

Mandated Information For Ballots Delivery

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Grayed boxes indicate items that are exempted from the specification.								
Red "X" indicates that an item must meet or include this specification.								
Statute/Code	Specification	Envelope Type			Instruction Sheet	Ballot	Separate Insert	
		Security	Return	Initial Mailing				
RCW 29A.40.091	Voters name and address		X					
RCW 29A.40.091	Instructions on how (and where) voter is to return completed ballot							
RCW 29A.40.091 WAC 434-250-050(2)	Auditor's return address, contact information (email and web are optional)		X	X				
RCW 29A.40.091 WAC 434-250-050	Space for signature of voter and date of signing		X					
RCW 29A.40.091 WAC 434-250-050	Space for voter to include a telephone number		X					
RCW 29A.40.091 WAC 434-250-050	Applicable penalty provisions		X					
RCW 29A.40.091 WAC 434-250-070	Forwarded ballots- necessary qualifications to vote in election w/ special instructions							
RCW 29A.40.091 WAC434-250-050(2)	Words "POSTAGE REQUIRED" or "POSTAGE PAID" in upper right-hand corner		X					
WAC 434-250-040(1)(a)	Instructions how to cancel a vote							
RCW 29A.36.161	Instructions how to properly mark a write-in vote					X		
RCW 29A.36.161 & WAC 434-250-040	Instructions how to properly mark a vote response					X		
WAC 434-250-040(1)(b)	Notice that, unless allowed by law, more than one voter for race / measure is overvote and will not be counted.							
WAC 434-250-040(1)(c)	Instructions how voter is to complete and sign the affidavit							
WAC 434-250-040(1)(d)	What voter is to do if unable to sign their name							
WAC 434-250-040(1)(e)	Instructing voter to place ballot in security envelope							
WAC 434-250-040(1)(e)	Instructing voter to place security envelope in affidavit envelope							
WAC 434-250-040(1)(g)	Notice that postage is required (if applicable)							
WAC 434-250-040(1)(h)	Notice that ballot must be postmarked or deposited at designated place no later that election day							
WAC 434-250-040(1)(i)	Explanation of how to learn dropsites & center services, location, dates and times including access to AVUs.							
WAC 434-250-040(1)(f)	How to obtain a replacement ballot							
WAC 434-250-050(2); WAC 434-250-070	Instructions according to USPS regulations for forwarding or not forwarding, i.e. "Return Service Requested" or "Address Correction Requested"			X				
WAC 434-250-050(1)	No identification of voter	X						
WAC 434-250-050(2)	hole punched to reveal if envelope has contents.	X	X					

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WAC 434-250-050(2)	Official election materials notice as mandated location by the USPS			X				
WAC 434-250-050(2)	Must conform to postal department regulations for size Must use of "elections mail" insignia			X	X			
WAC 434-250-050(2)	Affidavit (oath) to be signed by voter (Revised 1/2010)			X				
WAC 434-250-040(1)(j)	Partisan primary only: Entire text block beginning with "Washington has a new election system. In each race for partisan office . . ."							X
WAC 434-250-040(1)(k)(i)	Partisan general election only: Entire text block beginning with "Washington has a new election system. In each race for partisan office . . ."							
SPECIAL ABSENTEE BALLOTING (in addition to all requirements listed above for mail balloting)								
WAC 434-250-040	Special Absentee Ballots- a list of all offices/measures that will appear on the official ballot						X	
WAC 434-250-040	Special Absentee Ballots- a list of all indicated or declared candidates that are expected to appear on the official ballot						X	
WAC 434-250-040	Special Absentee Ballots- notice that voter may request & vote an official ballot. Must include information on which ballot would count.							
PROVISIONAL BALLOTING								
		Provisional Security	Provisional Envelope		Free Access Instructions	Provisional Ballot		
RCW 29A.44.207	Provisional voter's name, registered address (present and former)		X					
RCW 29A.44.207	Provisional voter's date of birth		X					
RCW 29A.44.207	Provisional voter's reason for voting provisional, precinct/ballot style voted		X					
RCW 29A.44.207	Space for office to note final disposition of provisional ballot		X					
RCW 29A.44.207	Declaration of provisional voter with signature line		X					
RCW 29A.44.207	Written instructions at the time of voting on how to find out whether the provisional ballot counted or, if not, why.				X			
RCW 29A.36.115	Printed on colored paper or with bar code identifying preventing tabulation by poll-site counters.					X		