



215 Patton Drive
P O Box 1299
Shelby, NC 28151
704-484-4858

ABSENTEE BALLOT MATERIALS TRANSMITTAL COVER SHEET

TO:

[Affix Label 1 -- FPCA Mailing Label Here]

FROM: Cleveland County Board of Elections

SUBJECT: Absentee Balloting Materials for 2010 Primary

DATE: _____

NUMBER OF PAGES: _____ (including cover page)

COMMENTS: _____

NOTE: This electronic transmission contains:

1. UOCAVA Absentee Instructions
2. Absentee Ballot
3. Certificate of Absentee Voter
4. Electronic Transmission Sheet.

If you did not receive all pages, please contact our office as soon as possible.

Cleveland County Board of Elections
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UOCAVA ABSENTEE INSTRUCTIONS

Your Federal Postcard Application (FPCA) requesting an absentee ballot for the **2010 PRIMARY ELECTION**, has been received and processed. Enclosed you will find the following materials that will help you successfully complete the mail-in absentee voting process:

- Official blank ballot
- Absentee Ballot Container-Return Envelope (if absentee materials sent to you via mail)
- Certificate of Absentee Voter and Electronic Transmittal/Waiver Form (if absentee materials sent to you electronically)

Please be sure to read these instructions carefully before transmitting your ballot. Failure to complete a necessary step may result in the delay of your ballot being approved.

- 1** Before voting your ballot, you must have a witness present who is at least 18 years old. The witness must respect the secrecy of the ballot and the privacy of the absentee voter at all times. In the presence of the witness, proceed to Step 2.
- 2** PLEASE USE A BLACK BALL POINT PEN ONLY to mark your ballot. Completely fill in the oval to the left of your choice. Mark the ballot, or instruct the person in your presence to mark it according to your instructions. If you mark your ballot incorrectly, or if you tear, deface or in any way spoil the ballot, contact us by phone and a replacement ballot will be mailed to you if time permits. Once your voted ballot has been returned to the county board of elections office, you may not elect to withdraw your ballot; you have completed the act of voting.
- 3** COMPLETE and SIGN the *Certificate of Absentee Voter*. If these absentee materials were mailed to you, the certificate is on the back of the container-return envelope. Your witness must sign the certificate and provide his or her complete address on the designated lines. **Important: As required by state law, if your ballot is returned without your signature or the signature and complete address of your witness on the Certificate of Absentee Voter, your ballot will not be counted.**

If returning your absentee materials electronically, you and your witness must also sign the enclosed *Electronic Transmission Sheet & Privacy Waiver*.

CHOOSE YOUR PREFERRED METHOD OF RETURNING THE ABSENTEE BALLOTING MATERIALS.

4	MAIL	EMAIL	FAX
	Return by May 3, 2010 (5:00 p.m.)	Return by May 3, 2010 (5:00 p.m.)	Return by May 3, 2010 (5:00 p.m.)
	If returning your ballot by mail, place the ballot in the envelope provided and SEAL it securely. If mailed in the U.S. Postal System, use the preaddressed, postage paid envelope. Affix proper postage if using international mail. If you need to send the ballot using a service other than the United States Mail, our physical delivery address is: Cleveland County Board of Elections 115 South Maple Street Graham, NC 27253 Do not include any other document in your envelope except for your voted ballot.	If returning your ballot by email, scan all documents: (1) the <i>Electronic Transmission Sheet & Privacy Waiver</i> ; (2) the voted ballot (all sides); and (3) the <i>Certificate of Absentee Voter</i> , and email as an attachment to: uocava.absentee@sboe.state.nc.us PLUS! You must also mail the original of all documents to: Cleveland County Board of Elections P O Box 1299 Shelby, North Carolina 28151	Fax all documents: (1) the <i>Electronic Transmission Sheet & Privacy Waiver</i> ; (2) the voted ballot (all sides); and (3) the <i>Certificate of Absentee Voter</i> , to: Secure Fax Line: 919-715-0351 PLUS! You must also mail the original of all documents to: Cleveland County Board of Elections P O Box 1299 Shelby, North Carolina 28151

