



ARCHIVED – Refer to Department of State website for current information

# Directive Concerning the Form of Absentee and Mail-in Ballot Materials

Date: November 28, 2023

Version: 1.0

## Directive 6 of 2023

The following Directive is issued November 28, 2023, 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.”<sup>1</sup> Moreover, certain counties are subject to Section 203 of the federal Voting Rights Act (“Section 203”),<sup>2</sup> 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. 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 States Postal Service (USPS) that their materials comport with the election mail specifications set by USPS.

---

<sup>1</sup> 25 P.S. §§ 3146.4, 3150.14.

<sup>2</sup> 52 USC § 10503.

## Mailing Envelopes<sup>3</sup>

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,<sup>4</sup> 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 are at 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.”<sup>5</sup> The samples in Appendix B contain watermarking with the statutorily-required language.

## Uniform 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.

---

<sup>3</sup> The Department of State will continue to provide directly to counties those mail ballot envelopes which can be adjusted to accommodate voters who have a qualifying visual impairment.

<sup>4</sup> The blue color is used to ensure it is a familiarized color recognized by the USPS as outgoing election mail.

<sup>5</sup> 25 P.S. §§ 3146.4, 3150.14(a).

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.

## 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 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.

Counties may replace the portions of the samples in **Appendix E** which 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.

The Department further notes that any county opting to use green colored 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.

## Variance Procedures

Any county that believes they are unable to comply with the prescriptions of this Directive may seek permission from the Department for a prescribed variance. A variance will only be granted where the county demonstrates that compliance with this Directive will prove a substantial hardship, and that a variance will allow the county to avoid this hardship while continuing to provide mail ballot materials that are clear and convenient for voters, and that are as close as possible to the uniform materials prescribed herein.

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.

###

Version	Date	Description
1.0	11/28/2023	Initial document release

## Appendix A

ARCHIVED – Refer to Department of State website for current information

# 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

See instructions inside

Official Ballot

## 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!

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](http://www.franklincounty.gov/elections)



[elections@franklincounty.gov](mailto:elections@franklincounty.gov)



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



Fax: 111-222-6666



TTY: 1-222-555-1222

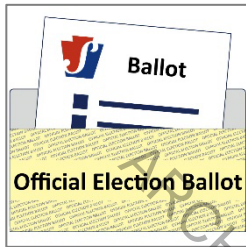
ARCHIVED – Refer to Department of State Website for current information





# Instructions – How to Pack Your Ballot

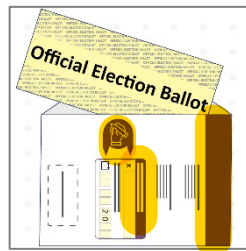
For your ballot to count, you must follow all of these steps.



## 1. Mark your ballot in pencil, or black or blue ink, and put it in the the envelope that says “Official Election Ballot.”

Put your ballot in the yellow envelope that says “Official Election Ballot” and seal it. This keeps your ballot secret.

**Do not** write your name, sign, or put any other type of mark on this envelope.



## 2. Put the yellow envelope that says “Official Election Ballot” in the return envelope with purple coloring.

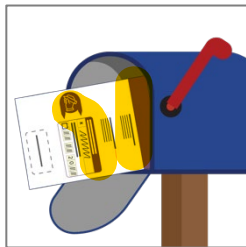
Put the envelope that says “Official Election Ballot” (with your ballot in it) in the return envelope with the purple coloring.



## 3. Sign inside the box and put today’s date on the return envelope.

- Sign your name inside the box.
- Put today’s date—not your birthdate.

If you have an illness or disability that prevents you from signing, make a mark inside the box and have your witness complete the witness section.



## 4. Return your ballot right away.

- By mail – Put a stamp on it. / No postage necessary.
- In person – Bring your ballot to your county board of elections, or another official drop-off location. Check the county website for times and locations.

