

# Vote-by-Mail Envelope Design

September 30, 2019

These InDesign files are provided as assistance in creating camera-ready layouts for your envelope styles.

As you work on the layout to fit your envelope size and structure:

- Re-wrap text as needed, or adjust the spacing but do not stretch any of the elements, especially the images.
- The font is Noto Sans is a free google font. [Find it here.](#)
- If you substitute a different font, please adjust the text to the same apparent size.
- The Spanish is an uncorrected translation. Please check the translation and correct it as needed.

For more information, go to the workbook on the web page: <https://civicdesign.org/fieldguides/104-designing-vote-at-home-envelopes/>

For assistance or with questions:  
hello@civicdesign.org  
410-921-6811



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September 30, 2019

This file has return envelope templates sized at 6x9. On the following pages, you will find templates that:

- expose the voter's signature with a shorter flap
- have a bilingual option



## Tools to measure USPS clearance areas

Clearance area for stamp and BMI

Clearance area for  
election mail logo

Business reply insignia

COUNTY  
SEAL

## Return envelope Official ballot

To be opened only by  
Canvassing Board

Drop off your ballot by  
7pm on Election Day.

Mail your ballot so that it is  
postmarked by Election Day.

Entregue su boleta electoral hasta  
las 7 pm el Día de las Elecciones.

Enviar por correo su boleta  
electoral para que sea sellada  
el Día de Elecciones



**First class  
postage  
required**

Se requiere  
franqueo de  
primera clase



## Franklin County Elections Department

5678 MLK Avenue  
Franklin, CA 99999-1234

**I authorize the person below to return my ballot:**

Autorizo a la persona abajo a devolver mi boleta:

**Their name** / Su nombre \_\_\_\_\_

**Their signature** / Su firma \_\_\_\_\_

**Relationship to voter** / Relación con el votante \_\_\_\_\_

**Did you...**

Sign the voter's declaration in your own handwriting?

Put your ballot in the envelope?

**Revise si...**

¿Firmó la declaración del votante con su propia letra?

¿Colocó su boleta electoral en el sobre?

**Voter's declaration I declare that**

- I am a resident of and a voter in the county, and the person whose name appears on this envelope.
- I have not applied, nor will I apply for a vote-by-mail ballot from any other jurisdiction in this election.
- I declare under penalty of perjury that this is true to the best of my knowledge and belief.

You must sign in your own handwriting. Your signature must match the signature on your voter registration card.

Voting twice in an election is a crime.

**Declaración del votante Yo declaro que:**

- Soy residente y votante en el condado, y la persona cuyo nombre aparece en este sobre.
- No he solicitado, ni solicitaré una boleta electoral de voto por correo de ninguna otra jurisdicción en esta elección.
- Declaro bajo pena de perjurio que esto es verdadero a mi leal saber y entender.

Debe firmar de puño y letra. Su firma debe coincidir con la firma en la tarjeta de inscripción del votante.

Votar dos veces en una elección es un crimen.

**Voter, sign here in ink.**

**Power of attorney is not acceptable.**

Votante, firme aquí con tinta No se aceptan poderes notariales.



**Date** / Fecha (MM/DD/YYYY) \_\_\_\_\_

**Print name** / Imprimir nombre \_\_\_\_\_

**Print your voter registration address /**

Imprime tu dirección de registro de votante

\_\_\_\_\_

\_\_\_\_\_

**If you are unable to sign, make your mark and have a witness sign below:**

Si usted no puede firmar, haga una marca y haga que un testigo firme abajo:

**Witness, sign here** / Testigo, firme aquí \_\_\_\_\_

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**Date (MM/DD/YYYY)**

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**Print name**

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**Print your voter registration address**

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Witness, sign here \_\_\_\_\_

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