



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

¹ 25 P.S. §§ 3146.4, 3150.14.

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,³ 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.”⁴ The samples in **Appendix B** contain watermarking with the statutorily required language.

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.

<u>Short Title</u>	<u>Specifications</u>	<u>Other Notes</u>
Highlighting in Declaration Envelope Fields	Counties are permitted to shade the entry boxes of the sign and date fields on the declaration envelope in a yellow color.	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.
Increased font size	Counties are permitted to increase the font size of any prescribed content, provided all other requirements and specifications are satisfied.	The United States Postal Service Mailpiece Design Analyst (USPS MDA) must review and approve all font size changes made to outgoing and return envelopes.

###

Version	Date	Description
1.0	11/28/2023	Initial document release
1.1	12/14/2023	Appendices Revised
2.0	7/1/2024	Appendices and Prescriptions Revised

Appendix A

Official Ballot

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



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



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.

See instructions inside

Return your ballot right away!

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

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

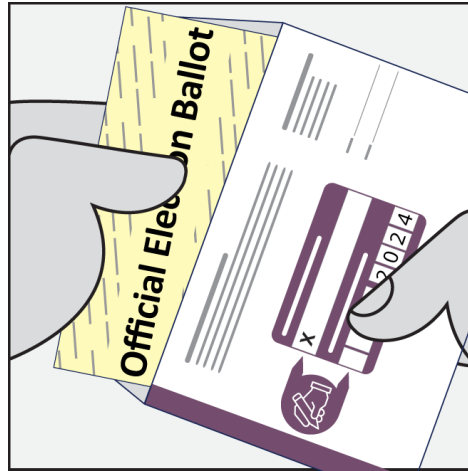
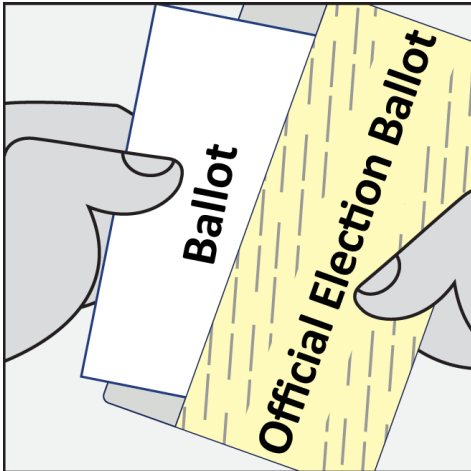


TTY: 1-222-555-1222

Official 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.

Official Ballot Return Envelope

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

FIRST CLASS
POSTAGE REQUIRED



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.

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 and date



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

Official Ballot

Papeleta oficial

官方選票

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

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



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



How 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.

郵寄

郵寄您的選票，以便您所在縣的選舉委員會在選舉日晚上8點前收到您的選票。

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.

親自遞交

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。

Official Ballot Papeleta oficial 官方選票

Contact information Información de contacto 聯絡資訊



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

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

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..

See instructions inside
Ver instrucciones en el interior

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



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Official Ballot
Papeleta oficial

Official Ballot 官方選票

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

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



Vivian Voter
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How to return your ballot 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.

郵寄

郵寄您的選票，以便您所在縣的選舉委員會在選舉日晚上8點前收到您的選票。

In person

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



親自遞交

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。

See instructions inside
請參閱裡面的說明

Return your ballot right away! 儘快回郵您的選票！

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。

Contact information 聯絡資訊



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4321 Sample Avenue
Sample, PA 99999-1234



www.franklincounty.gov/elections



elections@franklincounty.gov



English: 111-222-3333
中文: 111-222-4444



Fax/ 傳真: 111-222-6666



TTY: 1-222-555-1222

Official Ballot
官方選票

Official Ballot

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4321 Sample Avenue
Sample, PA 99999-1234



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



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

See instructions inside

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!

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Official Ballot

Papeleta oficial

官方選票

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

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



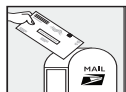
Vivian Voter
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Official Ballot
Papeleta oficial
官方選票

See instructions inside
Ver instrucciones en el interior
請參閱裡面的說明

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.

郵寄

郵寄您的選票，以便您所在縣的選舉委員會在選舉日晚上8點前收到您的選票。



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.

