Directive Concerning the Form of Absentee and Mail-in Ballot Materials

Date: July 1, 2024
Version: 2.0
Directive 2 of 2024

The following Directive is issued July 1, 2024, by the Secretary of the Commonwealth ("Secretary") pursuant to authority contained at Sections 201, 1304, and 1304-D of the Pennsylvania Election Code, 25 P.S. §§ 2621, 3146.4, 3150.14.

Background

Pennsylvania law requires county officials to provide qualified electors voting by absentee or mail-in ballot with “two envelopes, the official [] ballot, lists of candidates, when authorized by [law], the uniform instructions in form and substance as prescribed by the Secretary of the Commonwealth and nothing else.” ¹ Moreover, certain counties are subject to Section 203 of the federal Voting Rights Act ("Section 203"), ² requiring them to provide voting materials in non-English languages.

This Directive prescribes these forms and provides English, bilingual, and in some instances, trilingual versions. This Directive also prescribes a process for counties to seek a variance where necessary to accommodate equipment limitations or specifications. The highlighted portions of each form in Appendix A are those whose contents may be altered to provide information unique to the county, voter, or election, without requesting permission for a variance as provided in Section 6. These alterations may be made to the content of the text. Provided, however, that the discretion to adjust the contents is subject to additional prescriptions in the relevant sections.

As discussed further in Sections 2 and 5, Counties are left with discretion to arrange text orientation, and to enlarge text font sizes, in order to best serve their voters and accommodate different equipment specifications. Likewise, counties may adjust the orientation in order to accommodate envelopes with dimensions different from those presented in the samples.

The forms prescribed under this Directive will also be provided to counties under separate, secure cover in a digital format that can be directly used for printing and formatting. This Directive provides only minimum requirements for compliance with Pennsylvania law and the Secretary’s prescriptions. Although nothing in this Directive is intended to be incompatible with known county equipment requirements, each county is responsible for ensuring that their iterations of the forms are compliant with their existing equipment and postal selections. Likewise, each county should verify with the United

² 52 USC § 10503.
States Postal Service (USPS) that their materials comport with the election mail specifications set by USPS.

Mailing Envelopes

Mailing envelopes are used to send outgoing mail-in and absentee balloting materials to qualified electors. The Department has provided samples in two sizes, attached as Appendix B. These samples include different language configurations, which can be adopted by any county, provided that all counties subject to Section 203 use a form including all required languages.

Counties should use the font sizes, logos, and colors, as provided. Counties may use envelopes of a size different than presented, provided that the size of the envelope is large enough to include all other materials described herein. So long as the content, font type, font size, logos, logo sizes, and coloration are maintained, the arrangement of the materials on these forms is at the discretion of the counties to orient. Counties may adjust as necessary to accommodate, among other things, additional bar code tracking materials.

Secrecy Envelopes/Inner Envelopes

Pennsylvania law provides that two envelopes shall be mailed to each absentee or mail-in elector; the smaller of these envelopes is sometimes referred to alternatively as the “secrecy envelope,” or “inner envelope.”

The secrecy envelope shall be rectangular and of a size large enough to contain all content included on the prescribed forms. For example, a standard size nine envelope (3.875” by 8.875”) would comply.

The secrecy envelope should be in a yellow color, such as the samples shown in Appendix C. These samples include different language configurations, which can be adopted by any county, provided that all counties subject to Section 203 use a form including all required languages.

Pennsylvania law requires the inner envelope to bear the text “official election ballot.” The samples in Appendix B contain watermarking with the statutorily required language.

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3 The blue color is used to ensure it is a familiarized color recognized by the USPS as outgoing election mail.

4 25 P.S. §§ 3146.4, 3150.14(a).
Instructions

The uniform instructions shall be printed on paper no smaller than a standard paper size of 8.5" by 11". The paper must be of a non-white color.

The text font, text size, logos, and language must be in conformance with the samples prescribed in Appendix D. Each sample includes a different language configuration, which can be adopted by any county, provided that all counties subject to Section 203 use a form including all required languages.

Although the line “[INSERT ELECTION DATE]” is highlighted in Appendix A, this highlighting does not permit a county to use generic text in the absence of a variance. Counties must include the date of the relevant election.

The contents of this Appendix have been revised since version 1.1 of this Directive issued in December 2023.

Outer Envelopes/Declaration Envelopes

Pennsylvania law provides that two envelopes shall be mailed to each absentee or mail-in elector; the larger of these envelopes is sometimes referred to alternatively as the “outer envelope” or “declaration envelope.” Samples of the prescribed forms are shown in Appendix E. These samples include different language configurations, which can be adopted by any county, provided that all counties subject to Section 203 use a form including all required languages.

The outer envelope shall be rectangular and of a size large enough to contain all prescribed content. For example, a standard size ten envelope (4.125" by 9.5") would comply.

The flap of any such envelope must leave proper space to include the designs prescribed in Appendix E.

