e-mail to communicate with an absentee ballot applicant to clarify the types of information you could ordinarily clarify by telephone and to help speed the clarification by mail of information which you ordinarily could not accept by telephone. The Federal Voting Assistance Program (FVAP) fax program may be used. The FVAP Electronic Transmission

Sheet indicates that its fax numbers are 1-800-368-8683 or 703-693-5527. In addition, we recommend that you call the Federal Voting Assistance Program Ombudsman Service at 1-(800)-438-VOTE when notice or clarification is needed - especially when you have the social security number of the applicant and do not have the fax number.

If you have any questions, please do not hesitate to call us at (860) 509-6100.

Sincerely,

Denise Merrill  
Secretary of the State

By:   
Theodore E. Bromley  
Staff Attorney

Enclosures: ED-645h

FROM THE OFFICE OF THE SECRETARY OF THE STATE  
30 Trinity Street, Hartford CT 06106

FACT SHEET CONCERNING FEDERAL POSTCARD APPLICATION (FPCA)

**A. Uses of Mailed Form**

**1. Used as an Application for an Absentee Ballot**

The FPCA may be used to apply for an absentee ballot. The categories of people eligible to use it as an application for absentee ballot are listed in §§9-153a (1) through (5) of the General Statutes. All of the people in §§9-153a (1) through (5) are registered electors, i.e., persons currently on your registry list. They may apply for a full ballot on the FPCA. They are as follows:

"(1) members of the armed forces, (2) the spouses and dependents of such members, (3) members of religious groups or welfare agencies assisting members of the armed forces, who are officially attached to and serving with the armed forces, and their spouses and dependents, (4) civilian employees of the United States in all categories serving outside the territorial limits of the several states of the United States and the District of Columbia and their spouses and dependents when residing with or accompanying them, whether or not the employee is subject to the civil service laws and the Federal Classification Act of 1949, and whether or not paid from funds appropriated by the Congress, (5) citizens of the United States temporarily residing outside of the territorial limits of the several states of the United States and the District of Columbia. . . ."

**2. Used as an Application for Admission as an Elector - Armed Forces and Citizens Temporarily Residing Outside U.S.**

Members of the armed forces or merchant marine, members of religious or welfare groups attached to and serving with the armed forces, civilian employees of the U.S. government, and their spouses or dependents, and citizens temporarily residing outside the U.S. can apply for absentee admission and enrollment on the FPCA (§9-26). (They also have the option to use Form ED-20 provided for in §9-26 of the Connecticut General Statutes or a regular mail-in application under §9-23g.) The Town Clerk should file the FPCA for 60 days after the election or primary under §9-140(i) and §9-150b(h), and if it is an application for admission, the Town Clerk should immediately act on the voter application and then deliver it to the Registrars of Voters under §9-20(b) and §9-31. (Suggestion: when the FPCA is an application for Admission, the town clerk should immediately admit the voter, keep a copy, and forward the original FPCA to the registrars of voters.) Of course, all other law concerning absentee admission applies. Deadline: 5:00 p.m. on last weekday before election (reading §9-25 and §9-26 together).

**3. Used as an Application for a Partial Ballot for Federal Offices - Citizens Permanently Overseas**

Overseas citizens are defined in §9-158b(b). This section conforms to Federal law. An overseas citizen is a person who is not on your registry list and is permanently overseas. If, however, he was a bona fide resident of a Connecticut town immediately prior to going overseas (all areas not included in the "United States" as defined in §9-158a), he is entitled to vote for Federal offices - Presidential electors, U.S. Senator, Representative in Congress - on an Overseas Ballot. Under Connecticut law, Overseas Citizens are not registered, rather, they apply for an Overseas Ballot prior to each election or primary in which they are eligible to vote. The application form (Form ED-70) is provided for in §9-158d(b). Section 9-153a(6) also permits the Overseas Citizens to apply for an Overseas Ballot on the FPCA. They will be checking Box 6(e), 8(d) or Box 1(c) or the last two selections of Box 1 on newer versions of the FPCA.

## **B. Uses of Faxed/E-mailed Form**

### FAXED/E-mailed FPCA

#### **1. Used as an Application for an Absentee Ballot**

If you receive a faxed/e-mailed FPCA from a voter in your town who is a serviceman, spouse or dependent or temporarily living outside the U.S., you have a duty to fill out an ED-12 Direction by Registrar form and issue an absentee ballot as soon as it is available. Under §9-153d there is no requirement that you ever receive the original FPCA.

### FAXED/E-mailed FPCA

#### **2. Used as an Application for Admission as an Elector**

Present law requires an application for admission as an elector and does not authorize an electronic application for admission. If you receive an faxed or e-mailed FPCA from a servicemen, spouse or dependent or a resident of your town temporarily living outside the U.S. who is not presently a registered elector in your town, you have a duty to fill out an ED-12 Direction by Registrar form and issue an absentee ballot as soon as it is available to this "Applicant for Admission as an Elector" under §9-153d. You should notify the applicant separately that under §9-25 and §9-26, if the original FPCA is not returned to you separately by 5:00 p.m. on the last weekday before the election, such ballot will not be counted. If the original FPCA is returned by 5:00 p.m. on the last weekday before the election, the applicant is immediately registered as an elector and his absentee ballot will be counted.