親自遞交

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。

Contact information
Información de contacto
聯繫信息



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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

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



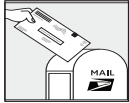
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1234 Crest Blvd.
Sample, PA 99999-4321



Official Ballot Papeleta Oficial

See instructions inside Ver instrucciones en el interior

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.

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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.



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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



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4321 Sample Avenue
Sample, PA 99999-1234



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



Fax: 111-222-6666



TTY: 1-222-555-1222

Official Ballot

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Sample, PA 99999-1234



Vivian Voter
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Official Ballot

See instructions inside

Return your ballot right away!

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English: 111-222-3333
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Fax: 111-222-6666



TTY: 1-222-555-1222

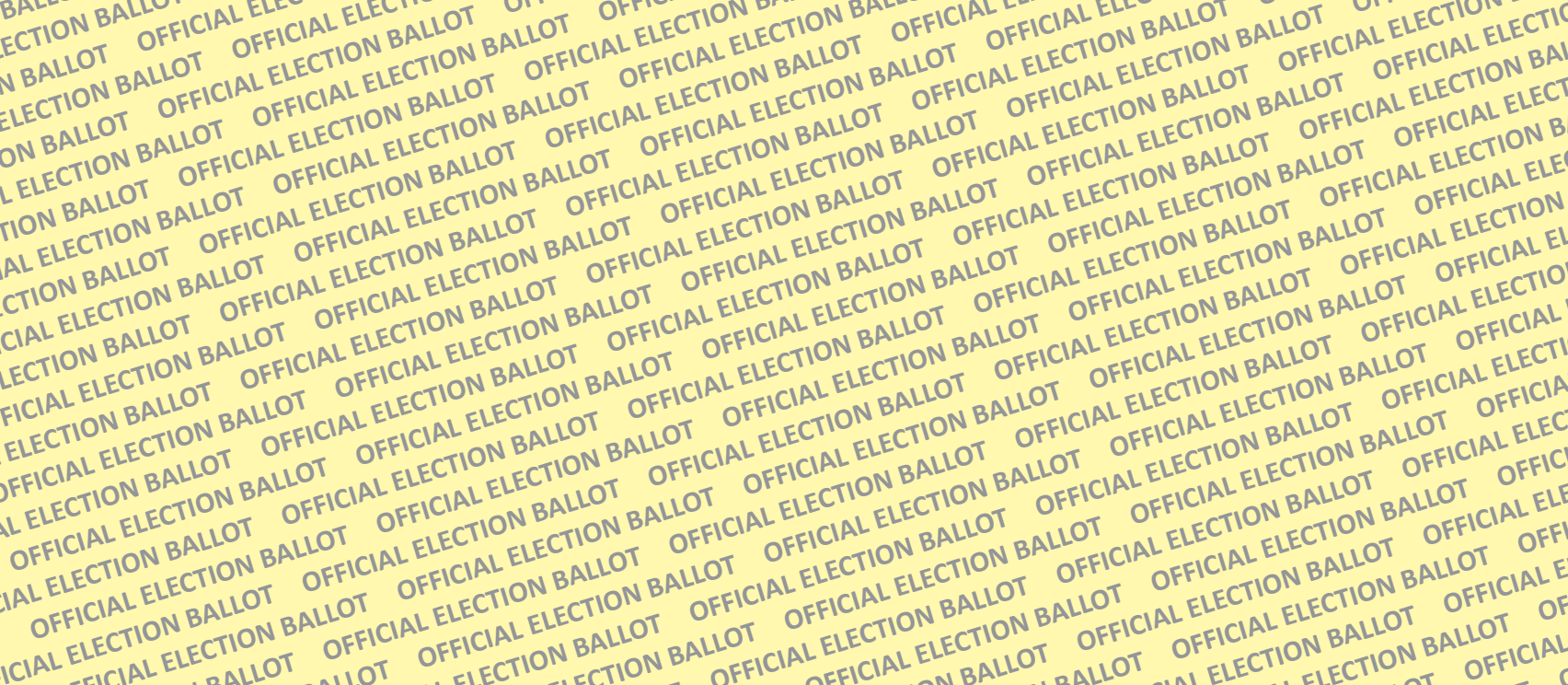
Appendix C

Official Election Ballot

Papeleta Electoral Oficial



Official Election Ballot



Official Election Ballot

Papeleta Electoral Oficial

官方選舉選票



Official Election Ballot

Papeleta Electoral Oficial



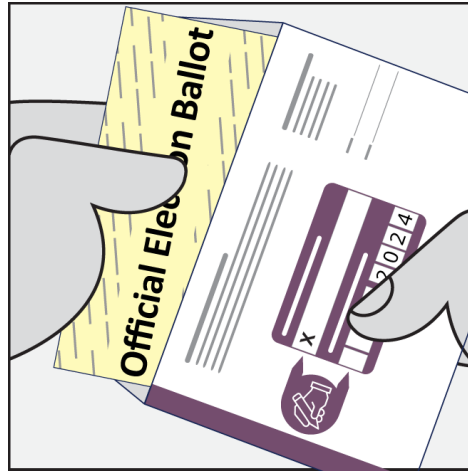
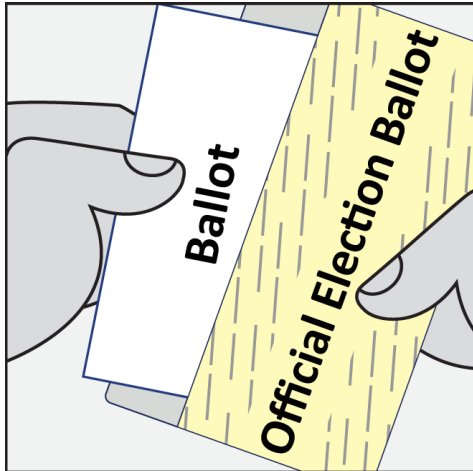
Official Election Ballot



Appendix D



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.

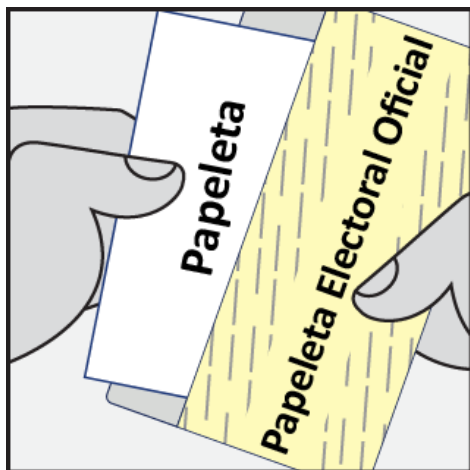
Contact

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

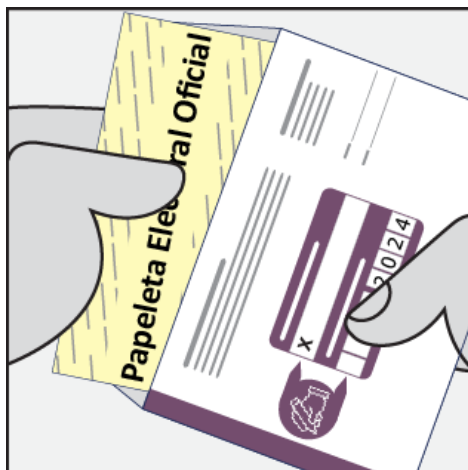
Dar la vuelta para español



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.

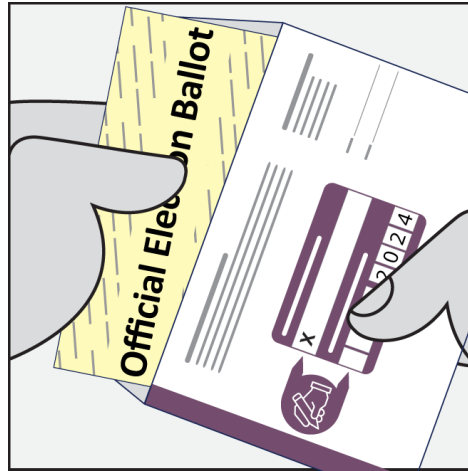
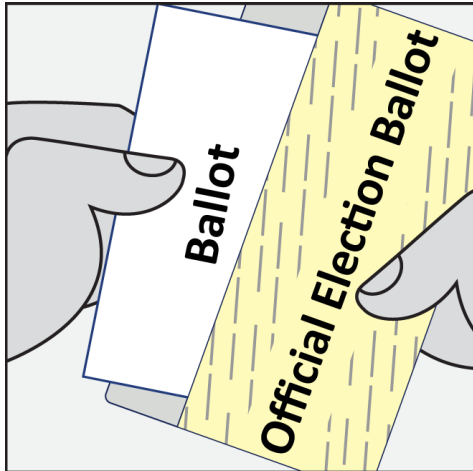
Contacto

Franklin County
[Franklincountyelections.gov](https://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>.

