

**Dear**

Congratulations – you have successfully generated your Overseas Voter Registration/Ballot Request form using the Overseas Vote system through your Local Election Office.

Please follow the 5 steps below to complete your voter registration/ballot request process.

**1. Check your documents:**

Verify your information on the form, which follows this instruction letter.

If corrections are needed, return to the website to correct and re-download the form.

**2. Print, sign and check the date on your forms:**

Sign your Voter Registration/Ballot Request form and the addendum page. Your election official requires your **ORIGINAL SIGNATURE** on the forms.

**Address your envelope to your local election office:**

**3. Send in your Signed, Dated Original Form:**

**Postal Mail (Snail Mail):** Overseas Vote recommends regular postal mail as the most secure method for transmitting your confidential election materials to your local election official. Mail your form from a post office instead of a mailbox and, if possible, have the envelope legibly postmarked with the date of mailing.

**Fax or Email + Post the original:** Some states allow you to fax or email the form to speed processing; however, a posted hardcopy form must follow it with your original signature by mail in order to for it to be considered a valid application.

Electronic transmission is not considered a secure transmission for your confidential personal information.

**4. Confirm that you are on the voter rolls and will receive your ballots.**

We recommend that you contact your local election official after sending in your application to confirm that it has been received and approved, and that you will receive your ballots throughout the year.

## Overseas Voting Contact:

## Local Election Official:

Never assume that your ballot will simply arrive for the next election. Contact your election official and avoid surprises.

### 5. Mark Your Calendar and Be Prepared to Use a Back-Up Ballot

Sometimes ballots arrive late. If you haven't received your official ballot from your local election office **30 days** before the election, go to the Overseas Vote ([www.overseasvote.org](http://www.overseasvote.org)) website and use the Federal Write-In Absentee Ballot option.

**6. [Please give back](#) to US Vote and Overseas Vote and Help Us to Help More Voters: we work hard to make sure that Your Vote Counts. And when you give to us, you can be sure – Every Dollar Counts. And your voting effort goes further.**

\$1 x 1 helps assure another voter gets their ballot.

\$1/month has 12 times the impact.

\$3/month has 36 times the impact.

**\$10/month has 120 times the impact every year!**

Please Join Us as a Foundation Member - a small monthly contribution will make a major difference – it will change everything about what we can do for you and other voters. Go to [www.usvotefoundation.org/donate](http://www.usvotefoundation.org/donate)

**U.S. Vote Foundation** (US Vote) is a nonpartisan, not-for-profit, civic tech development organization with a crystal-clear mission, **Every Citizen is a Voter**. Our goal is to enable every US citizen to influence the leadership of their communities and country through the power of their vote.

Our **Overseas Vote** initiative reaches US citizens around the world - each of which carries their right to vote with them wherever they may be.

Our Foundation receives no grants: **We rely on membership and donations.** There is always another election around the corner and our development work never stops. Even the smallest contributions go a long way.

[Donate now and make your contribution monthly](#) - It is how we will be able to continue to work every day to make sure that **Every Citizen is a Voter.**

**Thank you!**

Overseas Vote is an initiative of U.S. Vote Foundation, a nonprofit, nonpartisan public charity dedicated to facilitating overseas citizens and voters in federal elections.

We wish you a positive voting experience in the coming election,

The Overseas Vote Team

[www.overseasvote.org](http://www.overseasvote.org)