- 5** The deadline for your county board of elections to receive your absentee ballot is no later than **5:00 p.m.** on the day before the election, or **May 3, 2010**. FOR MAILED BALLOTS ONLY, your ballot will be deemed timely, if it is voted by election day and received by the county board of elections no later than three days after the election, by 5:00 p.m. or **May 7, 2010**. NO POSTMARK IS REQUIRED. **Faxed or emailed ballots are due the day before the election, by 5:00 p.m.**

- 6** To check the status of your returned ballot, please call 1-866-522-4723 or check the *Voter Lookup* feature (My Election Information) on the NC State Board of Elections' website at www.NCSBE.gov.

If you have any questions concerning these procedures, please contact us immediately.

Cleveland County Board of Elections
 704-484-4858
Debra.blanton@clevelandcounty.com

WE RECOMMEND THAT YOU UPDATE YOUR FPCA AT THE BEGINNING OF EACH CALENDAR YEAR.

UOCAVA ABSENTEE VOTING QUICK STEPS

Step 1 - WITNESS

- Before voting your ballot, you need a witness present who is at least 18 years old.

Step 2 - MARK YOUR BALLOT

- Use a black ball point pen
- Completely fill in the oval to the left of your choice
- Contact the county board of elections if you make a mistake.



Step 3 - SIGN



- Sign the absentee application and certificate on the back of the container-return envelope. If these materials were mailed to you, the application and certificate is on a separate page.
- The witness must sign and write his or her complete address on the designated lines.

Step 4 - TRANSMIT BY MAIL

- If you received your balloting materials by mail, FOLD your ballot exactly as you received it and place **ONLY** the ballot in the envelope provided and SEAL it securely. Mail the signed and sealed envelope containing your ballot to the county board of elections promptly.
- The postage paid envelope may be used if mailed in the U.S. Postal System, which includes all U.S. Military post offices (APO/FPO) overseas or through the diplomatic pouch available at U.S. embassies/consulates. Affix appropriate postage if using international mail.
- To be counted, the county board must RECEIVE your ballot no later than 3 DAYS FOLLOWING THE DAY OF THE ELECTION, BY 5:00 P.M.

Step 4 Alternative - ELECTRONIC TRANSMISSION

- Fax or scan/email all materials back to the county board of elections. Be sure to include the *Electronic Transmission Sheet/Privacy Waiver*, all sides of the voted ballot and the *Certificate of Absentee Voter*. To be counted, the county board must RECEIVE your electronically submitted ballot no later than the DAY BEFORE THE ELECTION.
- **YOU MUST STILL MAIL** the original of all documents back to the county board of elections.

Contact Information

Cleveland County Board of Elections
1-704-484-4858

NC State Board of Elections
1-866-522-4723
uocava.absentee@sboe.state.nc.us

ABSENTEE RETURN DEADLINE (May 4 Primary)

Ballots must be returned to the Board of Elections by May 3, 2010 at 5:00 PM, or if returned by mail, the ballot must be received no later than 5:00 PM on May 7, 2010.

To check the status of your absentee ballot, please visit



www.ncsbe.gov



215 Patton Drive
P O Box 1299
Shelby, NC 28151
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Certificate of Absentee Voter

(Required for ballots returned by electronic transmission.)

I swear or affirm, under penalty of perjury, that I am:

1. A member of the Uniformed Services or merchant marine on active duty; or an eligible spouse or dependent of such a member; or, a U.S. citizen temporarily residing outside the U.S.; or, other U.S. citizen residing outside the U.S.; or, a disabled war veteran in a United States government hospital; or, a member of the Peace Corps; and
2. I am a U.S. citizen, at least 18 years of age (or will be by the date of the election), and I am eligible to vote in the requested jurisdiction; and
3. I have not been convicted of a felony, or other disqualifying offense, or if so, my voting rights have been reinstated; and
4. I am not registering, requesting a ballot, or voting in any other jurisdiction in the U.S., except the jurisdiction cited in this voting form.