Counties may replace the portions of the samples in Appendix E that are in purple color with any other non-white and non-black color ink. Such counties should coordinate with all bordering counties to minimize the possibility that neighboring counties will use the same non-purple color. This replacement does not require the seeking of a variance, but counties must update the graphics and text in the uniform instructions to reflect the colors of their declaration envelopes.

All templates in Appendix E have been revised to include “Y”s in the last two boxes of the dating portion of the template. These digits are also highlighted in Appendix A, to
indicate that this text must be edited by counties. Counties must replace the “Y”s in these boxes with the digits reflecting the year of the election in which the envelopes are to be used. For example, if the envelopes will be used for an election taking place in 2024, the “Y”s must be replaced with a “2” and a “4.” This prescription is immediately in effect for all elections taking place following the issuance of this Directive.

Counties that use mail envelopes with “windows” may make alterations to the arrangements of the contents to accommodate the placement of barcodes and unique identifiers in places that will be visible through the window. Such minor alterations, so long as they do not alter the font size or content, may be implemented without seeking a variance. Likewise, so long as the content, font type, minimum font size, logos, logo sizes, and coloration are maintained, the arrangement of the materials on these forms are at discretion of the counties to orient or enlarge.

The Department further notes that any county opting to use green color ink is not permitted to allow the green coloring to wrap over the top of the envelope, in order to avoid interference with USPS sorting equipment. The Department again advises that counties vet all mail ballot materials through the USPS procedures.

Lastly, counties may apply a hole punch in the outer envelope without seeking a variance. Counties providing envelopes to blind and low vision voters must hole punch the return envelope provided to such voters under the Department’s Guidance on Managing Accessible Remote Absentee and Mail-in Voting for Voters with Disabilities.

Variance Procedures

Any county that believes it is unable to comply with the prescriptions of this Directive, or that wishes to implement changes to the forms that are in line with the aims of this Directive, may seek permission from the Department for a variance. A variance will only be granted where the county demonstrates that it is in line with the Directive’s twin goals of promoting uniformity and improving the voting experience.

A county seeking a variance must provide the Bureau of Elections with a proposed alternative to the prescribed forms, as well as the additional information described in this section, at least 60 days before the election for which the materials will be used.

The Department is also providing templates of forms with logos and formations that deviate from those shown in Appendixes A-E. These pre-approved variant forms are included as Appendix F. Counties are permitted to use the forms in Appendix X without seeking a variance, provided that the icons on the instructions are updated accordingly.

The below table includes a set of pre-approved variances that do not require Department approval to implement. This table is not intended to provide an exhaustive list of the variances the Department has approved or would approve if sought by a county.
<table>
<thead>
<tr>
<th>Short Title</th>
<th>Specifications</th>
<th>Other Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Highlighting in Declaration Envelope Fields</td>
<td>Counties are permitted to shade the entry boxes of the sign and date fields on the declaration envelope in a yellow color.</td>
<td>Counties are responsible for ensuring that the shading will not impact the mail sorting equipment they use. Counties must update the logos of the instructions to reflect this change.</td>
</tr>
<tr>
<td>Increased font size</td>
<td>Counties are permitted to increase the font size of any prescribed content, provided all other requirements and specifications are satisfied.</td>
<td>The United States Postal Service Mailpiece Design Analyst (USPS MDA) must review and approve all font size changes made to outgoing and return envelopes.</td>
</tr>
</tbody>
</table>

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<table>
<thead>
<tr>
<th>Version</th>
<th>Date</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.0</td>
<td>11/28/2023</td>
<td>Initial document release</td>
</tr>
<tr>
<td>1.1</td>
<td>12/14/2023</td>
<td>Appendices Revised</td>
</tr>
<tr>
<td>2.0</td>
<td>7/1/2024</td>
<td>Appendices and Prescriptions Revised</td>
</tr>
</tbody>
</table>
Appendix A
Official Ballot

Your ballot must be received by 8 p.m. on election day at your county election board.

Franklin County Elections Department
4321 Sample Avenue
Sample, PA 99999-1234

Vivian Voter
1234 Crest Blvd.
Sample, PA 99999-4321
Ways to return your ballot

By mail
Mail your ballot so it is received by your county election office by 8 p.m. on election day.

In person
Return your ballot to your county election office or an official county drop-off site by 8 p.m. on election day.

Return your ballot right away!
Your ballot must be received by 8 p.m. on election day at your county election board.

Contact Information
English: 111-222-3333
Español: 111-222-4444
TTY: 1-222-555-1222
Fax: 111-222-6666
elections@franklincounty.gov
www.franklincounty.gov/elections

Franklin County Elections Department
4321 Sample Avenue
P.O. Box 9999-1234
Sample, PA 9999-1234

Sample your ballot so it is received by 8 p.m. on election day at your county election board.

Ways to return your ballot

See instructions inside
Instructions—Make your ballot count!

1. Put your ballot in the yellow envelope that says “Official Election Ballot” and seal it.

2. Put the yellow envelope that says “Official Election Ballot” in the return envelope with the purple coloring.

3. Sign and date the return envelope. Put today’s date—the date you are signing.

Return your ballot right away. Your ballot must be received by your county board of elections by 8 p.m. on [INSERT ELECTION DATE]. Track your ballot at https://vote.pa.gov/mailballotstatus.