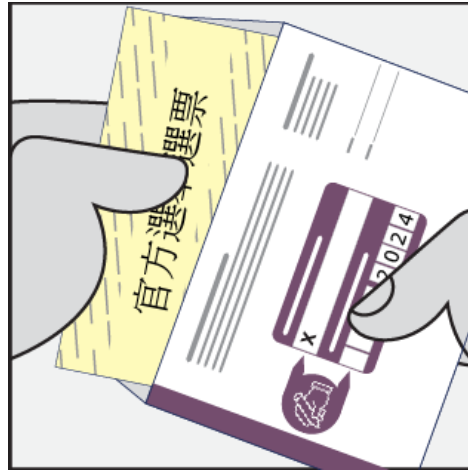
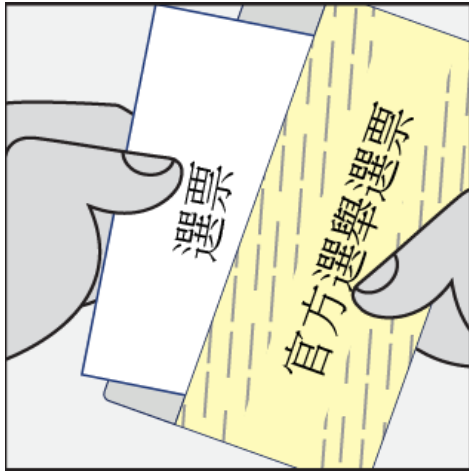
- ✓ **You must either mail or return your ballot yourself.** If you have a disability that prevents you from returning your ballot yourself, contact us at the phone number below.
- ✓ **If you lose your ballot or make a mistake,** contact us at the phone number below.
- ✓ **If you return your voted mail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

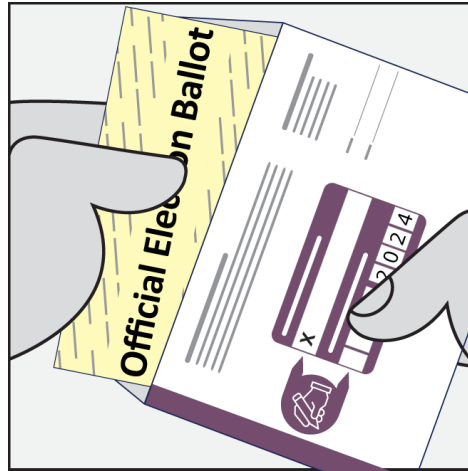
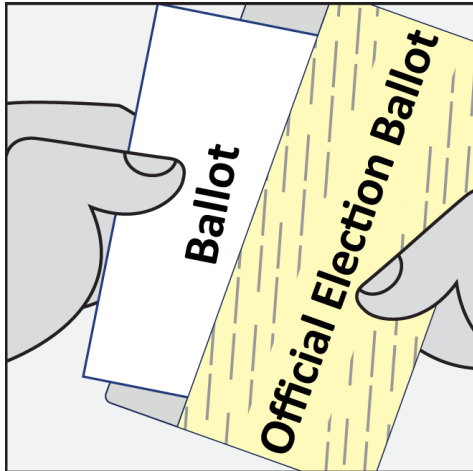
聯絡資訊

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.
 - **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.

Appendix E

Official Ballot Return Envelope

Papeleta oficial Sobre de devolución

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

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



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



FIRST CLASS
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SE REQUIERE ENVÍO DE
PRIMERA CLASE

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 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 votante

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.

