



## **Instructions for Completing California Vote-By-Mail Ballot Application**

### **Who Can Use this Application**

The uniform California Vote-By-Mail Ballot Application can only be used by a registered voter. If you have not already registered to vote, you can find a Voter Registration Form at [www.sos.ca.gov/elections/elections\\_vr.htm](http://www.sos.ca.gov/elections/elections_vr.htm), or pick one up at your county elections office, library, or U.S. Post Office. Your completed Voter Registration Form must be submitted to your county elections office at least 15 days before the election.

To vote by mail, you can use this Vote-By-Mail Ballot Application, use the form in the sample ballot booklet you receive in the mail, or send a written request to your county elections office. This Vote-By-Mail Ballot Application is provided by the Secretary of State (SOS) for use by any person, group, or organization distributing vote-by-mail ballot applications for elections that involve more than one county. For organizations distributing applications for elections that involve a single county, the county elections office should be contacted for the appropriate application format and barcode information.

Californians who are serving in the military or living or studying abroad must use a different form, the Federal Post Card Application (FPCA), to register and request a ballot. The FPCA can be found at [www.sos.ca.gov/elections/elections\\_mov.htm](http://www.sos.ca.gov/elections/elections_mov.htm).

### **What Can be Preprinted on the Application**

State law requires the voter to personally affix his or her signature and the address to which the ballot is to be mailed.

If an organization is distributing the application, the name, address, and telephone number of the organization authorizing distribution must be included on the application.

In order to ensure accuracy, each voter should fill out all of the information on the application. However, any person, group, or organization distributing the application may preprint the following:

- The printed name and home address of the voter as it appears on the Voter Registration Form.
- The name and date of the election for which the ballot is requested.
- The name, address, and telephone number of the person, group, or organization authorizing distribution of the application.

## **How to Fill Out this Application**

**Item 1.** Enter the date of the election in which you wish to vote (month, day, year), and the type of election (Primary, General, or Special).

**Item 2.** Print your first, middle, and last names as they appear on your Voter Registration Form.

**Item 3.** Print your date of birth in this order – month, day, year.

**Item 4.** Print the complete street address of your voting residence. A post office box or rural route cannot be accepted.

**Item 5.** Mailing address information must be completed by the voter. Print the complete address where you want your ballot sent, if it is different than the residence address provided in Item 4.

**Item 6.** Print your telephone number (optional, not required) to allow the elections office to contact you if more information is needed.

**Item 7.** Only complete Item 7 if the application is for a Presidential Primary Election. If you have not disclosed a preference for (formerly known as “registered with”) a political party, you may request to vote a party ballot at the Presidential Primary Election if the political party allows it. The checkoff box and name of the political party must be completed by the voter. To find out which political parties have authorized voters who have declined to disclose a party preference (formerly known as “decline-to-state voters”) to vote their party’s ballot, call the SOS’s toll-free Voter Hotline at (800) 345-VOTE (8683). If you choose not to request a political party ballot in the Presidential Primary Election, you will be provided a nonpartisan ballot containing only the names of candidates for voter-nominated and nonpartisan offices and measures, if any, to be voted for at the Presidential Primary Election.

**Item 8.** Any registered voter may receive a vote-by-mail ballot automatically in all future elections by checking the Permanent Vote-By-Mail Voter box and initialing the line. Any voter can opt out of the permanent vote-by-mail status at any time by contacting their county elections official directly.

**Item 9.** Sign and date in this order – month, day, year. No witness or notary required.

## **How to Submit the Application**

Your Vote-By-Mail ballot must be returned to your county elections official at least 7 days before the election. However, if you become ill or disabled during the final week before an election, or find that you will be unable to go to your

polling place on election day, you may request that a vote-by-mail ballot be delivered to you by submitting a written application or letter to your county elections official. The request must contain your name and residence address, the address to which you want the ballot sent, the name and date of the election in which you would like to vote, your signature, and the date. You may authorize another person to receive the ballot from the elections official, and/or return the ballot to an elections official after you have voted it.

Please do not send applications to the SOS's office. Doing so will delay the application process.

You can find the address and telephone number of your county elections official on the SOS website at [www.sos.ca.gov/elections/elections\\_d.htm](http://www.sos.ca.gov/elections/elections_d.htm).

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