

Auditor's Instructions for Electronic Transmission of UOCAVA Ballots

Ballots must be mailed unless a voter specifically asks for the ballot to be sent electronically. If the ballot is sent electronically, the auditor may choose to send ballots through FVAP's secure ETS server or directly to the voter's email or fax. If voters request for their ballot to be sent electronically, the ballot must be sent to the voter by the method the voter requested.

Step 1 – Prepare Forms

A. Electronic Ballot Transmission to UOCAVA Voter cover sheet

Each ballot sent electronically must have a cover sheet. There are two cover sheets:

1. Cover sheet for counties those choose to send ballots directly to voters
2. Cover sheets for counties who choose to use the FVAP's ETS server

Fill in all the information on the applicable cover sheet before the ballot is sent.

B. Absentee Voting Instructions for the Voter

Fill in the county contact information and the returned ballot deadline dates and times. Type in the correct email address and fax number(s) so voters who are allowed to return their ballots electronically know where to send them.

- If the voter is returning the materials directly back to the auditor's office, type in the office's email and fax number.
- If transmitting ballots through the ETS server, use:
 - Email: ets@fvap.gov
 - Fax: 1-703-693-5527 or 1-800-368-8683

C. Affidavit Envelope form

If a UOCAVA voter is not registered to vote, this form can also serve as a voter registration form.

D. Acknowledgment/Secrecy Waiver cover sheet

Fill in the county's contact information as well as the voter's name, absentee sequence number, and I-VOTERS voter ID number. Voters who are allowed to return their ballots electronically must use this form as their cover sheet. The following voters may return their ballots electronically:

- Voters located in "imminent danger pay area zones" as designated by the U.S. Department of Defense
- Voters who are active members of the army, navy, marine corps, merchant marine, coast guard, air force, or Iowa National Guard and who are currently stationed outside the U.S. or any of its territories.

E. Return Envelope form

Fill in the auditor's return mailing address on the form. Voters can print this form directly onto an envelope or attach the form to a plain envelope. If voters return their ballot through the U.S. Postal System or the FPO/APO mail system, postage is free when they use this form.

Step 2 – Transmit the Ballot and Forms

The auditor may choose to send the unvoted ballot and forms to the voter through FVAP's ETS server or directly to the voter's email address or fax number.

Send to Voter's Email/Fax

Use the following forms:

- Electronic ballot transmission cover sheet for sending ballots directly to voters
- Absentee voting instructions for the voter
- Affidavit envelope form
- Acknowledgment/secretcy waiver cover sheet
- Return envelope form

If emailing the ballot, send the ballot and forms to the email address the voter provided.

If faxing the ballot, print copies of the forms. Fax the ballot and forms to the fax number the voter provided.

Send through ETS Server

Use the following forms:

- Electronic ballot transmission cover sheet for sending ballots through the ETS server
- Absentee voting instructions for the voter
- Affidavit envelope form
- Acknowledgment/secretcy waiver cover sheet
- Return envelope form

Send the ballot and forms to the ETS server by email or fax. FVAP will then forward the documents onto the voter.

If emailing the ballot, send the ballot and forms to ets@fvap.gov.

If faxing the ballot, print copies of the forms. Fax the ballot and forms to 1-703-693-5527 or 1-800-368-8683.

Step 3 – Receive Voted Ballots

Returned by Mail

See the Absentee Voting chapter of the Election Administrator's Handbook for instructions on receiving UOCAVA ballots returned by postal mail.

Returned Electronically

Voters returning their ballots electronically must return the following:

- Affidavit envelope form
- Acknowledgment/secretcy waiver cover sheet
- Voted ballot

If the ballot is received by email, print all documents in the transmission including email attachments.

1. Examine the transmitted documents only to determine that the transmission is complete. If any document is missing, contact the voter to make sure it wasn't lost during transmission.
2. Review the affidavit envelope form to see if it was properly completed. Follow the procedures for notifying voters of incomplete/defective affidavits if the affidavit is incomplete.
3. Place the voted ballot in an envelope and seal the envelope.
4. Attach the affidavit envelope form and acknowledgment/secretcy waiver cover sheet to the envelope containing the ballot.
5. Receive the ballot in the "Receive Absentee Ballots" module of I-VOTERS.

If a voter sends the ballot by postal mail and by either fax or email and both voted ballots arrive on time, the ballot that was delivered by postal mail should be counted by the ASVP board. Seal the electronically transmitted ballot in an envelope and label it with the voter's name and absentee sequence number and attach it to the ballot returned by postal mail. This electronically transmitted ballot will not be counted if the ballot returned by postal mail was counted. If the ballot returned by postal mail was not counted, the electronically transmitted ballot must be considered for counting.

Important Note: When counting faxed and emailed ballots, instruct the ASVP board to mark a duplicate ballot. Doing so will allow the ballot to be run through the ballot scanner and counted in the same manner as all other ballots tabulated for the election. Instructions for marking duplicate ballots are on page 11 of the ASVP Board Guide.