✓ You must either mail or return your ballot yourself. If you have a disability that prevents you from returning your ballot yourself, contact us at the phone number below.
✓ If you lose your ballot or make a mistake, contact us at the phone number below.
✓ If you return your voted mail ballot by 8 p.m. on election day, you cannot vote in-person at your polling place.
  o If you bring your mail ballot and return envelope to your polling place, you can vote in-person at your polling place.
  o If you do not bring your mail ballot and return envelope to your polling place, you can only vote a provisional ballot at your polling place.

Contact
Franklin County
Franklincountyelections.gov
1-222-555-1222
4321 Sample Avenue, Sample, PA 99999
7 a.m. – 7 p.m.
Your ballot must be received by 8 p.m. on election day at your county election board.
Before you complete this side!
1. Seal your ballot in the yellow envelope that says “Official Election Ballot.”
2. Then seal that envelope inside this envelope.

Voter’s declaration
I am qualified to vote the enclosed ballot and I have not already voted in this election.
If I am unable to sign without help because I have an illness or physical disability, I have made my mark or somebody has helped me make my mark.

Sign or mark here (REQUIRED)
X

Today’s date here (REQUIRED)
Month Day Year

For your witness only
If you have an illness or physical disability that prevents you from signing, have your witness complete this section.

Witness, sign here

Witness address
Street __________________________
City __________________________ Zip ____________

For county election use only
Appendix B
Your ballot must be received by 8 p.m. on election day at your county election board.

Su papeleta debe recibirse antes de las 8 p.m. el día de las elecciones en la junta electoral de su condado.

您所在縣的選舉委員會必須在選舉日晚上8點前收到您的選票.
Official Ballot

See instructions inside

How to return your ballot

Forms de desarrollar su papeleta

Contact Information

111-222-3333
Español: 111-222-4444
中文: 111-222-4444
TTY: 1-222-555-1222
elections@franklincounty.gov
www.franklincounty.gov/elections

In person

Return your ballot to your county election office or an official county drop-off site by 8 p.m. on election day.

By Mail

Mail your ballot so it is received by your county election office by 8 p.m. on election day.

By Fax

Fax/Copy: 111-222-6666

Chinese

4321 Sample Avenue
Sample, PA 99999-1234

English:

Franklin County Elections Department

For more information, visit the Franklin County Elections Department online at www.franklincounty.gov/elections.

Papeleta oficial

Información de contacto

Ver instrucciones en el interior

Forms de desarrollar su papeleta

Información de contacto

Español: 111-222-4444

TTY: 1-222-555-1222
elections@franklincounty.gov
www.franklincounty.gov/elections

In person

Devuelva su papeleta a la oficina electoral de su condado o a un sitio oficial de entrega del condado antes de las 8 p.m. el día de elecciones.

By Mail

Envíe su papeleta por correo para que la oficina electoral de su condado la reciba antes de las 8 p.m. el día de elecciones.

Chinese

111-222-4444

TTY: 1-222-555-1222
elections@franklincounty.gov
www.franklincounty.gov/elections

In person

在選舉日晚上8點前將選票交回您所在縣的選舉辦事處或官方縣投遞點。

By Mail

選票將於選舉日晚上8點前遞交至您所在縣的選舉辦事處或官方縣投遞點。
Your ballot must be received by 8 p.m. on election day at your county election board.

Su papeleta debe recibirse antes de las 8 p.m. el día de las elecciones en la junta electoral de su condado.

Vivian Voter
1234 Crest Blvd.
Sample, PA 99999-4321
Ways to return your ballot

By mail
Mail your ballot so it is received by your county election office by 8 p.m. on election day.

In person
Return your ballot to your county election office or an official county drop-off site by 8 p.m. on election day.

Your ballot must be received by 8 p.m. on election day at your county election board.

Return your ballot right away!

Your ballot must be received by 8 p.m. on election day at your county election board.

Contact information

English: 111-222-3333
Español: 111-222-4444
TTY: 1-222-555-1222
elections@franklincounty.gov
Fax: 111-222-6666
www.franklincounty.gov/elections

Franklin County Elections Department
4321 Sample Avenue
Sample, PA 99999-1234
Your ballot must be received by 8 p.m. on election day at your county election board.

Vivian Voter
1234 Crest Blvd.
Sample, PA 99999-4321
**Official Ballot**

**See instructions inside**

**Contact information**

**By Mail**

Mail your ballot so it is received by your county election office by 8 p.m. on election day.

**In person**

Return your ballot to your county election office or an official county drop-off site by 8 p.m. on election day.

Return your ballot right away!

Your ballot must be received by 8 p.m. on election day at your county election board.

*Official Ballot*

See instructions inside

Franklin County Elections Department
431 Sample Avenue
Sample, PA 99999-1234

elections@franklincounty.gov

TTY: 1-222-555-1222
Fax: 1-222-666-7777

www.franklincounty.gov/elections

Return your ballot so it is received by your county election office by 8 p.m. on election day.

