



UOCAVA and Election Officials

FACT SHEET

Wherever U.S. citizens go, FVAP ensures their voice is heard.

The Federal Voting Assistance Program (FVAP) works to ensure Service members, their eligible family members and overseas citizens are aware of their right to vote and have the tools and resources to successfully do so — from anywhere in the world.

★ FVAP Can Help You Reach Voters:

- 1) If you have a hard time locating a military absentee voter's mailing address, contact FVAP as we may be able to assist.
- 2) FVAP's Electronic Transmission Service (ETS) enables election officials to transmit and receive balloting materials for free via fax or email to and from Uniformed Services members and overseas citizens. UOCAVA voters have the options of fax-to-email or email-to-fax conversion and use of toll-free overseas fax transmission.

Learn more at: www.fvap.gov/eo/overview/resources

★ Training Resources for Election Official at FVAP.gov

FVAP's Online Election Official Guided Training provides an introduction to the UOCAVA voting process, explains the prescribed forms and answers some of the more frequently asked questions. Election officials have a dedicated section at FVAP.gov. Use the drop-down menu to access flowcharts and quick reference guides that demonstrate the full processing of the Federal Post Card Application (FPCA) and Federal Write-In Absentee Ballot (FWAB), and provides suggestions on how to communicate with UOCAVA voters and resources to send ballot materials. Take the training online at: www.fvaptraining.com/FVAPTraining.

UOCAVA voters include:

Members of the United States Uniformed Services and merchant marine; their eligible family members; and United States citizens residing outside the country.

★ UOCAVA Voting Process:

Step 1:



A UOCAVA citizen completes a Federal Post Card Application (FPCA) to apply to register to vote and/or request an absentee ballot. The completed FPCA is submitted directly to the applicant's election official.

Step 2:



The election official reviews the submitted FPCA. After verifying eligibility, the election official sends the applicant an absentee ballot.

Step 3:



The applicant receives the absentee ballot, votes the ballot and returns it to the local election official to be counted.

Note: If the FPCA was rejected the election official must notify the voter. If applicants have not received a requested absentee ballot 30 days before the election, they should complete and submit the Federal Write-In Absentee Ballot (FWAB) to ensure their vote is received in time to be counted.

★ Help Us to Help You

Let us know when there is a change in State or local election official contact information (current address, fax, email and phone) so we can update our website and make that change known to UOCAVA voters visiting FVAP.gov.

FVAP can help!



An FVAP official, or the FVAP Director, may be available to visit your State to provide training on how best to assist UOCAVA voters. You could learn how to process forms, what resources FVAP has available to help you, and how best to communicate with these voters outside your jurisdiction.

To request that FVAP attend a conference in your State to provide UOCAVA training, send an email to Vote@FVAP.gov with conference details.

Additionally, FVAP suggests that you practice the following:

-  Confirm receipt and acceptance of the absentee ballot via email or post card.
-  Provide notification of FPCA acceptance and resolution of a FWAB submission to the voter and guidelines for re-sending or updating the forms if applicable.
-  Provide an annual review of your State's contact information on FVAP.gov to ensure it's current. Create and use a UOCAVA-specific email address.
-  Visit nearby military installations and build a working relationship with the Voting Assistance Officers.

**The Uniformed and Overseas Citizens Absentee Voting Act (UOCAVA) requires that the 55 States and territories allow certain groups of citizens to register and vote absentee in federal elections. States and territories may have supplementary laws and requirements.

UOCAVA requires State officials to:

-  permit absent Uniformed Services and overseas citizen voters to use absentee registration procedures and to vote by absentee ballot in general, special, primary, and runoff elections for federal office;
-  use the official post card form (prescribed under section 20301) as a simultaneous registration and absentee ballot application;
-  accept and process, with respect to any election for federal office, any otherwise valid voter registration application and absentee ballot application from an absent Uniformed Services or overseas citizen voter, if the application is received by the appropriate State election official not less than 30 days before the election; (state law may allow for a shorter period)
-  provide UOCAVA voters with an option to request and receive voter registration and absentee ballot applications by electronic transmission and establish electronic transmission options for delivery of blank absentee ballots to UOCAVA voters;
-  transmit requested absentee ballots to UOCAVA voters no later than 45 days before an election for a federal office, when the request has been received by that date, except where an undue hardship waiver is approved by the Department of Defense for that election;
-  take steps to ensure that electronic transmission procedures to protect the security of the balloting process and that the privacy of the identity and personal data of UOCAVA voters using the procedures (in accordance with section 20302(e)(6));
-  permit absent uniformed services voters and overseas voters to use Federal Write-In Absentee Ballots (in accordance with section 20303) in general, special, primary and runoff elections for federal office;
-  accept otherwise valid voter registration applications, absentee ballot applications, voted ballots, or Federal Write-In Absentee Ballots without regard to State notarization requirements, or restrictions on paper type, or envelope type; and
-  allow UOCAVA voters to track the receipt of their absentee ballots.

** These requirements are part of the UOCAVA and provided here only for easier reference by election officials. For more information, view the full Act at FVAP.gov.

CONTACT FVAP

Monday–Friday, 7:30 a.m. to 4 p.m. ET Phone: 1-800-438-VOTE (8683) | DSN: 425-1584 | Email: vote@fvap.gov
Go to FVAP.gov and click on “contact” to find where to send your election materials. Media inquiries: media@fvap.gov
[Facebook.com/DoDFVAP](https://www.facebook.com/DoDFVAP) and Twitter [@FVAP](https://twitter.com/FVAP)