

DISTRICT OF COLUMBIA

The Federal Post Card Application (FPCA) is the primary form for requesting registration and/or an absentee ballot from your local election official. **Read all instructions printed below and on the FPCA before completing and signing your application.**

FEDERAL POST CARD APPLICATION

SAMPLE FORM

REGISTRATION AND ABSENTEE BALLOT REQUEST - FEDERAL POST CARD APPLICATION (FPCA)			
APPLICATION FOR STATE OF _____ COUNTY OF _____ CITY OR TOWNSHIP OF _____ §		I REQUEST ABSENTEE BALLOTS FOR ALL ELECTIONS IN WHICH I AM ELIGIBLE TO VOTE.	
1. APPLICANT INFORMATION (See instruction 1.)		6. POLITICAL PARTY AFFILIATION (This information is required by most states to send you a ballot for primary elections. See instructions.) E	
a. TYPED OR PRINTED NAME (Last, First, Middle Initial) _____ b. SEX _____ c. RACE _____		7. REMARKS (Provide additional information which will assist local election officials in determining your eligibility to register and vote. See instructions.)	
d. DATE OF BIRTH _____ e. SOCIAL SECURITY NUMBER _____ f. OTHER IDENTIFICATION NO. (passport, ID card) _____ A			
2. I LAST VOTED or PLACE OF LAST REGISTRATION (Do not leave this section blank. See instructions.)			
a. YEAR _____ b. COUNTY, CITY, OR TOWNSHIP _____ c. STATE _____ d. VOTER REGISTRATION NO. (if known) _____ B		8. AFFIRMATION BY APPLICANT F X only one: a, b, c or d I swear/affirm, under penalty of perjury, that I am: (See instructions) a. a member of the Uniformed Services or merchant marine on active duty, or an eligible spouse or dependent. b. a U.S. citizen temporarily residing outside the U.S. c. a U.S. citizen overseas by virtue of employment or accompanying spouse or dependent. d. other U.S. citizen residing outside the U.S.	
3. VOTING RESIDENCE (For military, legal residence. For overseas civilians, last residence in U.S. IF USING RURAL ROUTE, SEE INSTRUCTIONS.)			
a. LAST DAY OF RESIDENCY _____			
b. NUMBER AND STREET (do not use Post Office Box) _____		9. I AM A U.S. CITIZEN, ELIGIBLE TO VOTE IN THE ABOVE JURISDICTION, AND SUBSCRIBE TO ANY REQUIRED STATE/LOCAL OATH OR STATEMENT. f. 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. g. I am not registering, requesting a ballot, or voting in any other jurisdiction in the U.S. h. The information on this form is true and complete.	
c. CITY, TOWN OR VILLAGE _____ d. STATE _____ C			
e. COUNTY OR PARISH _____ f. ZIP CODE (9-digit, if known) _____			
4. MAIL ABSENTEE BALLOT TO: (Mailing address where you want the ballot to be sent.)			
_____ D			

5. YOUR FAX NUMBER (If this application is faxed, include all international prefixes. See Instructions.)		i. SIGNATURE OF APPLICANT G	
_____		j. DATE _____	
_____		DATE SIGNED _____	
_____		M M D D Y Y	
_____		M M D D Y Y	
_____		M M D D Y Y	
The information contained herein is for official use only. Any unauthorized release of this information may be punishable by law.			

Application Instructions

Circled letters on the form above correspond to the instructions below. You must complete all shaded areas.

- A** The last four digits of your Social Security number OR your District of Columbia Driver's License number is required for voter registration. If you do not possess either of these identifications, the District of Columbia shall assign a number that will serve to identify you for voter registration purposes.
- B** Do not leave blank. Enter "N/A" if not applicable or if you are a first time voter.
- C** Provide the complete street address of your District of Columbia voting residence. A post office box is not sufficient.
- D** Print the complete address where you want your ballot to be sent — usually your current mailing address. It must be different from the address you provided in Item 3.

- E** If you do not list a party affiliation, you cannot vote in primary elections. You must indicate your political party affiliation when applying for a primary ballot (Example: Democrat, Republican) or write "none" in Item 6 of the FPCA. Political party affiliation is not required if only requesting absentee ballots for general elections. If you are currently registered and want to change your political party affiliation or you have previously declined to indicate a political party and you now want to vote in a primary election, you must submit a completed FPCA to the Board of Elections and Ethics which includes your new political party affiliation.
- F** Check ONE box.
- G** You must sign and date the FPCA. When signing, you are swearing or affirming that the information is true and correct.