Return your ballot to your county election office or an official county drop-off site by 8 p.m. on election day.

In person

Return your ballot to your county election office or an official county drop-off site by 8 p.m. on election day.

Contact information

**In person**

Return your ballot to your county election office or an official county drop-off site by 8 p.m. on election day.

Return your ballot right away!

Your ballot must be received by 8 p.m. on election day at your county election board.

Contact information

**By Mail**

Mail your ballot so it is received by your county election office by 8 p.m. on election day.

Contact information

**In person**

Return your ballot to your county election office or an official county drop-off site by 8 p.m. on election day.

Return your ballot right away!

Your ballot must be received by 8 p.m. on election day at your county election board.

Contact information
Your ballot must be received by 8 p.m. on election day at your county election board.

Vivian Voter
1234 Crest Blvd.
Sample, PA 99999-4321
Ways to return your ballot

By mail
Mail your ballot so it is received by your county election office by 8 p.m. on election day.

In person
Return your ballot to your county election office or an official county drop-off site by 8 p.m. on election day.

Return your ballot right away!
Your ballot must be received by 8 p.m. on election day at your county election board.

Contact Information
English: 111-222-3333
Español: 111-222-4444
text@franklincounty.gov
www.franklincounty.gov/elections

Return your ballot right away!
Your ballot must be received by 8 p.m. on election day at your county election board.

Su papeleta debe recibirse antes de las 8 p.m. el día de las elecciones en la junta electoral de su condado.

您所在縣的選舉委員會必須在選舉日晚上8點前收到您的選票.

Vivian Voter
1234 Crest Blvd.
Sample, PA 99999-4321
Ways to return your ballot
Formas de devolver su papeleta
交回選票的方法

By Mail
Mail your ballot so it is received by your county election office by 8 p.m. on election day.

Por correo
Envíe su papeleta por correo para que la oficina electoral de su condado la reciba antes de las 8 p.m. el día de las elecciones.

In person
Return your ballot to your county election office or an official county drop-off site by 8 p.m. on election day.

En persona
Devuelva su papeleta a la oficina electoral de su condado o a un sitio oficial de entrega del condado antes de las 8 p.m. el día de las elecciones.

By Mail

Contact information
Información de contacto
聯繫信息

Franklin County Elections Department
4321 Sample Avenue
Sample, PA 99999-1234

www.franklincounty.gov/elections
elections@franklincounty.gov
English: 111-222-3333
Español: 111-222-4444
中文: 111-222-4444

Fax/ 傳真: 111-222-6666
TTY: 1-222-555-1222
Official Ballot

Papeleta oficial

Your ballot must be received by 8 p.m. on election day at your county election board.

Su papeleta debe recibirse antes de las 8 p.m. el día de las elecciones en la junta electoral de su condado.

Vivian Voter
1234 Crest Blvd.
Sample, PA 99999-4321
Ways to return your ballot
Formas de devolver su papeleta

By mail
Mail your ballot so it is received by your county election office by 8 p.m. on election day.

Por correo
Envíe su papeleta por correo para que la oficina electoral de su condado la reciba antes de las 8 p.m. el día de las elecciones.

In person
Return your ballot to your county election office or an official county drop-off site by 8 p.m. on election day.

En persona
Devuelva su papeleta a la oficina electoral de su condado o a un sitio oficial de entrega del condado antes de las 8 p.m. el día de las elecciones.

Return your ballot right away!
¡Devuelva su papeleta de inmediato!

Your ballot must be received by 8 p.m. on election day at your county election board.

Su papeleta debe recibirse antes de las 8 p.m. el día de las elecciones en la junta electoral de su condado.

Contact information
Información de contacto

Franklin County Elections Department
4321 Sample Avenue
Sample, PA 99999-1234

www.franklincounty.gov/elections

elections@franklincounty.gov

English: 111-222-3333
Español: 111-222-4444

Fax: 111-222-6666
TTY: 1-222-555-1222
Official Ballot

Your ballot must be received by 8 p.m. on election day at your county election board.

Franklin County Elections Department
4321 Sample Avenue
Sample, PA 99999-1234

Vivian Voter
1234 Crest Blvd.
Sample, PA 99999-4321
Return your ballot right away!
Your ballot must be received by 8 p.m. on election day at your county election board.

Ways to return your ballot

By mail
Mail your ballot so it is received by your county election office by 8 p.m. on election day.

In person
Return your ballot to your county election office or an official county drop-off site by 8 p.m. on election day.

Contact information

Franklin County Elections Department
4321 Sample Avenue
Sample, PA 99999-1234

- www.franklincounty.gov/elections
- elections@franklincounty.gov
- English: 111-222-3333
- Español: 111-222-4444
- Fax: 111-222-6666
- TTY: 1-222-555-1222
Appendix C
Official Election Ballot

Papeleta Electoral Oficial
Official Election Ballot
Papeleta Electoral Oficial
官方選舉選票
Official Election Ballot
Papeleta Electoral Oficial
Official Election Ballot
Instructions—Make your ballot count!

