

# LOUISIANA

The Federal Post Card Application (FPCA) is the primary form for requesting registration and/or an absentee ballot from your local election official. **Read all instructions printed below and on the FPCA before completing and signing your application.**

## FEDERAL POST CARD APPLICATION

SAMPLE FORM

REGISTRATION AND ABSENTEE BALLOT REQUEST - FEDERAL POST CARD APPLICATION (FPCA)			
APPLICATION FOR STATE OF _____ COUNTY OF _____ CITY OR TOWNSHIP OF _____ §		I REQUEST ABSENTEE BALLOTS FOR ALL ELECTIONS IN WHICH I AM ELIGIBLE TO VOTE.	
<b>1. APPLICANT INFORMATION</b> (See instruction 1.) a. TYPED OR PRINTED NAME (Last, First, Middle Initial) _____ b. SEX _____ c. RACE _____ d. DATE OF BIRTH _____ e. SOCIAL SECURITY NUMBER _____ f. OTHER IDENTIFICATION NO. (passport, ID card) _____		<b>6. POLITICAL PARTY AFFILIATION</b> (This information is required by most states to send you a ballot for primary elections. See instructions.) <b>E</b>	
<b>2. I LAST VOTED or PLACE OF LAST REGISTRATION</b> (Do not leave this section blank. See instructions.) a. YEAR _____ b. COUNTY, CITY, OR TOWNSHIP _____ c. STATE _____ d. VOTER REGISTRATION NO. (if known) _____		<b>7. REMARKS</b> (Provide additional information which will assist local election officials in determining your eligibility to register and vote. See instructions.)	
<b>3. VOTING RESIDENCE</b> (For military, legal residence. For overseas civilians, last residence in U.S. IF USING RURAL ROUTE, SEE INSTRUCTIONS.) a. LAST DAY OF RESIDENCY _____ b. NUMBER AND STREET (do not use Post Office Box) _____ c. CITY, TOWN OR VILLAGE _____ d. STATE _____ e. COUNTY OR PARISH _____ f. ZIP CODE (9-digit, if known) _____		<b>8. AFFIRMATION BY APPLICANT</b> <b>F</b> X only one: a, b, c or d I swear/affirm, under penalty of perjury, that I am: (See instructions) a. a member of the Uniformed Services or merchant marine on active duty, or an eligible spouse or dependent. b. a U.S. citizen temporarily residing outside the U.S. c. a U.S. citizen overseas by virtue of employment or accompanying spouse or dependent. d. other U.S. citizen residing outside the U.S.	
<b>4. MAIL ABSENTEE BALLOT TO:</b> (Mailing address where you want the ballot to be sent.) _____ _____ _____ _____		e. I am a U.S. Citizen, eligible to vote in the above jurisdiction, and subscribe to any required state/local oath or statement. f. I have not been convicted of a felony or other disqualifying offense or been adjudicated mentally incompetent, or if so, my voting rights have been reinstated. g. I am not registering, requesting a ballot, or voting in any other jurisdiction in the U.S. h. The information on this form is true and complete.	
<b>5. YOUR FAX NUMBER</b> (If this application is faxed, include all international prefixes. See Instructions.) _____		<b>i. SIGNATURE OF APPLICANT</b> <b>G</b> _____ j. DATE _____ M M D D Y Y DATE SIGNED M M D D Y Y	
<b>9. WITNESS/NOTARY ADDRESS AND SIGNATURE</b> (If required by state law) _____		_____	

The information contained herein is for official use only. Any unauthorized release of this information may be punishable by law.

### Application Instructions

*Circled letters on the form above correspond to the instructions below. You must complete all shaded areas.*

- A** The last four digits of your Social Security number or your Louisiana Driver's License number is required for voter registration, the full Social Security number may be provided on a voluntary basis. If you do not possess either of these identifications, you may use; a current and valid photo identification or a current utility bill, bank statement, government check, paycheck, or other government document showing the name and address of the applicant.
- B** Do not leave blank. Enter "N/A" if not applicable or if you are a first time voter.
- C** Provide the complete street address of your Louisiana voting residence. A post office box is not sufficient. If your address includes a rural route, describe its location in Item 7. For example: "on Highway \_\_\_\_\_, 2 miles past Highway \_\_\_\_\_, across the street from the \_\_\_\_\_ gas station." This address must be different from the one provided in Item 4 and must be within the parish where you claim legal voting residence.

