

**FAQs**  
**Official Election Mail: 2016 Mailing Season Webinar**  
**July 14, 2016**

**Q: What was this statement referring to: “must include a sample ballot?”**

*Related questions include: What we are supposed to do about a sample ballot? Where do we take the sample ballot or what are we supposed to do with it? Are boards expected to attach a sample ballot to each bundle of absentee ballots?? Once an election or each day that we mail ballots?*

**A:** The discussion which mentioned the “sample ballot” pertains only to boards of elections that utilize a **first-class bulk mail permit** to transmit the absentee ballots. For those boards who apply postage using stamps or a postage meter, this requirement does not apply. In other words, a sample mailpiece is not required to be provided each time absentee ballots are mailed except when using the first-class bulk mail permit (boards using this permit would be aware of this requirement) presented with a postage statement to the bulk mail acceptance unit.

However, each board of elections is asked to send the following absentee balloting materials for both UOCAVA and non-UOCAVA voters to the corresponding Election Mail Coordinator for review by July 31, 2016:

- The mailing (supply) envelope;
- The return envelope;
- The identification envelope;
- The instructions provided; and
- A sample ballot for any precinct (does not need to be the actual ballot for the general election).

If your board will not have these materials available by this time, please inform your Election Mail Coordinator by email.

Please use the chart below when sending your absentee balloting materials. The contact information for your Election Mail Coordinators is also provided.

<b>USPS DISTRICT</b>	<b>3-Digit ZIP</b>	<b>DISTRICT ELECTION MAIL COORDINATOR</b>	<b>SEND BALLOTING MATERIALS</b>
NORTHERN OHIO	434-436,439-449,458	Sarita Montgomery 216-443-4553 <a href="mailto:sarita.x.montgomery@usps.gov">sarita.x.montgomery@usps.gov</a>	c/o Sarita Montgomery 2400 ORANGE AVE RM 24 CLEVELAND OH 44101-9603
OHIO VALLEY	410,430-433,437-438, 450-457,459,470	Patricia A King 614-472-0386 <a href="mailto:patricia.a.king@usps.gov">patricia.a.king@usps.gov</a>	c/o Patricia A King 2323 CITY GATE DR COLUMBUS OH 43218-9651

**Q: As it relates to IMbTracing, what do they mean by the terms "Automation compatible mail"?**

**A:** An automation letter size mail piece must be rectangular with four square corners and parallel opposite sides. The letter size mailpiece must be a minimum 3 ½ inches high, 5 inches long, and 0.007 inches thick and if the mailpiece exceeds 4 ¼ inches high the minimum thickness must be 0.009. The maximum dimension is 6 1/8 inches high, 11 ½ inches long, 0.016 inches thick weighing no more

than 3.5 ounces. The mailpiece may not be poly wrapped or polybagged, no clasps, strings or staples and no ridge or odd shape items enclosed. If unsure that the mailpiece meets 'automation compatibility', present a sample to your local Mailing Requirements office, or the Mailpiece Design Analyst.

**Q: Can we use the IMbTracing service if we are not using an outside service to mail our absentee ballots?**

**A:** Yes, IMb Tracing is a free service that benefits a multitude of organizations. From the time the Postal Service receives a completed application from the mailer, it can take as few as 2 weeks to process the application and activate an IMb Tracing subscription. Contact the IMb Tracing Customer Support for assistance or your local Mailing Requirements Office for more information (216-443-4100 in Northern OH district; 614-472-0376 in Ohio Valley district.)

**Q: When discussing the election mail logo, what does 1X mean? Is that an inch?**

**A:** Not necessarily. For the small, medium, and large logo, use a minimum 1X clearance area around the entire logo (i.e., where X is the height of the letter E in Election). Do not place other graphics inside the clearance area, this includes the address, postage, and return information. There must also be at least 1X clearance area between the top of the logo and top of the envelope, postcard, or label.

**Q: How do I get a mail program kit?**

**A:** Contact [ElectionMailProgramManager@usps.gov](mailto:ElectionMailProgramManager@usps.gov) to receive a kit.

**Q: A Business Service Administrator (BSA) request was made by our office. I am unable to be administrator because the former director is unable to approve the request. He is no longer with our office. This has prevented us from doing anything online. Can you help?**

**A:** Contact the Business Customer Gateway helpdesk, 1-800-522-9085, for assistance with updating the Business Service Administrator (BSA).

**Q: I would like clarification on the Official Election Mail logo. Can that be used for mailings pertaining to campaign finance reporting, letters to poll workers, etc.?**

**A:** The Official Election Mail logo on mailpieces can be used by an authorized voting registration official and sent to or from citizens of the United States for the purpose of participating in the voting process. Included but not limited to in this category are Mail-In Ballots, Absentee Ballots, and related ballot materials, Voter Registration Cards, Absentee Voting Applications and Polling Place notifications. The Official Election Mail checkbox in PostalOne! must be checked for all bulk mailings of these types of materials.

**Q: Does the USPS have a preference between white and manila envelopes?**

**A:** The USPS preference is to use a white envelope.

**Q: Where may the green tags be obtained?**

**A:** The green Tag 191 may be obtained from your local post office and all major Business Mail Entry Units. Should you have trouble acquiring a supply for your local office, please contact the district Election Mail Coordinator.