1. Put your ballot in the yellow envelope that says “Official Election Ballot” and seal it.

2. Put the yellow envelope that says “Official Election Ballot” in the return envelope with the purple coloring.

3. Sign and date the return envelope. Put today’s date—the date you are signing.

Return your ballot right away. Your ballot must be received by your county board of elections by 8 p.m. on [INSERT ELECTION DATE].

Track your ballot at https://vote.pa.gov/mailballotstatus.

✓ You must either mail or return your ballot yourself. If you have a disability that prevents you from returning your ballot yourself, contact us at the phone number below.

✓ If you lose your ballot or make a mistake, contact us at the phone number below.

✓ If you return your voted mail ballot by 8 p.m. on election day, you cannot vote in-person at your polling place.
  ○ If you bring your mail ballot and return envelope to your polling place, you can vote in-person at your polling place.
  ○ If you do not bring your mail ballot and return envelope to your polling place, you can only vote a provisional ballot at your polling place.

Contact
Franklin County
Franklincountyelections.gov
1-222-555-1222
4321 Sample Avenue, Sample, PA 99999
7 a.m. – 7 p.m.

Dar la vuelta para español
Instrucciones: ¡Haga que su papeleta cuente!

1. Coloque su papeleta en el sobre amarillo que indica “Papeleta electoral oficial” y séllelo.
2. Coloque el sobre amarillo que dice “Papeleta electoral oficial” en el sobre de devolución de color púrpura.
3. Firme y escriba la fecha en el sobre de devolución. Escriba la fecha de hoy, la fecha en la que está firmando.

Devuelva su papeleta de inmediato. Su papeleta debe ser recibida por la junta electoral de su condado antes de las 8 p.m. el [INSERT ELECTION DATE]. Podrá rastrear su papeleta en vote.pa.gov/MailBallotStatus

✓ Debe enviar su papeleta por correo o devolverla usted mismo. Si tiene una discapacidad que le impide devolver su papeleta usted mismo, contáctenos al número de teléfono que aparece a continuación.
✓ Si pierde su papeleta o comete un error, contáctenos al número de teléfono que aparece a continuación.
✓ Si devuelve su papeleta votada por correo antes de las 8 p.m. el día de las elecciones, no puede votar en persona en su centro de votación.
   ○ Si trae la papeleta que se le envió por correo y el sobre de devolución a su centro de votación, puede votar en persona en su centro de votación.
   ○ Si no trae la papeleta que se le envió por correo y el sobre de devolución a su centro de votación, solo podrá votar con una papeleta provisional en su centro de votación.

Contacto
Franklin County
Franklincountyelections.gov
1-222-555-1222
4321 Sample Avenue, Sample, PA 99999
7 a.m. – 7 p.m.
Instructions—Make your ballot count!

1. Put your ballot in the yellow envelope that says “Official Election Ballot” and seal it.

2. Put the yellow envelope that says “Official Election Ballot” in the return envelope with the purple coloring.

3. Sign and date the return envelope. Put today’s date—the date you are signing.

Return your ballot right away. Your ballot must be received by your county board of elections by 8 p.m. on [INSERT ELECTION DATE]. Track your ballot at https://vote.pa.gov/mailballotstatus.

✓ You must either mail or return your ballot yourself. If you have a disability that prevents you from returning your ballot yourself, contact us at the phone number below.
✓ If you lose your ballot or make a mistake, contact us at the phone number below.
✓ If you return your voted mail ballot by 8 p.m. on election day, you cannot vote in-person at your polling place.
  - If you bring your mail ballot and return envelope to your polling place, you can vote in-person at your polling place.
  - If you do not bring your mail ballot and return envelope to your polling place, you can only vote a provisional ballot at your polling place.

Contact
Franklin County
Franklincountyelections.gov
1-222-555-1222
4321 Sample Avenue, Sample, PA 99999
7 a.m. – 7 p.m.
說明—讓你的選票算數！

1. 將選票放入記有「官方選舉選票」的黃色信封並密封。
2. 將記有「官方選舉選票」的黃色信封放入紫色的回郵信封。
3. 在交回的信封上簽名並注明日期。寫上今天的日期，即您簽名的日期。

立即交回您的選票。您所在縣的選舉委員會必須在以下時間前收到您的選票：[INSERT ELECTION DATE] 晚上8點。

在此追蹤您的選票：vote.pa.gov/MailBallotStatus。

您必須自行郵寄或交回您的選票。如果您有殘疾，無法親自交回選票，請撥打以下電話號碼與聯絡我們聯繫。

若您遺失選票或犯了錯誤，請通過以下電話號碼聯絡我們。

如果您在選舉當天晚上8點之前將已投票的郵寄選票寄回，則不能親自前往投票站投票。
  o 如果您將郵寄選票和回郵信封帶到投票站，您可以親自到投票站投票。
  o 如果您未將郵寄選票和回郵信封帶到投票站，您只能在投票站投臨時選票。

聯絡資訊
Franklin County
Franklincountyelections.gov
1-222-555-1222
4321 Sample Avenue, Sample, PA 99999
7 a.m. – 7 p.m.

