



# Secretary of State

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Presidential Primary Advisory #01

Return Envelope | Declaration Template

December 18, 2015

Requirements for 2016 Presidential Primary ballot materials are explained in [WAC 434-219-155](#). The County Auditor prints the voter declaration, two political party declarations, and a signature area on return ballot envelopes. For consistency statewide, the envelopes must be printed in the same format and color prescribed by the Secretary of State.

## Design and Dimensions

The official template for the ballot declaration face is designed for the standard envelope size (9x5 in.) most commonly used by counties. To meet other envelope shapes and sizes, county printers may adjust the design elements, but with limitations.

## Adjustments

If adjustments to the template are necessary, the County Auditor may:

- Increase size of the font and party declaration boxes.
- Resize the margins.
- Rotate the design by 180°.
- Print the standard ballot declaration so, when sealed, the envelope flap partially covers the text.
- Reverse the design from right-hand address to left-hand address.
- Adjust areas for the voter and witness signatures.
- Remove optional shading.
- Create more "white space."

## Limitations

Unless prior approval is obtained from the OSOS, the County Auditor may **not**:

- Change the format of the declarations.
- Rearrange the order of the declarations.
- Modify wording of the declarations.

- Reduce size of the font or party declaration boxes.
- Eliminate the numbered steps.
- Eliminate the use of colored ink as formatted.

The OSOS will consider exceptions to the template on a case-by-case basis. To request permission to modify the template, please provide a .pdf of your design, and the reasons for the necessary changes to [CTSupport](#). Your request will be considered as quickly as possible.

## Best Practices

The following practices have been suggested by both the OSOS and county election administrators.

**Take a fresh look at other envelopes.**

Does your county intend to use its usual outer mail envelopes and security envelopes/sleeves for the Presidential Primary? If so, be sure to **remove** information that doesn't apply. For example, a graphic regarding the Public Disclosure Commission is irrelevant for this election.

**Label each item in the ballot packet.**

The instructional insert designed by the OSOS contains numbered steps that correspond to numbers on the return envelope. It refers voters to the return envelope and security envelope/sleeve.

Help voters understand how to cast their ballot by identifying each item in the packet. For example, clearly label envelopes as "Return" and "Security." (Ideally, the labels are the same typeface and font size.)

**Different envelopes for different elections.**

Some voters will be eligible to participate in overlapping elections in 2016. During the overlap, the County Auditor will issue and process ballots for two different election types.

Consider using a different color for Presidential Primary return envelopes to distinguish them from other spring elections. Sorting the envelopes may be easier for election workers; casting the correct ballots may be easier for voters.

**Red and blue are for political parties.**

Consider using the designated colors blue (Democratic Party) and red (Republican Party) only when identifying party choices or party information.

Off-the-shelf ink colors commonly used by printers:

- Democratic = [Reflex Blue C](#)
- Republican = [185 Red C](#)

### Mail piece approval.

The United States Postal Service has new regulations in place for election mail envelopes, especially for the placement of the elections logo and reserving sufficient space for cancellation marks.

Consult with a Postal Service Mail piece Design Analyst (MDA) to determine if your envelope design meets Official Election Mail requirements described in the USPS [logo guidelines](#). You can send your request or questions to [mda@usps.gov](mailto:mda@usps.gov). Call the MDA Center at 855-593-6093 for more information.

### Flap or no flap.

A flap is not required, but counties have the option to use a flap to conceal the voter's signature.

For questions about administering Washington State's 2016 Presidential Primary, please see our resources for [election administrators](#), or contact the Certification and Training Program of the Office of the Secretary of State.

**1** **Voter's Declaration:** I do solemnly swear or affirm under penalty of perjury that I am: a citizen of the United States; a legal resident of the state of Washington; at least 18 years old on election day; voting only once in this election; not under the authority of the Department of Corrections for a Washington felony conviction; and not disqualified from voting due to a court order. It is illegal to forge a signature or cast another person's ballot. Attempting to vote when not qualified, attempting to vote more than once, or falsely signing this declaration is a felony punishable by a maximum imprisonment of five years, a maximum fine of \$10,000, or both.

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**2** **Mark one party declaration box (required)**

**Democratic Party**

I declare that I consider myself to be a DEMOCRAT and I will not participate in the nomination process of any other political party for the 2016 Presidential election.

**Republican Party**

I declare that I am a Republican and I have not participated and will not participate in the 2016 precinct caucus or convention system of any other party.

**3** **Sign & date**



signature of voter (required)

date

phone

If you cannot sign make a mark and have two witnesses sign below.

\_\_\_\_\_

witness 1 signature

\_\_\_\_\_

witness 2 signature

**1 Voter's Declaration:** I do solemnly swear or affirm under penalty of perjury that I am: a citizen of the United States; a legal resident of the state of Washington; at least 18 years old on election day; voting only once in this election; not under the authority of the Department of Corrections for a Washington felony conviction; and not disqualified from voting due to a court order. It is illegal to forge a signature or cast another person's ballot. Attempting to vote when not qualified, attempting to vote more than once, or falsely signing this declaration is a felony punishable by a maximum imprisonment of five years, a maximum fine of \$10,000, or both.

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**Republican Party**

I declare that I am a Republican and I have not participated and will not participate in the 2016 precinct caucus or convention system of any other party.

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**Declaración del Votante:** Yo solemnemente juro o afirmo bajo penalidad de perjurio que: soy ciudadano de los Estados Unidos; soy residente legal del estado de Washington; tendré por lo menos 18 años de edad el día de las elecciones; votaré una sola vez en estas elecciones; no estoy bajo la autoridad del Departamento de Correccionales por una condena de un delito grave en Washington; no estoy descalificado a votar debido a un mandato del tribunal. Es ilegal falsificar la firma o emitir una boleta de otra persona. Intentar votar cuando no es calificado, intentar votar más de una vez, o falsificar la firma en esta declaración es un delito castigable por un máximo de cinco años de encarcelamiento, un máximo de \$10,000 de multa, o ambos.

- 2 Mark one party declaration box (required)**

Seleccione una casilla de la declaración del partido (requerido)

Democratic Party Partido Demócrata

**I declare that I consider myself to be a DEMOCRAT and I will not participate in the nomination process of any other political party for the 2016 Presidential election.**

Declaro que me considero DEMÓCRATA y que no participaré en el proceso de nominación de ningún otro partido político para las elecciones presidenciales de 2016.

Republican Party Partido Republicano

**I declare that I am a Republican and I have not participated and will not participate in the 2016 precinct caucus or convention system of any other party.**

Declaro que soy Republicano y que no he participado ni participaré en el caucus del recinto ni en el sistema de convenciones de ningún otro partido en 2016.

- 3 Sign & date Firma y fecha**



signature of voter (required)  
firma del votante (requerida)

date  
fecha

phone  
teléfono

**If you cannot sign, try to make a mark in the signature area. Have two witnesses sign below.**

Si no puede firmar, intente hacer una marca en el área de la firma. Dos testigos deben firmar a continuación.

\_\_\_\_\_

witness 1 signature firma de testigo 1

\_\_\_\_\_

witness 2 signature firma de testigo 2