I. UNIFORMED SERVICES

A. Who Can Do It

These procedures apply to persons who are U.S. citizens, residents of the District of Columbia and members of the Uniformed Services and their family members. Uniformed Services are defined as the U.S. Armed Forces, merchant marine, commissioned corps of the Public Health Service and the National Oceanic and Atmospheric Administration.

B. Registering and Requesting an Absentee Ballot

You should send an FPCA to the Board of Elections and Ethics as early as 12 months preceding any election and whenever you change your mailing address (see Chapter 2).

To register and request an absentee ballot, send a completed FPCA to the Board of Elections and Ethics postmarked not later than 30 days before the election. If your FPCA is not postmarked, your FPCA must arrive at the Board of Elections and Ethics not later than 23 days before the election.

If you are already registered and only wish to apply for an absentee ballot, send a completed FPCA to the Board of Elections and Ethics so that it arrives not later than 7 days before the election.

C. Casting Your Vote

Ballot Return Deadline: Voted ballot must be postmarked not later than **midnight on the day of the election and must arrive not later than 10 days after the election.**

District of Columbia election officials mail absentee ballots not later than 35 days before the election.

If you are outside the U.S. and have not received your ballot in a timely manner, use the **Federal Write-In Absentee Ballot**. See instructions in Chapter 2, page 12.

Due to its Federal status, the District of Columbia does not send representatives to the U.S. Senate, however, it does participate in the election of the President and Vice President of the U.S. Additionally, a Delegate to the House of Representatives is elected.

D. Notary/Witness Requirements

No registration or voting materials are notarized or witnessed.

E. Electronic Transmission of FPCAs and Ballots

- The District of Columbia allows you to send the FPCA application for registration and absentee ballot by fax. After faxing, submit the FPCA by mail.
- The District of Columbia permits faxing of the absentee ballot only when military service prevents the applicant from receiving the absentee ballot and returning the voted ballot within 45 days. An application shall contain the reason that the applicant's military service prevents the applicant from receiving and returning the voted ballot through the mail process. Upon approval of an application, the voter is assigned a fax authorization number and required to sign an affidavit to waive his/her right to a secret ballot.
- Except in the special circumstances outlined above, the District of Columbia does not allow you to receive and return the voted ballot by fax.

Please refer to Appendix C for specific instructions when transmitting election materials electronically. Use the following numbers:

DSN 223-5527
(703) 693-5527
1-800-368-8683

Additional international toll-free fax numbers are listed on the inside back cover.

Instructions continue in Section III: Uniformed Services & Civilians Outside U.S.

II. CIVILIANS OUTSIDE U.S.

A. Who Can Do It

These procedures apply to persons who are U.S. citizens, residents of the District of Columbia and overseas citizens. The term "overseas citizen" means a U.S. citizen who resides outside the U.S. and (but for such residence) would be qualified to vote in the District of Columbia.

- District of Columbia residents temporarily outside the U.S. (for local and Federal office ballots)
- overseas citizens (for Federal office ballots only)

Notify Your Local Election Official About Your Current Mailing Address

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E. Electronic Transmission of FPCAs and Ballots

- The District of Columbia allows you to send the FPCA application for registration and absentee ballot by fax. After faxing, submit the FPCA by mail.
- The District of Columbia does not allow you to receive the blank ballot by fax.
- The District of Columbia does not allow you to return the voted ballot by fax.

Please refer to Appendix C for specific instructions when transmitting election materials electronically. **Use the following numbers:**

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(703) 693-5527
1-800-368-8683

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III. UNIFORMED SERVICES & CIVILIANS OUTSIDE U.S.

A. Bars to Registration and Voting

Persons currently imprisoned for a felony or found mentally incompetent by a court may not register or vote.

B. Action on Registration Requests

A voter registration card is sent.

C. Action Upon Denial of Registration or Absentee Ballot Request

Upon denial of your voter registration application or absentee ballot request, the District of Columbia shall provide you with the reason(s) for the rejection. Persons denied registration may appeal to the Board. Consult a legal assistance officer or civilian counsel.

D. Where To Send It

Mail the FPCA to:

The **District of Columbia Board of Elections and Ethics**
441 4th Street, N.W. Suite 250
Washington, DC 20001-2745

Your Country, Your Future, Your Vote

by Sirena Castillo, Civilian, Dept. of Commerce, Washington, D.C.

