

INSTRUCTIONS FOR REGISTERING AND REQUESTING YOUR ABSENTEE BALLOT (FPCA)

Under federal law, the Federal Post Card Application (FPCA) temporarily registers you to vote and requests absentee ballots for a minimum of all federal elections in the current calendar year. Be sure to complete a new FPCA each year and every time your address changes.

Complete the following sections of the FPCA

Section 1: Select the category that describes you. **Enter your current name (Last, First).** If you registered under a different name, provide this information in the previous name area. Your **date of birth is required.** You must provide **either a State issued ID number or the last four digits of your Social Security Number.** If you do not have either of these numbers you must enter in Section 6: "I do not have a Social Security Number or State issued ID number."

Section 2: Enter the complete **street address of your voting residence** where you are registered to vote and requesting an absentee ballot. You cannot use a post office box mailing address. If your address is a rural route, use Section 6 to describe the location of your voting residence.

Section 3: **Enter your current mailing address,** even if you are requesting your ballot by email/online or fax. If you want your election materials sent to a different address or have a forwarding address, use the forwarding address space to provide this information.

Section 4: Your contact information is recommended so your election official can contact you if they need additional information from you in order to accept your FPCA. **If you want to receive your absentee ballot by email/online or fax, you must provide your email address or fax number.**

Section 5: You can receive your absentee ballot by mail, email/online or fax. Select your preferred method of receiving your absentee ballot. **To vote in primary elections, you must enter the name of the party ballot you want to receive.** Political party affiliation is not required if requesting an absentee ballot for general elections.

Section 6: Provide any information that may assist your election official in accepting this form. You can use this space to designate particular elections or the period you wish to receive ballots.

Section 7: **Sign and date.** No witness signature is required.

How and where to submit your FPCA

You can submit the FPCA by **mail, email or fax.**

Mail your FPCA: Once your FPCA is complete, mail your FPCA directly to your election official.
Chatham County Board of Elections
P.O. Box 111
Pittsboro, NC 27312-0111

Email your FPCA: Scan the signed FPCA into your computer. Be sure to also include the Transmission Cover Sheet. Email this package directly to your election official. Chatham.boe@ncsbe.gov

Fax your FPCA: Fax your FPCA directly to your election official. Be sure to also include the Transmission Cover Sheet. **Fax#: (919) 542-6430.** You may use the DoD Fax Service to fax your FPCA if you do not have access to a fax machine to fax your election official directly. Instructions for the DoD Fax Service are in the "important information" online at FVAP.gov.

To find out the status of your FPCA, contact your election official at Chatham.boe@ncsbe.gov or **(919) 545-8500.** Your election official will contact you if your FPCA is not accepted.