



Washington Secretary of State

CLEARINGHOUSE

ELECTIONS NOTICE

Issue: 0804

Date: September 15, 2008

Election Mail

To prepare ballot mailings for the General Election, please consider the following:

Military/Overseas Ballots

- Ballots must be mailed at least **30 days** prior to Election Day. The Secretary of State encourages counties to make every effort to mail these ballots more than 30 days before an election.
- For military, military spouses and dependents, and overseas citizens, free postage envelopes are provided by the Secretary of State. These envelopes are to be used in federal elections only.



- Election offices are requested to separate APO/FPO addresses into each of the three International Service Center (ISC) military gateways. Ballots should be sorted into the three categories, bundled separately, and labeled with special facing slips (see below). If there are less than five pieces to make a separate bundle, a mixed bundle may be prepared using the “Mixed” label. The Post Office will deliver these ballots via Express Mail at no extra charge.

ISC Name	ISC State Abbreviation	ISC Zip Code Range
New York	AE	090 – 099
Miami	AA	340
San Francisco	AP	962-966



Facing Slip Templates

 APO/FPO AE 090 Absentee Ballots 090-099	 APO/FPO AA 340 Absentee Ballots 340
 APO/FPO AP 962 Absentee Ballots 962-966	 APO/FPO MIXED Absentee Ballots

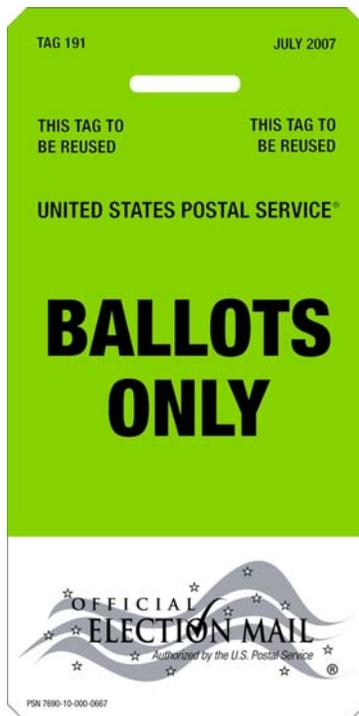
www.usps.com/electionmail



- Facing slips for sorting and bundling may be downloaded from the USPS site: <http://www.usps.com/electionmail/pdf/FacingSlipTemplates.pdf>.

All Ballots

- The USPS recommends use of green Tag 191 for all military, international and domestic ballot mailings. Tag 191 should be attached to each tray delivered to the Post Office. The reusable tag provides greater visibility to ballots as they are processed and identifies them as official ballots. The tags must be used for ballots only. Additional information regarding Tag 191 is located on the USPS website: <http://www.usps.com/electionmail/doc/EMInternalWebsiteTag191Final1rtf.doc>.



Other Resources

The US Postal Service has dedicated a portion of the website for election mail--
<http://www.usps.com/electionmail/>. The website provides information on a variety of subjects, including:

- PUB 632: State and Local Election Mail—User’s Guide
- PUB 631: Official Election Mail
- Intelligent mail barcodes
- Mail Design Analyst locator
- Various templates
- Other important information

For questions regarding military/overseas ballots, please contact the Certification and Training Program at (360) 902-4180.