Turn over for English
Instructions—Make your ballot count!

1. Put your ballot in the yellow envelope that says “Official Election Ballot” and seal it.

2. Put the yellow envelope that says “Official Election Ballot” in the return envelope with the purple coloring.

3. Sign and date the return envelope. Put today’s date—the date you are signing.

Return your ballot right away. Your ballot must be received by your county board of elections by 8 p.m. on [INSERT ELECTION DATE].

Track your ballot at https://vote.pa.gov/mailballotstatus.

✓ You must either mail or return your ballot yourself. If you have a disability that prevents you from returning your ballot yourself, contact us at the phone number below.
✓ If you lose your ballot or make a mistake, contact us at the phone number below.
✓ If you return your voted mail ballot by 8 p.m. on election day, you cannot vote in-person at your polling place.
   o If you bring your mail ballot and return envelope to your polling place, you can vote in-person at your polling place.
   o If you do not bring your mail ballot and return envelope to your polling place, you can only vote a provisional ballot at your polling place.

Contact
Franklin County
Franklincountyelections.gov
1-222-555-1222
4321 Sample Avenue, Sample, PA 99999
7 a.m. – 7 p.m.
Your ballot must be received by 8 p.m. on election day at your county election board.

Su papeleta debe recibirse antes de las 8 p.m. el día de las elecciones en la junta electoral de su condado.
Before you complete this side!

1. Seal your ballot in the yellow envelope that says "Official Election Ballot.
2. Then seal that envelope inside this envelope.

¡Antes de completar este lado!
1. Selle su papeleta en el sobre amarillo que dice "Papeleta electoral oficial.
2. Luego selle ese sobre detrás de este sobre.

Voter’s declaration
I am qualified to vote the enclosed ballot and I have not already voted in this election. If I am unable to sign without help because I have an illness or physical disability, I have made my mark or somebody has helped me make my mark.

Declaración del votante
Estoy calificado para votar en la papeleta adjunta y no lo he votado en esta elección. Si no puedo firmar sin ayuda porque tengo una enfermedad o discapacidad física, he dejado mi huella o alguien me ha ayudado a dejar mi huella.

Today’s date here (REQUIRED)
Escriba la fecha de hoy aquí (OBLIGATORIO)

Month/Mes
Day/Día
Year/Año

Sign or mark here (REQUIRED)
Fírmame o marque aquí (OBLIGATORIO)
Your ballot must be received by 8 p.m. on election day at your county election board.

您所在縣的選舉委員會必須在選舉日晚上8點前收到您的選票。
Before you complete this side!

1. Seal your ballot in the yellow envelope that says "Official Election Ballot."
2. Then seal that envelope inside this envelope.

在完成此面之前!

1. 將選票封入記有「官方選舉選票」的黃色信封裡。
2. 然後將那個信封封入這個信封裡。

Witness address | 見證人地址
Street | 街道
City | 市
Zip | 郵遞區號
Witness, sign here | 見證人在此簽名
Sign or mark here (REQUIRED) | 在此簽名或標記（必填）
Month/Day | 月/日
Year/Year | 年

Witness, sign here | 見證人在此簽名

For your witness only
If you have an illness or physical disability that prevents you from signing, have your witness complete this section.

僅供您的見證人
如果您因疾病或身心障礙而無法簽字，請讓您的見證人填寫此部分。

Voter’s declaration
I am qualified to vote the enclosed ballot and I have not already voted in this election. If I am unable to sign without help because I have an illness or physical disability, I have made my mark or somebody has helped me make my mark. I am qualified to vote the enclosed ballot and I have.

選民聲明
我有用所附選票進行投票的資格，而我尚未在本次選舉中投票。如果我因疾病或身心障礙而無法在沒有幫助的情況下簽名，我會留下我的印記，或有人會幫我留下我的印記。

Sign and date
Sign or mark here (REQUIRED)

今日的日期在此（必填）
Your ballot must be received by 8 p.m. on election day at your county election board.

Franklin County Elections Department
4321 Sample Avenue
Sample, PA 99999-1234
1. Seal your ballot in the yellow envelope that says "Official Election Ballot."

2. Then seal that envelope inside this envelope.

For your witness only

If you have an illness or physical disability that prevents you from signing, have your witness complete this section.

Witness address

Witness, sign here

Witness's signature

Voter's declaration

Iam qualified to vote the enclosed ballot and I have not already voted in this election.

Sign or mark here (REQUIRED)

Today's date here (REQUIRED)

X

2. Then seal that envelope inside this envelope.

"Official Election Ballot"

3. Seal your ballot in the yellow envelope that

Before you complete this side!
Franklin County Elections Department
4321 Sample Avenue
Sample, PA 99999-1234
Before you complete this side!
1. Seal your ballot in the yellow envelope that says “Official Election Ballot.”
2. Then seal that envelope inside this envelope.