In voting, I have marked and sealed my ballot in private and have not allowed any person to observe the marking of the ballot, except for those authorized to assist voters under State or Federal law. I have not been influenced.

In a primary, I further certify that I am affiliated with the party shown, or if unaffiliated, I have requested to participate in said party primary.

I further certify that the following is my official address:

The information on this form is true, accurate, and complete to the best of my knowledge. I understand that a material misstatement of fact in completion of this document may constitute grounds for conviction of perjury.

Witness my hand in the presence of the witness signing below:

Signature (Required) MM / DD / YY

NOTE: *This oath must be witnessed by a person who is 18 years of age or older, and must contain their signature and full address.*

Witness Signature (Required)

Address of Witness (Required)



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Official Election Materials Electronic Transmission Sheet/Privacy Waiver

**USE ONLY IF TRANSMITTING YOUR
BALLOT ELECTRONICALLY**

Number of Pages Being Transmitted:

[Affix Label3 - Barcode Label Here]

TO: Cleveland County Board of Elections

FAX: 919-715-0351

EMAIL: uocava.absentee@sboe.state.nc.us

FROM:

Last Name		First Name	Middle Name	
Address		Unit/Ship	Postal Code / APO/FPO	
City	State	Zip	Country	
Email		Telephone	Fax	

Service: Army Navy Air Force Marine Coast Guard Merchant Marine
 Other: _____ Overseas Citizen

PRIVACY WAIVER

I understand that by faxing or emailing a scanned image of my marked ballot, I am voluntarily waiving a portion of the secrecy of my ballot to the extent necessary to process my ballot, but expect that my vote will be held as confidential as possible. At the same time I pledge to place the original voted ballot in a secure envelope, together with any other required materials and send the documents immediately by airmail or place them in delivery to the appropriate county board of elections.

Voter _____
Signature Date

Witness _____
Signature Date

IF FAXING

Fax to: (919)715-0351

IF EMAILING


Email to: uocava.absentee@sboe.state.nc.us

After you transmit your ballot by fax or email, you must return your marked ballot and the signed *Certificate of Absentee Voter* in a secure envelope (use attached postage-paid template if mailing through the U.S. postal system) to: *Cleveland County Board of Elections*
P O Box 1299
Shelby, North Carolina 28151

This transmission includes an official ballot, and is intended for receipt and viewing by Elections Officials only. If you receive this electronic transmission in error, please contact: NC State Board of Elections Office at **1-866-522-4723** or **uocava.absentee@sboe.state.nc.us**. Any effort to interfere with the transmission of this electronic document or distribution of the contents of this document to anyone other than the appropriate elections official is a violation of State and Federal Criminal Statutes, and may result in criminal prosecution, imprisonment, and fines.

Postage-Paid Envelope Template -- Instructions to Voter:

The postage paid envelope may be used if mailed in the U.S. Postal System, which includes all U.S. Military post offices (APO/FPO) overseas or through the diplomatic pouch available at U.S. embassies/consulates. Affix appropriate postage if using international mail. Template must be printed on a number 10 or larger envelope. You may also fold or cut the envelope graphic from this page and attach to an envelope. If it is available, you may also use the envelope portion of the Federal Write-in Absentee Ballot to transmit the ballot and ballot materials to the county board of elections.

NAME AND COMPLETE ADDRESS		US POSTAGE PAID 39 USC 3406
_____ _____ _____ _____		PAR AVION
OFFICIAL ABSENTEE BALLOTING MATERIAL - FIRST-CLASS MAIL		
NO POSTAGE NECESSARY IN THE U.S. MAIL - DMM 703.8.0		
TO:		
_____ _____ _____		

The above is a Postage Paid Envelope from the FVAP website.
<http://www.fvap.gov/resources/media/returnenvelope.pdf>