**Deadline** – Your ballot must be received by your county board of elections by 8 p.m. on [INSERT ELECTION DATE].

**Track your ballot** at [Vote.pa.gov/MailBallotStatus](http://Vote.pa.gov/MailBallotStatus)

- ✓ **If you deliver your ballot in person**, you must deliver it yourself. If you have a disability that prevents you from delivering 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 receive an absentee or mail-in ballot and return your voted ballot by the deadline**, you cannot vote at your polling place on election day. If you are unable to return your voted absentee or mail-in ballot by the deadline, you can only vote a provisional ballot at your polling place on election day. But if you bring your absentee or mail-in ballot and the return envelope with you to your polling place, you can give up your mail ballot and vote in-person.

## Contact

Franklin County

[Franklincountyelections.gov](http://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



ARCHIVED - Refer to Department of State website for current information

## 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)

			2	0		
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

ARCHIVED – Refer to Department of State website for current information

**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。

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

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](http://www.franklincounty.gov/elections)



[elections@franklincounty.gov](mailto: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.

Official Ballot  
Papeleta oficial

## Contact information Información de contacto



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



[www.franklincounty.gov/elections](http://www.franklincounty.gov/elections)



[elections@franklincounty.gov](mailto:elections@franklincounty.gov)



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



Fax: 111-222-6666



TTY: 1-222-555-1222



# 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  
1234 Crest Blvd.  
Sample, PA 99999-4321



PROHIBITED - Refer to Department's State website for current information

## 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。

Official Ballot  
官方選票

## Contact information 聯絡資訊



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



[www.franklincounty.gov/elections](http://www.franklincounty.gov/elections)



[elections@franklincounty.gov](mailto: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

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

See instructions inside

Official Ballot

## 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!

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](http://www.franklincounty.gov/elections)



[elections@franklincounty.gov](mailto:elections@franklincounty.gov)



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



Fax: 111-222-6666



TTY: 1-222-555-1222

ARCHIVED – Refer to Department of State Website for current information

# 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

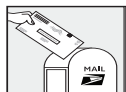


ARCHIVED - Refer to Department of State website for current information

# 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



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



[www.franklincounty.gov/elections](http://www.franklincounty.gov/elections)



[elections@franklincounty.gov](mailto: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



ARCHIVED - Refer to Department's State website for current information

# 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.

### 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.

## 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



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



[www.franklincounty.gov/elections](http://www.franklincounty.gov/elections)



[elections@franklincounty.gov](mailto:elections@franklincounty.gov)



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



Fax: 111-222-6666



TTY: 1-222-555-1222



# Official Ballot

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



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



ARCHIVED - Refer to Department's State website for current information

## Official Ballot

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.

### 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.

### Contact information



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



[www.franklincounty.gov/elections](http://www.franklincounty.gov/elections)



[elections@franklincounty.gov](mailto:elections@franklincounty.gov)



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



Fax: 111-222-6666



TTY: 1-222-555-1222

ARCHIVED - Refer to Department of State website for current information

## Appendix C

ARCHIVED – Refer to Department of State website for current information

# Official Election Ballot Papeleta Electoral Oficial

Refer to Departmental State Website for current information

OFFICIAL ELECTION BALLOT

PAPELETA ELECTORAL

# Official Election Ballot

OFFICIAL ELECTION BALLOT

RCMD - Puerto Rico Department of State Website for more information

# Official Election Ballot Papeleta Electoral Oficial 官方選舉選票





# Official Election Ballot Papeleta Electoral Oficial



# Official Election Ballot

Official Election Ballot

Archives Department of the University of Toronto

## Appendix D

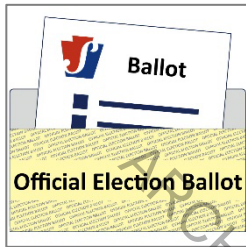
ARCHIVED – Refer to Department of State website for current information





# Instructions – How to Pack Your Ballot

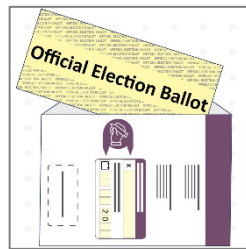
For your ballot to count, you must follow all of these steps.



## 1. Mark your ballot in pencil, or black or blue ink, and put it in the the envelope that says “Official Election Ballot.”

Put your ballot in the yellow envelope that says “Official Election Ballot” and seal it. This keeps your ballot secret.

