

## Vote-by-Mail Envelope Templates

# Overview for return envelope

Last updated: April 6, 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:

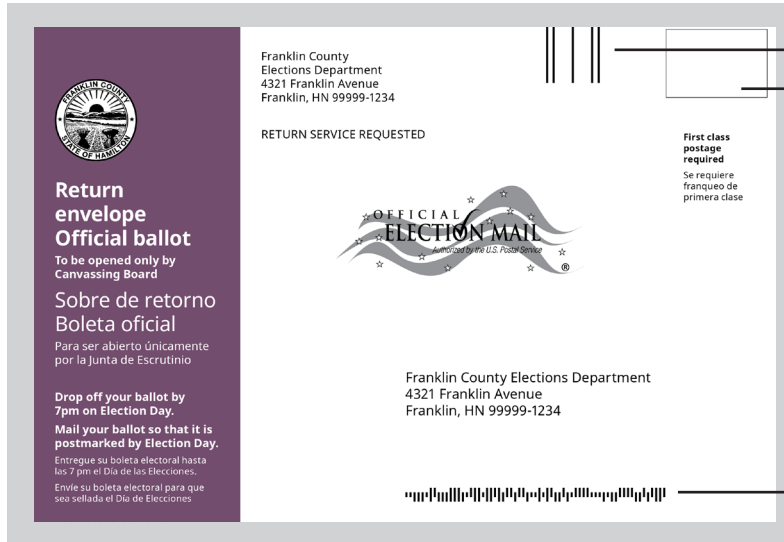
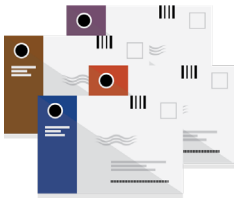
- Re-wrap text as needed, or adjust the spacing but do not stretch any of the elements, especially the images.
- The font is Noto Sans is included in the zip file or [find the free google font online.](#) *If you substitute a different font, adjust the text to the same apparent size.*
- The Spanish is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

For more information visit:

- [Designing vote at home envelopes and materials](#)
- [Tool kit of resources for scaling up vote by mail](#)

Contact us with questions: [hello@civicdesign.org](mailto:hello@civicdesign.org).

# Brief intro to USPS elements

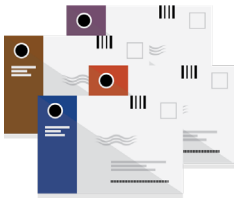


Facing identification mark (FIM)

Stamp area and postage instructions

IMb coded with address for election office

For more detail and to learn [how to design VBM envelopes for USPS](#) visit the [VBM tool kit](#).



# Brief intro to USPS elements

**Did you...**  
 Sign the voter's declaration in your own handwriting?  
 Put your ballot in the envelope?

**Revise si...**  
 ¿Firmé la declaración del votante con su propia letra?  
 ¿Coloqué su boleta electoral en el sobre?

**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** \_\_\_\_\_

**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.

**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.

**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.**  
Debe firmar en su propia letra. Su firma debe coincidir con la firma en su tarjeta de registro de 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.

**Franklin County**  
General Election  
November 7, 2018

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

**Date / Fecha (MM/DD/YYYY)** \_\_\_\_\_  
**Print name / Imprimir nombre** \_\_\_\_\_  
**Print your voter registration address / Imprime tu dirección de registro de votante** \_\_\_\_\_

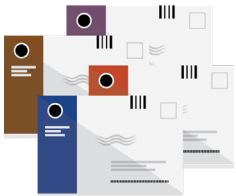
**If you are unable to sign, make your mark and have a witness sign below:**  
Si usted no puede firmar, haga una marca y haga que un testigo firme abajo:

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

**IMb coded with voter's address.**  
**Visible through window on outgoing envelope - not used for return trip.**

**IMb coded with address for election office**

For more detail and to learn [how to design VBM envelopes for USPS](#) visit the [VBM tool kit](#).



# Placeholders for USPS elements

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 of other elements.

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

These are estimates, so check with a Mail Design Analyst (MDA) for final review:

- phone at 855-593-609
- email at [mda@usps.gov](mailto:mda@usps.gov)

Clearance area for  
election mail logo

Clearance area for stamp and FIM

Business reply insignia



# Return envelope Official ballot

To be opened only by  
Canvassing Board

## Sobre de retorno Boleta 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 electoral para que  
sea sellada el Día de Elecciones

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



RETURN SERVICE REQUESTED



**First class  
postage  
required**

Se requiere  
franqueo de  
primera clase

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



**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?

**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** \_\_\_\_\_

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- **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.**

**Voter, sign here in ink.**

**Power of attorney is not acceptable.**

Votante, firme aquí con tinta 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:**

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

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- Declaro bajo pena de perjurio que esto es verdadero a mi leal saber y entender.

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# Franklin County

General Election

November 7, 2018



Valentina Q. Voter

5678 Seventh Ave, Apt 9863

Franklin, HN 99999-1278





**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.

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



RETURN SERVICE REQUESTED

**First class  
postage  
required**



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

**Did you...**

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**Their signature** \_\_\_\_\_

**Relationship to voter** \_\_\_\_\_

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X

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

**Print name**

**Print your voter registration address**

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

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

# Franklin County

General Election  
November 7, 2018

