

Return Envelope | Declaration Template

Presidential Primary 2024 Advisory #01

September 1, 2023

Requirements for Presidential Primary ballot materials are explained in [WAC 434-219-155](#). The County Auditor prints the ballot declaration, each major political party declaration, and a signature area on return ballot envelopes. For consistency statewide, the envelopes must be printed in the same format and color prescribed by the Secretary of State. (See envelope templates attached.)

Design and Dimensions

The official template for the ballot declaration face is designed for the standard envelope size most commonly used by county election offices (9x5 inches). To meet other envelope shapes and sizes, county printers may adjust the design elements, but with limitations.

Available Adjustments

If adjustments to the template are necessary, the County Auditor may:

- Increase size of the font and party declaration boxes.
- Resize the margins.
- Rotate the design by 180°.
- Print the standard ballot declaration so the envelope flap partially covers the text when sealed.
- Reverse the design from right-side address to left-side address.
- Adjust areas for the voter and witness signatures.
- Remove optional shading.
- Create more “white space.”

Limitations

Unless prior approval is obtained from the OSOS, the County Auditor may **not**:

- Change the format of the declarations.
- Rearrange the order of the declarations.
- Modify wording of the declarations.
- Reduce size of the type or party declaration boxes.
- Eliminate the numbered steps.
- Eliminate the use of colored ink as formatted.

The OSOS will consider exceptions to the template on a case-by-case basis. To request permission to modify the template, please provide a .pdf of your design and the reasons for the

necessary changes to CTSupport@sos.wa.gov. Your request will be considered as quickly as possible.

Mail Piece Approval

The United States Postal Service has regulations in place specifically for election mail envelopes, such as placement of the elections logo and reserving sufficient space for cancellation marks. You must get approval of your envelope design from the US Postal Service Mailpiece Design Analyst (MDA) Support Center before printing ballot envelopes. The USPS may have MDAs who are specifically assigned to handle election mail.

Work with your printer to design and print sample envelopes as required by your MDA. Your samples should use the exact ink colors, paper weight, and color of your actual envelopes. Your MDA will use the samples to ensure your envelopes meet the USPS design requirements.

Contact the MDA Support Center by calling 855-593-6093 or sending an email to mda@usps.gov. You can also send questions to ElectionMailProgramManager@usps.gov.

Best Practices

The following practices have been suggested by both the OSOS and county election administrators:

Take a fresh look at other envelopes.

Does your county intend to use its usual outer mail envelopes and security envelopes/sleeves for the Presidential Primary? If so, be sure to remove information that does not apply, e.g., a graphic regarding the Public Disclosure Commission is irrelevant for this election.

Label each item in the ballot packet.

The instructional insert designed by the OSOS contains numbered steps that correspond to numbers on the return envelope. It refers voters to the return envelope and security envelope/sleeve.

Help voters understand how to cast a ballot by identifying each item in the ballot packet. For example, clearly label envelopes as "Return" and "Security." (Ideally, the labels are the same typeface and size.)

Different envelopes for different elections.

Consider using a different color for Presidential Primary return envelopes to distinguish them from other spring elections. Sorting the envelopes may be easier for election officials; casting the correct ballots may be easier for voters.

Red and blue are for political parties.

Consider using the designated colors for major political parties only when identifying party choices or information.

== WASHINGTON  SECRETARY OF STATE ==
Elections Division

Off-the-shelf ink colors commonly used by printers:

- Democratic: [Reflex Blue C](#)
- Republican: [185 Red C](#)

For questions about administering Washington State's 2024 Presidential Primary Election, please contact the Certification and Training Program at (360) 902-4180 or CTsupport@sos.wa.gov.

An information publication of the Certification and Training Program, Elections Division, Office of the Secretary of State.

1 **Voter's Declaration:** I do solemnly swear or affirm under penalty of perjury that I am: a United States citizen; a Washington state resident that meets the requirements for voting mandated by state law; at least 18 years old on election day, or 17 years old at the primary and 18 years old by the day of the November general election; voting only once in this election and not voting in any other United States jurisdiction; not serving a sentence of total confinement under the jurisdiction of the Department of Corrections for a Washington felony conviction or currently incarcerated for a federal or out-of-state felony conviction; not disqualified from voting due to a court order; and aware it is illegal to forge a signature or cast another person's ballot and that attempting to vote when not qualified, attempting to vote more than once, or falsely signing this declaration is a felony punishable by a maximum imprisonment of five years, a maximum fine of \$10,000, or both.