**Do not** write your name, sign, or put any other type of mark on this envelope.



## 2. Put the yellow envelope that says “Official Election Ballot” in the return envelope with purple coloring.

Put the envelope that says “Official Election Ballot” (with your ballot in it) in the return envelope with the purple coloring.



## 3. Sign inside the box and put today’s date on the return envelope.

- Sign your name inside the box.
- Put today’s date—not your birthdate.

If you have an illness or disability that prevents you from signing, make a mark inside the box and have your witness complete the witness section.



## 4. Return your ballot right away.

- By mail – Put a stamp on it. / No postage necessary.
- In person – Bring your ballot to your county board of elections, or another official drop-off location. Check the county website for times and locations.

**Deadline** – Your ballot must be received by your county board of elections by 8 p.m. on [INSERT ELECTION DATE].

**Track your ballot** at [Vote.pa.gov/MailBallotStatus](http://Vote.pa.gov/MailBallotStatus)

- ✓ **If you deliver your ballot in person**, you must deliver it yourself. If you have a disability that prevents you from delivering 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 receive an absentee or mail-in ballot and return your voted ballot by the deadline**, you cannot vote at your polling place on election day. If you are unable to return your voted absentee or mail-in ballot by the deadline, you can only vote a provisional ballot at your polling place on election day. But if you bring your absentee or mail-in ballot and the return envelope with you to your polling place, you can give up your mail ballot and vote in-person.

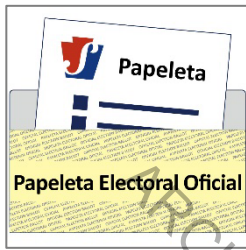
## Contact

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



# Instrucciones: Cómo Empaquetar Su Papeleta

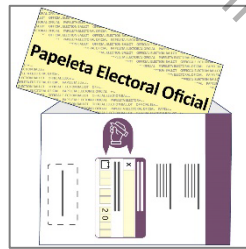
Para que su papeleta cuente, debe seguir todos estos pasos.



## 1. Marque su papeleta con lápiz o tinta negra o azul y colóquela en el sobre amarillo que indica “Papeleta electoral oficial.”

Coloque su papeleta en el sobre amarillo que indica “Papeleta electoral oficial” y séllelo. Esto mantiene su papeleta confidencial.

**No** escriba su nombre, no firme ni ponga ningún otro tipo de marca en este sobre.



## 2. Coloque el sobre amarillo que dice “Papeleta electoral oficial” en el sobre de devolución de color púrpura.

Coloque el sobre que dice “Papeleta electoral oficial” (con su papeleta dentro) en el sobre de devolución de color púrpura.



## 3. Firme dentro de la caja y escriba la fecha de hoy en el sobre de devolución.

- Firme su nombre dentro de la caja.
- Escriba la fecha de hoy, no escriba su fecha de nacimiento.

Si tiene una enfermedad o discapacidad que le impide firmar, marque dentro de la casilla y haga que su testigo complete la sección de testigos.



## 4. Devuelva su papeleta de inmediato.

- Por correo: póngale un sello. / No es necesario realizar gastos postales.
- En persona: lleve su papeleta a la junta electoral de su condado o a otro lugar oficial de entrega. Consulte el sitio web del condado para conocer los horarios y las ubicaciones.

**Fecha límite:** su papeleta debe ser recibida por la junta electoral de su condado antes de las 8 p.m. el [ESCRIBIR FECHA DE ELECCIÓN].

**Podrá rastrear su papeleta** en [vote.pa.gov/MailBallotStatus](http://vote.pa.gov/MailBallotStatus)

- ✓ **Si entrega su papeleta en persona**, deberá entregarla usted mismo. Si tiene una discapacidad que le impide entregar 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 recibe una papeleta de voto en ausencia o por correo y devuelve su papeleta votada antes de la fecha límite**, no podrá votar en su lugar de votación el día de las elecciones. Si no puede devolver su papeleta de voto en ausencia o por correo antes de la fecha límite, solo podrá votar con una papeleta provisional en su lugar de votación el día de las elecciones. Pero si trae su papeleta de voto en ausencia o por correo y el sobre de devolución a su lugar de votación, puede renunciar a su papeleta de voto por correo y votar en persona.