Sign and date



Firmar y fechar

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/Día	2	0	Y	Y
			Year/Año		

For your witness only

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

Soló para tu testigo

Si tiene una enfermedad o discapacidad física que le impide firmar, pídale 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

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

Official Ballot Return Envelope

官方選票 回郵信封

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

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



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



FIRST CLASS
POSTAGE REQUIRED
需要一級郵資

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 and date



簽名並註明日期

Sign or mark here (REQUIRED) 在此簽名或標記 (必填)									
X									
Today's date here (REQUIRED) 今日的日期在此 (必填)									
						2		0	
Month/月		Day/日				Y		Y	
				Year/年					

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

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

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

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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.

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 and date



Sign or mark here (REQUIRED)

X

Today's date here (REQUIRED)

Month		Day		2		0	
				Y		Y	
				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

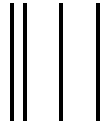
Official Ballot Return Envelope

Papeleta oficial Sobre de devolución

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

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



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PRIMERA CLASE



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.

Sign and date



Firmar y fechar

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/Día

Year/Año

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, pídale 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 _____

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

Official Ballot Return Envelope

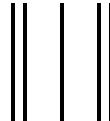
官方選票

回郵信封

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

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



FIRST CLASS
POSTAGE REQUIRED
需要一級郵資



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.

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。

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

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

Sign and date



簽名並註明日期

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

X	
---	--

Today's date here (REQUIRED)
今日的日期在此 (必填)

				2	0	Y	Y
--	--	--	--	---	---	---	---

Month/月

Day/日

Year/年

Official
Ballot
Return
Envelope

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



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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.

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 and date



Sign or mark here (REQUIRED)

X

Today's date here (REQUIRED)

Month

Day

2

0

Y

Y

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 F

Official Ballot Return Envelope

Papeleta oficial Sobre de devolución

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

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



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



FIRST CLASS
POSTAGE REQUIRED
SE REQUIERE ENVÍO DE
PRIMERA CLASE

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 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 votante

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.



Sign/Firmar

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/Día

Year/Año

20YY



Date/Fechar

For your witness only

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

Soló para tu testigo

Si tiene una enfermedad o discapacidad física que le impide firmar, pídale 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

For county election use only

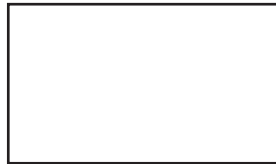
Para uso exclusivo en las elecciones del condado

Official Ballot Return Envelope

官方選票 回郵信封

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。

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



FIRST CLASS
POSTAGE REQUIRED
需要平信郵費



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.

在您完成這一頁之前！

1. 將您的選票封在只寫著“官方選舉選票”的信封裡
2. 然後，將信封封在此信封裡

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

我有資格參加本次選舉；而且尚未在本次選舉中投票。

如果因為疾病或殘疾而無法簽署聲明，我決定在接受協助情況下，以特殊標記代替本人簽名。



Sign/簽名

X

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

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

Month/月

Day/日

Year/年

20YY

Date/日期



For your witness only

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

如果無法簽名

如果因為疾病或殘疾而無法簽名，請您的見證人完成此部分。

Witness, sign here | 見證人，在此簽名

Witness address | 見證人的地址

Street | 地址

City | 城市

Zip | 郵政編碼

For county election use only

Official Ballot Return Envelope

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

**FIRST CLASS
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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.

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

Date



Sign or mark here (*Required*)

X

Today's date here (*Required*)

Month

Day

Year

20YY

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

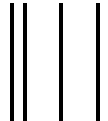
Official Ballot Return Envelope

Papeleta oficial Sobre de devolución

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

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



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SE REQUIERE ENVÍO DE
PRIMERA CLASE



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.



Sign/Firmar

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

X

Today's date here (Required)
Escriba la fecha de hoy aquí (Obligatorio)

Date/Fechar



Month/Mes

Day/Día

20YY

Year/Año

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, pídale 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 _____

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

Official Ballot Return Envelope

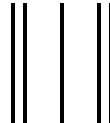
官方選票

回郵信封

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

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



FIRST CLASS
POSTAGE REQUIRED
需要一級郵資



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.

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/簽名

Date/日期



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

X

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

Month/月

Day/日

20YY

Year/年

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

Witness address | 見證人地址

Street | 街道 _____

City | 市 _____ Zip | 郵遞區號 _____

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僅供縣選舉使用

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Sign or mark here (Required)

X

Today's date here (Required)

Month

Day

20YY

Year

For your witness only

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Witness, sign here

Witness address

Street _____

City _____ Zip _____

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