¡Antes de completar este lado!
1. Selle su papeleta en el sobre amarillo que dice “Papeleta electoral oficial.”
2. Luego selle ese sobre dentro de este sobre.

Voter’s declaration
I am qualified to vote the enclosed ballot and I have not already voted in this election. If I am unable to sign without help because I have an illness or physical disability, I have made my mark or somebody has helped me make my mark.

Declaración del elector
Estoy calificado para votar en la papeleta adjunta y aún no he votado en esta elección. Si no puedo firmar sin ayuda porque tengo una enfermedad o discapacidad física, he dejado mi huella o alguien me ha ayudado a dejar mi huella.

For your witness only
If you have an illness or physical disability that prevents you from signing, have your witness complete this section.

Sólo para su testigo
Si tiene una enfermedad o discapacidad física que le impide firmar, pidale a su testigo que complete esta sección.

Witness, sign here | Testigo, firme aquí

Witness address | Dirección del testigo
Street | Calle
City | Ciudad
Zip | Código postal

Sign or mark here (REQUIRED)
Firme o marque aquí (OBLIGATORIO)

Today’s date here (REQUIRED)
Escriba la fecha de hoy aquí (OBLIGATORIO)

For county election use only
Para uso exclusivo en las elecciones del condado
Franklin County Elections Department
4321 Sample Avenue
Sample, PA 99999-1234

Your ballot must be received by 8 p.m. on election day at your county election board.

您所在縣的選舉委員會必須在選舉日晚上8點前收到您的選票。
Before you complete this side!
1. Seal your ballot in the yellow envelope that says "Official Election Ballot."
2. Then seal that envelope inside this envelope.

在完成此面之前！
1. 将选票放入写有「官方选举选票」的黄色信封里。
2. 然后将那个信封放入这个信封里。

Voter’s declaration
I am qualified to vote the enclosed ballot and I have not already voted in this election.
If I am unable to sign without help because I have an illness or physical disability, I have made my mark or somebody has helped me make my mark.

選民聲明
我有用所附選票進行投票的資格，而我尚未在本次選舉中投票。
如果我因疾病或身心障礙而無法在沒有幫助的情況下簽名，我會留下我的印記，或者有人會幫我留下我的印記。

Sign or mark here (REQUIRED)
在此簽名或標記 (必填)

For your witness only
If you have an illness or physical disability that prevents you from signing, have your witness complete this section.

Witness address | 見證人地址
Street | 街道
City | 市 Zip | 郵遞區號

For county election use only
僅供縣選舉使用
Official Ballot Return Envelope

Your ballot must be received by 8 p.m. on election day at your county election board.
Before you complete this side!
1. Seal your ballot in the yellow envelope that says “Official Election Ballot.”
2. Then seal that envelope inside this envelope.

Voter’s declaration
I am qualified to vote the enclosed ballot and I have not already voted in this election.

If I am unable to sign without help because I have an illness or physical disability, I have made my mark or somebody has helped me make my mark.

Sign or mark here (REQUIRED)

Today’s date here (REQUIRED)

X

Month Day Year

Sign and date

For your witness only
If you have an illness or physical disability that prevents you from signing, have your witness complete this section.

Witness, sign here

Witness address
Street ____________________________
City _______ _______ Zip ____________

For county election use only
Appendix F
Your ballot must be received by 8 p.m. on election day at your county election board.

Su papeleta debe recibirse antes de las 8 p.m. el día de las elecciones en la junta electoral de su condado.
Before you complete this side!

1. Seal your ballot in the yellow envelope that says “Official Election Ballot.”
2. Then seal that envelope inside this envelope.

¡Antes de completar este lado!

1. Selle su papeleta en el sobre amarillo que dice “Papeleta electoral oficial.”
2. Luego selle ese sobre dentro de este sobre.

Witness address | Dirección del testigo
----------------|-----------------------------------
Street | Calle
City | Ciudad
Zip | Código postal

Witness, sign here | Testigo, firme aquí
----------------|-----------------------------------

For county election use only
Para uso exclusivo en las elecciones del condado

If you have an illness or physical disability that prevents you from signing, have your witness complete this section.
Si tiene una enfermedad o discapacidad que le impide firmar, hágalo su testigo.

Date/Fechar
----------------|
Year/Ano | 20YY
Month/Mes | Day/Dia | Today’s date here (Required)
Sign/Firmar | X | Escriba la fecha de hoy aquí (Obligatorio)
Sign or mark here (Required)
Firme o marque aquí (Obligatorio)
Your ballot must be received by 8 p.m. on election day at your county election board.

您所在的縣選舉委員會必須在選舉日的晚上八點之前收到您的選票。
1. Seal your ballot in the yellow envelope that says “Official Election Ballot.”

2. Then seal that envelope inside this envelope.

Before you complete this side!

Witness address

Witness, sign here

For your witness only

If you have an illness or physical disability that prevents you from signing, have your witness complete this section.

Voter’s declaration

I am qualified to vote the enclosed ballot and I have not already voted in this election.