## Contacto

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

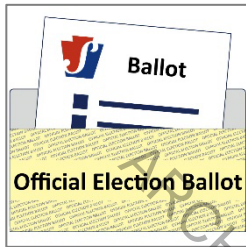
Turn over for English





# Instructions – How to Pack Your Ballot

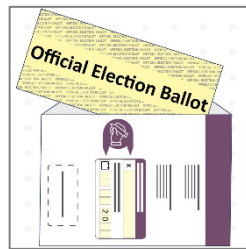
For your ballot to count, you must follow all of these steps.



## 1. Mark your ballot in pencil, or black or blue ink, and put it in the the envelope that says “Official Election Ballot.”

Put your ballot in the yellow envelope that says “Official Election Ballot” and seal it. This keeps your ballot secret.

**Do not** write your name, sign, or put any other type of mark on this envelope.



## 2. Put the yellow envelope that says “Official Election Ballot” in the return envelope with purple coloring.

Put the envelope that says “Official Election Ballot” (with your ballot in it) in the return envelope with the purple coloring.



## 3. Sign inside the box and put today’s date on the return envelope.

- Sign your name inside the box.
- Put today’s date—not your birthdate.

If you have an illness or disability that prevents you from signing, make a mark inside the box and have your witness complete the witness section.



## 4. Return your ballot right away.

- By mail – Put a stamp on it. / No postage necessary.
- In person – Bring your ballot to your county board of elections, or another official drop-off location. Check the county website for times and locations.

**Deadline** – Your ballot must be received by your county board of elections by 8 p.m. on [INSERT ELECTION DATE].

**Track your ballot** at [Vote.pa.gov/MailBallotStatus](http://Vote.pa.gov/MailBallotStatus)

- ✓ **If you deliver your ballot in person**, you must deliver it yourself. If you have a disability that prevents you from delivering 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 receive an absentee or mail-in ballot and return your voted ballot by the deadline**, you cannot vote at your polling place on election day. If you are unable to return your voted absentee or mail-in ballot by the deadline, you can only vote a provisional ballot at your polling place on election day. But if you bring your absentee or mail-in ballot and the return envelope with you to your polling place, you can give up your mail ballot and vote in-person.

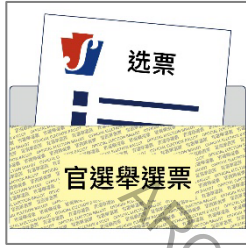
## Contact

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



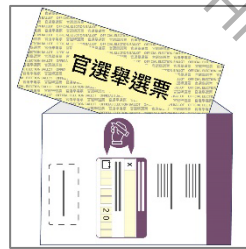
# 說明 - 如何裝寄選票

您必須遵循所有以下步驟方可使您的選票被計算在內。



## 1. 用鉛筆、黑或藍墨筆標記您的選票，然後將其放入記有「官方選舉選票」的黃色信封中。

將選票放入記有「官方選舉選票」的黃色信封並密封。這將保密您的選票。請勿在此信封上寫您的姓名、簽名或任何其他標記。



## 2. 將記有「官方選舉選票」的黃色信封放入紫色的回郵信封。

將記有「官方選舉選票」的黃色信封（內含您的選票）放入紫色的回郵信封。



## 3. 在方格內簽名並將當天的日期寫在回郵信封上。

- 在方格內簽名。
- 寫當天的日期—而不是您的生日。

如果您因疾病或身心障礙而無法簽名，請在方格內做標記，並請您的證人填寫證人部分。



## 4. 立即交回您的選票。

- 郵寄 - 貼上郵票。/ 無需郵資。
- 親自遞交 - 帶您的選票到您所在縣的選舉委員會或其他官方投遞地點。請上政府縣網站了解時間和地點

**截止日期** - 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](http://vote.pa.gov/MailBallotStatus)

- ✓ 若您選擇當面遞交選票，則必須親自遞交。如果您因身心障礙而無法自行遞交選票，請通過以下電話號碼聯絡我們。
- ✓ 若您遺失選票或犯了錯誤，請通過以下電話號碼聯絡我們。
- ✓ 如果您收到缺席或郵寄選票並在截止日期前交回完成的選票，您將無法在選舉日在投票站投票。如果您無法在截止日期前交回完成的缺席或郵寄選票，您只能在選舉日去投票站投臨時選票。但是，如果您將缺席或郵寄選票以及回郵信封帶到投票地點，您可放棄郵寄選票並親自投票。

