

Election Mail Procedures



YOU play a vital role in the Vote-By-Mail process.



Election Mail should be treated as First-Class Mail and expedited through the network with timely processing. Willful delay of absentee balloting material or other election material is a violation of policy, ethics, and the law.

Expedited processing and delivery of election related mail is crucial to our democratic process. It is critical that all ballot mail is handled correctly to avoid any negative impact on election results or the Postal Service.

- Be alert for the red Tag 57 and green Tag 191, even though their use is optional. Political mail, with or without the use of a Tag, must be expedited.
- Any delays in processing of political campaign mail must be reported.

Election Day — Final Sweep

A final sweep of post offices and plant locations is required, allowing the voting registration officials in a state or the District of Columbia to collect any late Business Reply Mail (BRM) ballots.

All Business Reply Mail will be made available to the Registrar of Voters for collection from their PO Boxes or via Caller Service pickup – even if the BRM mail has not been invoiced.

Handling Absentee Ballots with Insufficient or No Postage

Do not let ballots be delayed for any reason. Ballots are not subject to the normal postage due procedures, and should never be delayed due to insufficient postage.

Absentee ballots are handled differently than other unpaid or short-paid mailpieces. Absentee ballots addressed to an election office, with or without sufficient postage, must be delivered. The ballots must not be delayed, detained or held for postage payment.

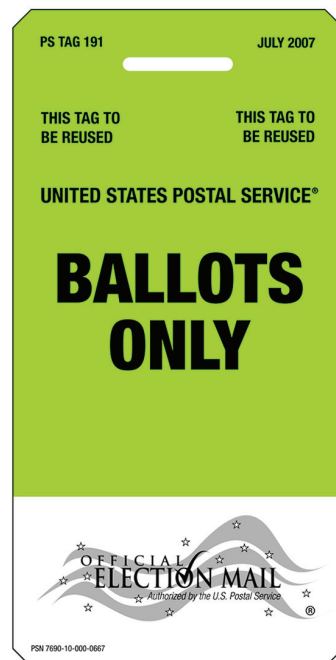
It is very important that ballots are identified and processed timely to ensure ballots are returned to election offices within the allotted time for the vote to be counted.

Your attention to detail makes Vote-By-Mail work!

Tag 57



Tag 191



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