

**For:** State Offices and Service Centers

**Requests for Ballots From County Offices**

**Approved by:** Deputy Administrator, Field Operations



**1 Overview**

**A Background**

County Offices must have ballots available for individuals who request a ballot from the County Office. In the past, FSA-669B, FSA-73, and FSA-73E were used for this purpose. These documents will not be used for the 2010 election.

Because of concerns about maintaining voter confidentiality when using FSA-669B, ballots identical to those mailed to producers will be used in this election.

**B Purpose**

This notice provides instructions for using FSA-669 when a voter requests a ballot.

**2 Service Center Action**

**A Using the Printer Supplied Ballots**

In the past, County Offices have received a County Office Test Ballot from the printer for each election they are holding. This year they will receive 11 test ballots for each election, 1 of which is to be opened and reviewed as the test ballot. The other 10 will be kept unopened in a secure place not available to the public, to be provided to producers who request a ballot, following the guidelines provided in 15-AO, paragraph 123.

Offices holding more than 1 election may determine which election the ballots are for by viewing the row of numbers directly above the County Office name on the ballot. The last 2 digits in the row designate the COC and LAA of the election the ballot is to be used for.

These ballots have the County Office name and address inserted where the producer information is normally displayed. A producer given 1 of these ballots must be provided written instructions to write his or her name and address on the signature label, in addition to signing the label. The producer may or may not cross out the County Office name and address. Ballots will be accepted in either case. Exhibit 1 provides an example of the written instructions and how the signed label should look.

<b>Disposal Date</b>	<b>Distribution</b>
February 1, 2011 10-28-10	State Offices; State Offices relay to Service Centers

**Notice AO-1480**

**2 Service Center Action (Continued)**

**B Contacts**

If there are questions about this notice, contact the following.

<b>IF located in a...</b>	<b>THEN contact...</b>
Service Center	State Office.
State Office	either of the following: <ul style="list-style-type: none"><li>• Deborah Johnson, DAFO, at 202-720-0067</li><li>• Kenneth Nagel, DAFO, at 202-720-7890.</li></ul>

Notice to Producers who Request a Ballot in Person

This ballot is provided to you for the \_\_\_\_\_ County election in LAA \_\_\_\_\_. When you open the ballot, you will see a label on which you must provide your signature to certify that you are the person who is voting. The label has been pre-printed with the name and address of the County Office on it.

For your vote to be counted, you must:

- legibly print your name and address beside or under the County Office name and address

Note: Your name and address must be printed entirely on the label (see example below).

- sign the label.

Do NOT remove the label from the ballot envelope. Follow the instructions in the packet and return to County Office by the date specified in item number 1 on the official ballot.

Example Signature Label

*For entities only, "By signing, I certify that I have signature authority for the entity indentified below."*

Hill County FSA Office	<i>Joe Smith</i>
PO Box 251	<i>108 County Line Rd.</i>
Anywhere, ID 01234	<i>Anywhere, ID 01234</i>

Signature (By): *Joe Smith*  
 Individual or Entity Representative

Title of Entity Representative: \_\_\_\_\_