INSTRUCTIONS FOR ELECTION AUTHORITIES ON HANDLING ELECTRONICALLY TRANSMITTED ABSENTEE BALLOTS

1. APO and/or FPO addresses indicate the voter is federal service. Information about faxing or e-mailing ballots should be sent to anyone with an APO or FPO address. If the voter is in an imminent danger pay, hostile fire pay or combat zone (as declared) that person is eligible to return their voted ballot by fax or e-mail. Voters in areas **not** on the attached list are **not** eligible to return voted ballots by fax or e-mail.

2. Federal service voters in the designated areas are to be given three options: 1) return the original ballot by regular mail if there is sufficient time; 2) fax the voted ballot directly to your office; or 3) scan the voted ballot, attach it to an e-mail, and send directly to your office. The information you send to the voter should contain all the needed details for the voter to return the ballot.

3. Along with the absentee ballot, you should send the voter four additional items:
   a. Fax or E-mail Cover sheet (enclosed);
   b. Ballot Instructions for Federal Service Voters (enclosed);
   c. Combat Zone, Hostile Fire or Imminent Danger areas (enclosed); and
   d. Important Dates to Remember flyer.

4. Write your fax number and e-mail address **legibly** on the cover sheet. You may want to type your fax number and e-mail address on the sheet rather than writing it. We have sent all of these documents as e-mail attachments to assist you with this and so you can also save the document.

5. The countries listed on the enclosed document are designated by the Internal Revenue Service (IRS) and/or the Department of Defense as either imminent danger pay, hostile fire pay, or a combat zone.

6. The Ballot Instructions for Federal Service Voters enclosure tells voters how to handle the faxing or e-mailing of ballots. Oversized or two-page ballots may be difficult to transmit electronically. In that case, the voter is instructed to write the names of the candidates they wish to vote for on a piece of paper and transmit that "ballot" directly to you. The voter must mail the original voted ballot, regardless of time, back to you.

7. To ensure that the proper ballot does not get separated from its cover sheet, the voter is instructed to mark the ballot by either signing their name, writing the last four digits of their social security number or the application number.

8. When you receive a ballot by fax or e-mail, place that ballot in an absentee envelope on which you have written the voter's name and precinct. Attach the voter's cover page to the envelope. These ballots should be stored just as you store your other absentee ballots. You will also need a bi-partisan team (perhaps your regular absentee team) to duplicate the faxed or emailed ballots in the manner you usually use to duplicate spoiled ballots. Refer to 115.299 and 115.300 RSMo and 15 CSR 30-9.020(2)(B).