## 聯絡資訊

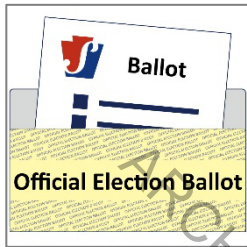
Franklin County  
Franklincountyelections.gov  
1-222-555-1222  
4321 Sample Avenue, Sample, PA 99999  
7 a.m. – 7 p.m.

Turn over for English



# Instructions – How to Pack Your Ballot

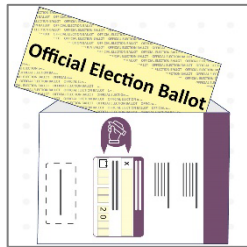
For your ballot to count, you must follow all of these steps.



## 1. Mark your ballot in pencil, or black or blue ink, and put it in the the envelope that says “Official Election Ballot.”

Put your ballot in the yellow envelope that says “Official Election Ballot” and seal it. This keeps your ballot secret.

**Do not** write your name, sign, or put any other type of mark on this envelope.



## 2. Put the yellow envelope that says “Official Election Ballot” in the return envelope with purple coloring.

Put the envelope that says “Official Election Ballot” (with your ballot in it) in the return envelope with the purple coloring.



## 3. Sign inside the box and put today’s date on the return envelope.

- Sign your name inside the box.
- Put today’s date—not your birthdate.

If you have an illness or disability that prevents you from signing, make a mark inside the box and have your witness complete the witness section.



## 4. Return your ballot right away.

- By mail – Put a stamp on it. / No postage necessary.
- In person – Bring your ballot to your county board of elections, or another official drop-off location. Check the county website for times and locations.

**Deadline** – Your ballot must be received by your county board of elections by 8 p.m. on [INSERT ELECTION DATE].

**Track your ballot** at [Vote.pa.gov/MailBallotStatus](http://Vote.pa.gov/MailBallotStatus)

- ✓ **If you deliver your ballot in person**, you must deliver it yourself. If you have a disability that prevents you from delivering 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 receive an absentee or mail-in ballot and return your voted ballot by the deadline**, you cannot vote at your polling place on election day. If you are unable to return your voted absentee or mail-in ballot by the deadline, you can only vote a provisional ballot at your polling place on election day. But if you bring your absentee or mail-in ballot and the return envelope with you to your polling place, you can give up your mail ballot and vote in-person.

## Contact

Franklin County  
[Franklincountyelections.gov](http://Franklincountyelections.gov)  
1-222-555-1222  
4321 Sample Avenue, Sample, PA 99999  
7 a.m. – 7 p.m.

## Appendix E

ARCHIVED – Refer to Department of State website for current information

**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 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

<b>Sign or mark here (REQUIRED)</b> Firme o marque aquí (OBLIGATORIO)					
X					
<b>Today's date here (REQUIRED)</b> Escriba la fecha de hoy aquí (OBLIGATORIO)					
Month/Mes		Day/Día	2	0	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

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



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

## 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)					
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Month	Day	2	0	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

ARCHIVED – Refer to Department of State website for current information

#### 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



**FIRST CLASS  
POSTAGE REQUIRED  
SE REQUIERE ENVÍO DE  
PRIMERA CLASE**

ARCHIVED – Refer to Department’s State website for current information



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.

### 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**

### 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)							
				2	0		
Month/Mes		Day/Día		Year/Año			

Official Ballot  
Return  
Envelope

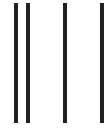
官方選票

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

ARCHIVED - Refer to Department's State website for current information



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



ARCHIVED - Refer to Department of State website for current information

### 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)

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



FIRST CLASS  
POSTAGE REQUIRED

ARCHIVED – Refer to Department's State website for current information



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



ARCHIVED – Refer to Department of State website for current information

### 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.

### 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

### Sign and date



Sign or mark here (REQUIRED)							
X							
Today's date here (REQUIRED)							
				2	0		
Month		Day		Year			