If I am unable to sign without help because I have an illness or physical disability, I have made my mark or somebody has helped me make my mark.

If I am unable to sign without help because I have an illness or physical disability in this election, I am qualified to vote the enclosed ballot and I have made my mark.
Your ballot must be received by 8 p.m. on election day at your county election board.

Franklin County Elections Department
4321 Sample Avenue
Sample, PA 99999-1234
Before you complete this side!

1. Seal your ballot in the yellow envelope that says "Official Election Ballot.

2. Then seal that envelope inside this envelope.

3. Seal your ballot in the yellow envelope that says "Official Election Ballot."

FOR YOUR WITNESS ONLY

Witness address
Street
City, Zip

Witness, sign here

Witness, complete this section. If you have an illness or physical disability that prevents you from signing, have your witness complete this section.

Witness's address
Street
City, Zip

Witness, sign here

Voter's declaration
I am qualified to vote the enclosed ballot and I have not already voted in this election.

If I am unable to sign without help because I have an illness or physical disability, I have made my mark or somebody has helped me make my mark or somebody has helped me.

Sign or mark here

Today's date here
Month Day Year

20YY

Sign

(Required)

(Required)
Your ballot must be received by 8 p.m. on election day at your county election board.

Franklin County Elections Department
4321 Sample Avenue
Sample, PA 99999-1234
Before you complete this side!
1. Seal your ballot in the yellow envelope that says “Official Election Ballot.”
2. Then seal that envelope inside this envelope.

¡Antes de completar este lado!
1. Selle su papeleta en el sobre amarillo que dice “Papeleta electoral oficial.”
2. Luego selle ese sobre dentro de este sobre.

Voter’s declaration
I am qualified to vote the enclosed ballot and I have not already voted in this election.
If I am unable to sign without help because I have an illness or physical disability, I have
made my mark or somebody has helped me make my mark.

Declaraación del elector
Estoy calificado para votar en la papeleta adjunta y aún no he votado en esta elección.
Si no puedo firmar sin ayuda porque tengo una enfermedad o discapacidad física, he dejado mi huella o alguien me ha ayudado a dejar mi huella.

For your witness only
If you have an illness or physical disability that prevents you from signing, have your witness complete this section.

Sólo para su testigo
Si tiene una enfermedad o discapacidad física que le impide firmar, pidale a su testigo que complete esta sección.

Witness, sign here | Testigo, firme aquí

Witness address | Dirección del testigo
Street | Calle _______________________
City | Ciudad ___________ Zip | Código postal ________

Sign or mark here (Required) | Firme o marque aquí (Obligatorio)
X

Today’s date here (Required) | Escriba la fecha de hoy aquí (Obligatorio)
Month/Mes | Day/Dia | Year/Año
20YY

For county election use only
Para uso exclusivo en las elecciones del condado
Your ballot must be received by 8 p.m. on election day at your county election board.

您所在縣的選舉委員會必須在選舉日晚上8點前收到您的選票。
Before you complete this side!
1. Seal your ballot in the yellow envelope that says
   “Official Election Ballot.”
2. Then seal that envelope inside this envelope.

在完成此面之前!
1. 將選票封入記有「官方選舉選票」的黃色信封裡。
2. 然後將那個信封封入這個信封裡。

Voter’s declaration
I am qualified to vote the enclosed ballot and I have not already voted in this
election.
If I am unable to sign without help because I have an illness or physical disability, I
have made my mark or somebody has helped me make my mark.

選民聲明
我有用所附選票進行投票的資格，而我尚未在本次選舉中投票。
如果我因疾病或身心障礙而無法在沒有幫助的情況下簽名，我會留下我的印記，或者有人會幫我留下我的印記。

Sign or mark here (Required)
在此簽名或標記 (必填)

Witness, sign here | 見證人在此簽名
______________________________

Witness address | 見證人地址
Street| 街道______________________________
City| 市__________ Zip| 郵遞區號__________

For your witness only
If you have an illness or physical disability that prevents you from signing,
have your witness complete this section.

僅供您的見證人
如果您因疾病或身心障礙而無法簽字，請讓您的見證人填寫此部分。

Witness, sign here | 見證人在此簽名
______________________________

For county election use only
僅供縣選舉使用

X

Today’s date here (Required)
今日的日期在此 (必填)

Month/月 | Day/日 | Year/年

Month/月 | Day/日 | Year/年

20YY
Your ballot must be received by 8 p.m. on election day at your county election board.
Voter’s declaration
I am qualified to vote the enclosed ballot and I have not already voted in this election.

If I am unable to sign without help because I have an illness or physical disability, I have made my mark or somebody has helped me make my mark.

Before you complete this side!
1. Seal your ballot in the yellow envelope that says “Official Election Ballot.”
2. Then seal that envelope inside this envelope.

For your witness only
If you have an illness or physical disability that prevents you from signing, have your witness complete this section.

Witness, sign here

Witness address
Street ____________________________
City _______ Zip __________

Sign or mark here *(Required)*
X

Today’s date here *(Required)*
Month _______ Day _______ Year 20YY

For county election use only