

## Vote-by-Mail Envelope Templates

# Overview for return envelope

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.

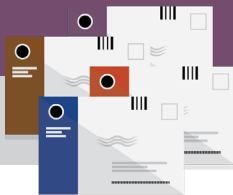
As you make changes, make sure to:

- 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:

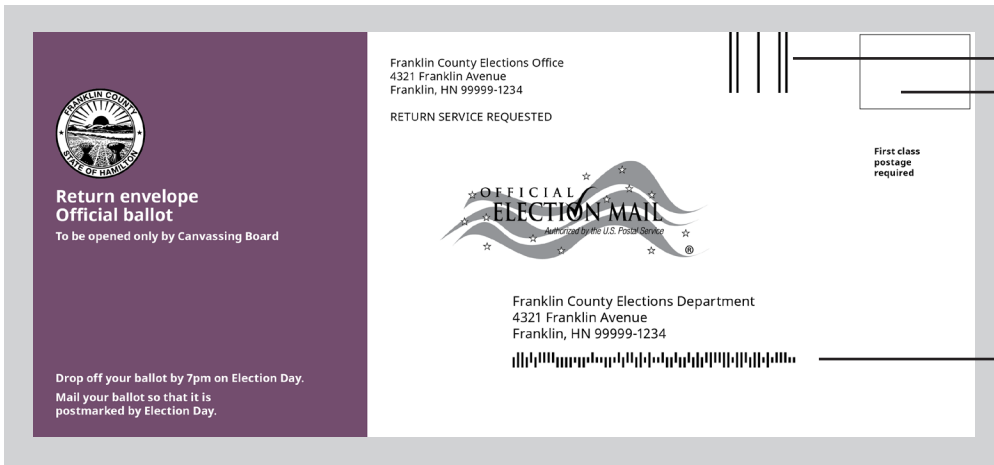
- [Designing vote at home envelopes and materials](#)
- [Tool kit of resources for scaling up vote by mail](#)

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



# Vote-by-Mail Envelope Templates

## Brief intro to USPS elements

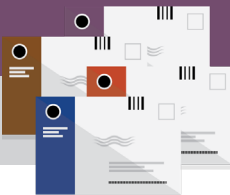


Facing identification mark (FIM)

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](#).



# Vote-by-Mail Envelope Templates

## Brief intro to USPS elements

**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 voted in 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 appear on the envelope's 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 votado, ni solicitado una boleta electoral de voto en ninguna otra jurisdicción en esta elección.
- Declaro bajo pena de perjurio que esto es verdadero a mi leal saber y entender.

**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.**  
Votante, firme aquí con tinta  
Power of attorney is not acceptable.  
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**

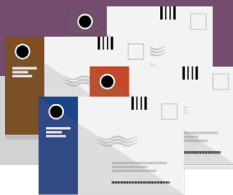
**If you are unable to sign, make your mark and have a witness sign below:**  
Si usted no puede firmar, haga una marca y haga que un testigo firme abajo.  
**Witness, sign here / Testigo, firme aquí**



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](#).



## Vote-by-Mail Envelope Templates

# 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

Drop off your ballot by 7pm on Election Day.

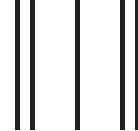
Mail your ballot so that it is  
postmarked by Election Day.

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

RETURN SERVICE REQUESTED



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



**First class  
postage  
required**

**Did you...**

- Sign the voter's declaration in your own handwriting?
- Put your ballot in the envelope?

**Made a mistake on your ballot?**

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

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

**Their name** \_\_\_\_\_

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

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

# 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.

**Voter, sign here in ink.**

Power of attorney is not acceptable.



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



## 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

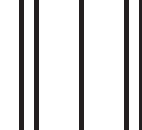
**Drop off your ballot by 7pm on Election Day.**

**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 para que tenga el sello postal  
antes del Día de las Elecciones.

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



RETURN SERVICE REQUESTED



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



**First class  
postage  
required**

Se requiere  
franqueo de  
primera clase

**Did you...**

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- Put your ballot in the envelope?

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  - 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 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.

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