2 Mark one party declaration box (Required)

Democratic Party

I declare that my party preference is the Democratic Party and I will not participate in the nomination process of any other political party for the 2024 Presidential election.

Republican Party

I declare that my party preference is the Republican Party and I will not participate in the nomination process of any other political party for the 2024 Presidential election.

3 Sign & Date



Signature of voter (Required)

Date

Phone (Optional)

If you cannot sign, make a mark and have two witnesses sign below.

Power of Attorney cannot be used to sign for someone else.

Witness 1 Signature

Witness 2 Signature

1 Voter's Declaration: I do solemnly swear or affirm under penalty of perjury that I am: a United States citizen; a Washington state resident that meets the requirements for voting mandated by state law; at least 18 years old on election day, or 17 years old at the primary and 18 years old by the day of the November general election; voting only once in this election and not voting in any other United States jurisdiction; not serving a sentence of total confinement under the jurisdiction of the Department of Corrections for a Washington felony conviction or currently incarcerated for a federal or out-of-state felony conviction; not disqualified from voting due to a court order; and aware it is illegal to forge a signature or cast another person's ballot and that attempting to vote when not qualified, attempting to vote more than once, or falsely signing this declaration is a felony punishable by a maximum imprisonment of five years, a maximum fine of \$10,000, or both.

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3 Sign & Date



Signature of voter (*Required*)

Date

Phone (*Optional*)

If you cannot sign, make a mark and have two witnesses sign below.
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Witness 1 Signature

Witness 2 Signature

- 1** Voter's Declaration: I do solemnly swear or affirm under penalty of perjury that I am: a United States citizen; a Washington state resident that meets the requirements for voting mandated by state law; at least 18 years old on election day, or 17 years old at the primary and 18 years old by the day of the November general election; voting only once in this election and not voting in any other United States jurisdiction; not serving a sentence of total confinement under the jurisdiction of the Department of Corrections for a Washington felony conviction or currently incarcerated for a federal or out-of-state felony conviction; not disqualified from voting due to a court order; and aware it is illegal to forge a signature or cast another person's ballot and that attempting to vote when not qualified, attempting to vote more than once, or falsely signing this declaration is a felony punishable by a maximum imprisonment of five years, a maximum fine of \$10,000, or both.

Declaración del Votante: Yo solemnemente juro o afirmo bajo penalidad de perjurio que soy: ciudadano de los Estados Unidos; residente del estado de Washington que cumple con los requisitos para votar exigidos por la ley estatal; tendré por lo menos 18 años de edad el día de las elecciones, o 17 años de edad en las primarias y 18 años de edad el día de las elecciones generales de noviembre; votaré una sola vez en estas elecciones y no votaré en cualquier otra jurisdicción de los Estados Unidos; no estoy cumpliendo una sentencia de confinamiento total bajo la jurisdicción del Departamento Correccional debido a una condena por delito grave (felonía) en Washington ni estoy encarcelado actualmente por un delito grave en otro tribunal estatal o federal; no estoy descalificado para votar debido a una orden judicial; y consciente de que es ilegal falsificar una firma o emitir una boleta de otra persona y que intentar votar cuando no es elegible, intentar votar más de una vez, o falsificar la firma de esta declaración es un delito grave castigable por un máximo de cinco años de encarcelamiento, un máximo de \$10,000 de multa, o ambos.

- 2** Mark one party declaration box (Required)
Seleccione una casilla de la declaración del partido (Requerido)

Democratic Party Partido Demócrata

I declare that my party preference is the Democratic Party and I will not participate in the nomination process of any other political party for the 2024 Presidential election.

Declaro que mi partido de preferencia es el Partido Demócrata y que no participaré en el proceso de nominación de ningún otro partido político para las elecciones Presidenciales de 2024.

Republican Party Partido Republicano

I declare that my party preference is the Republican Party and I will not participate in the nomination process of any other political party for the 2024 Presidential election.

Declaro que mi partido de preferencia es el Partido Republicano y que no participaré en el proceso de nominación de ningún otro partido político para las elecciones Presidenciales de 2024.

- 3** Sign & Date Firma y Fecha



Signature of voter (Required)
Firma del votante (Requerida)

Date
Fecha

Phone (Optional)
Teléfono (Opcional)

If you cannot sign, make a mark in the signature area and have two witnesses sign below.

Si no puede firmar, intente hacer una marca en el área de la firma. Dos testigos deben firmar a continuación.

Power of Attorney cannot be used to sign for someone else.
El poder notarial no se puede usar para firmar por otra persona.

Witness 1 Signature Firma de Testigo 1

Witness 2 Signature Firma de Testigo 2