### FAXED/E-mailed FPCA

#### **3. Used as an Application for a Partial Ballot for Federal Offices by Citizens Permanently Overseas**

If you receive a faxed or e-mailed FPCA from a person permanently overseas, you should issue an overseas ballot as soon as it is available and notify the applicant separately that under §9-140(a), if the original FPCA is not returned to you separately or with the overseas ballot by the close of the polls on election or primary day, such ballot will not be counted. (The provisions of §9-140 and §9-158m are more liberal than the provisions of §9-153d(b).)

## **C. Specific Use of FPCA**

The FPCA was designed by the Department of Defense for use in all 50 states, and thus is not directly geared to Connecticut law as are our own forms. Therefore, you must look at it closely to be sure each citizen is receiving his maximum rights under Connecticut and federal law. We will review the card (a copy of which is attached) as to the various sections about which there could be confusion. These instructions apply to the new version of the FPCA (Rev. 2013). For instructions regarding an older version of the FPCA, please refer to our previous mailings to you. We have also tried to note revision changes where possible.

Heading: This is a request for an absentee ballot for all elections in which the applicant is eligible to vote. Consequently, in subsequent elections and primaries you should fill out an ED-12 (Direction by Registrar) form until such time as you are made aware of a change of address through a new application. (§9-153d).

Under a new federal law when you receive a FPCA, you **must send** "an absentee **ballot** to the voter **for each** subsequent **election for Federal office** held in the State during **that year.**" (emphasis added)

1. A voter must check one of the boxes. Selecting 1 "I am a US citizen residing outside the United States, and my return is not certain" or "I am a US citizen and have never resided in the United States" means a request for overseas ballot if the individual is not currently on your official registry list. If they are on your registry list send a full ballot. If the citizen sending the card is an absentee admission candidate (he or she will have checked Box 1 first three choices on new form (a or b on older forms) and not be currently on your list) and the street address given should be the bona fide residence in the town in which admission is requested.
2. The applicant may permanently enroll by filling in the appropriate portion of this section. The Registrars should place the applicant's name, once he is approved, on the enrollment list of the party chosen. He then has full party status.

If an Overseas Citizen is applying to vote in a primary, he will indicate which party's ballot he desires in this box. Remember, an Overseas Citizen is not registering, so he may indicate a different party in a subsequent primary.

If the person completing the FPCA is already registered and unaffiliated, he may use this section to affiliate, effective immediately. If the person completing the FPCA is already registered and already enrolled in a political party, he may use this section to transfer his party enrollment to another political party, but he will have rights in no party for three months from the date of filing his FPCA.

3. Legal name, self explanatory.

(D, H, I, J) are not required (older forms)

4. Driver's License or Social Security Number, Date of Birth, Sex are required. Race is not required in Connecticut.

- 5,6 If the FPCA is received before printed absentee ballots are available, as soon as a complete list of candidates is available, issue a blank absentee ballot and such list of candidates. (§9-153f)

(C or 5,6) With the passage of the MOVE Act, the blank ballot can now be issued electronically.

(A, B, D, E, or 7) If the citizen sending the card is an Overseas Citizen, this address should be his residence immediately prior to his departure from the United States.

8. The voter can supply you with a mailing address.

9. If a member of the armed forces, merchant marine or spouse or dependent remarks that it is a military contingency, and the FPCA is received before printed absentee ballots are available before a regular election, issue a blank absentee ballot beginning 90 days before the regular election and send a complete list of candidates as soon as such list is available. (§9-153e)

Connecticut law no longer requires the oath to be witnessed for any reason.

Additional Note: If a person checks one of the boxes in section 1, is not on the registry list, but is a bona fide resident of your town, you may immediately register him in absentia. If the FPCA is received before printed absentee ballots are available, as soon as a complete list of candidates is available, issue a blank absentee ballot and list of candidates. (§9-153f)

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

For any questions about this form, consult the Voting Assistance Guide available in hard copy or on [FVAP.gov](http://FVAP.gov) or your Voting Assistance Officer.

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

Please print in black ink.

## Classification

Make only 1 selection.

(In most States, you must be absent from your voting district to use this form).

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

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

## Legal name

Last name  Suffix

First name  Middle name

Previous name (if applicable)

## Identification

Some States require your full SSN. Check your State's pages in the Voting Assistance Guide on [FVAP.gov](http://FVAP.gov).

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.

Telephone

Fax

Email

## Ballot receipt

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.

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, place a forwarding address in Box 9.

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.

9

**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**

Today's date

You must sign and send in.

/  /

M M D D Y Y Y Y

Witness signature / date if required by your State.

Signature

Date

# 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 gray numbers and instructions below correspond to the gray 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 ranking 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 the area has no street names, 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.

**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 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 Services Directorate, Information Management Division, 4800 Mark Center Drive, 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 1973f, "Uniformed and Overseas Citizens Absentee Voting Act (UOCAVA)."

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

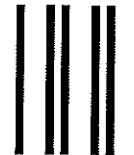
Routine Use(s): There is no retention of this information by the Federal government. Completed forms are sent by you to an appropriate State election official.

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

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