

Return envelope

Vote-by-Mail Envelope Template

February 11, 2020

These InDesign templates are provided to help create camera-ready layouts for your envelope styles. You will need make changes to fit the envelope size and structure for your jurisdictions.

As you make changes, make sure to:

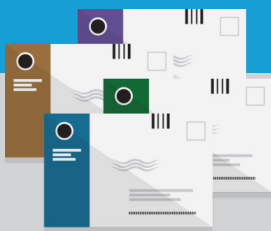
- Re-wrap text as needed, or adjust the spacing but do not stretch any of the elements, especially the images.
- The font is Noto Sans is included in the zip file or find the free google font [here](#).
- If you substitute a different font, please adjust the text to the same apparent size.
- The Spanish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

For more information, [go to the workbook](#).

For assistance or with questions:
hello@civicdesign.org



Center for
Civic Design



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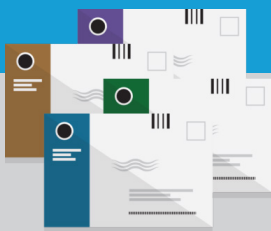
This file has return envelope templates sized at 6x9 with an option for two languages.

We have included several USPS elements to show where they go. On top of replacing the election and voter information, you will need to also replace or eliminate these USPS elements with real versions.

These elements include:

- Facing Identification Mark (FIM)
- Intelligent Mail Barcode (IMb)
- Stamp





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For USPS rules and regulations, visit the USPS website on election mail:

<https://pe.usps.com/text/dmm300/703.htm#ep1174014>

Many USPS elements require the surrounding area to be empty.

Use the tools below to get an idea of the size of these clearance areas.

These are estimates, so remember to check with a

Mail Design Analyst (MDA) for final review:

- phone at 855-593-609
- email at mda@usps.gov

Clearance area for
election mail logo

Business reply insignia

Clearance area for stamp and FIM



Return envelope Official ballot

To be opened only by Canvassing Board

Sobre de retorno Balota oficial

Para ser abierto únicamente por la Junta de Escrutinio

Drop off your ballot by 7pm on Election Day.

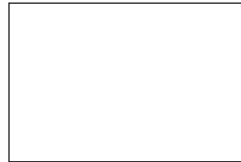
**Mail your ballot so that it is
postmarked by Election Day.**

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

Envíe su boleta para que tenga el sello postal
antes del Día de las Elecciones.



Franklin County Elections Department
4321 Franklin Avenue
Franklin, HN 99999-1234



**First class
postage
required**

Se requiere
franqueo de
primera clase

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?

Made a mistake on your ballot?

Call the election office for a replacement
111-222-3333 or elections@yourcounty.gov

¿Cometió un error en su boleta electoral?

Llame a la oficina electoral para un reemplazo
111-222-4444 o elections@yourcounty.gov

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 _____

Franklin County

General Election

November 7, 2018



Valentina Q. Voter
5678 Seventh Ave, Apt 9863
Franklin, HN 99999-1278

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.

Votante, firme aquí con tinta

Power of attorney is not acceptable.

No se aceptan poderes notariales.

X

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