- D** Print the complete address where you want your ballot sent — usually your current mailing address. Your current mailing address must be different from the address you provided in Item 3.
- E** If you do not list a party affiliation, you cannot vote in the Presidential preference primary and party committee elections. Political party affiliation is not required for any other election. If you are currently registered and want to change your political party affiliation or you have previously declined to indicate a political party affiliation and you now want to vote in a Presidential preference primary and party committee elections, you must submit a completed FPCA which includes your new political party affiliation to the local election official not later than 30 days before an election. Indicate on Item 7 if your FPCA is being submitted only to change your party choice.
- F** Check ONE box.
- G** You must sign and date the FPCA. When signing, you are swearing or affirming that the information is true and correct.

## I. UNIFORMED SERVICES

### A. Who Can Do It

These procedures apply to persons who are U.S. citizens, residents of Louisiana and members of the Uniformed Services and their family members. Uniformed Services are defined as the U.S. Armed Forces, merchant marine, commissioned corps of the Public Health Service and the National Oceanic and Atmospheric Administration.

### B. Registering and Requesting an Absentee Ballot

You may use a single FPCA to request ballots for all elections held during a period which extends from the date the request is received in the office of the registrar of voters through two subsequent Federal general elections (local, state and Federal offices).

To register and request an absentee ballot, the local registrar of voters must receive your FPCA not later than 30 days before the election.

To request an absentee ballot if you are currently registered, the local registrar of voters must receive your FPCA not later than 96 hours before the close of the polls for the election for which it is requested. The request shall remain valid through two subsequent Federal general elections from the date of receipt of the application in the registrar's office.

### C. Casting Your Vote

**Ballot Return Deadline:** Voted ballot must arrive at the local elections office **no later than the day of the election.**

Louisiana elections, except the Presidential preference primary and party committee elections, are entirely open. All parties appear on the same ballot and you may vote for any candidate on the ballot. If any candidate receives more than 50% of the votes cast in the primary election that candidate is declared the winner and that office is not voted upon in the general election.

Local election officials mail ballots not later than 20 days before the state primary election and 13 days before the general election. However, special ballots for the office of the President are available for mailing 45 days before the general election.

If you are outside the U.S. and have not received your state ballot in a timely manner, use the **Federal Write-In Absentee Ballot**. See instructions in Chapter 2, page 12.

### D. Notary/Witness Requirements

**FPCA:** No notary or witness required

**Ballot Return Envelope:** Sign the ballot return envelope certificate in the presence of two witnesses. These witnesses must also sign the envelope.

### E. Electronic Transmission of FPCAs and Ballots

- Louisiana allows you to send the FPCA for registration and absentee ballot request by fax. After faxing, submit the FPCA by mail.
- Louisiana allows you to receive the blank ballot by fax.
- Louisiana allows you to return the voted ballot by fax.

Please refer to Appendix C for specific instructions when transmitting election materials electronically. Use the following numbers:

DSN 223-5527  
(703) 693-5527  
1-800-368-8683

Additional international toll-free fax numbers are listed on the inside back cover.

### F. Special Absentee Ballot for General Election

If you request a primary ballot you will receive a special ballot for the general election along with the primary ballot.

The special ballot permits you to vote in the following general election by writing in numbers according to your choice of preference for each candidate. You put the number one next to the name of the candidate who is your first choice, the number two for your second choice, and so forth so that, in consecutive numerical order, you write a number indicating your preference next to each candidate's name on the ballot.

You shall not be required to number all of the candidates on the ballot if you so choose, but doing so will assure your having cast a ballot in the general election.

Instructions continue in Section III: Uniformed Services & Civilians Outside U.S.

***Notify Your Local Election Official About Your Current Mailing Address***

## II. CIVILIANS OUTSIDE U.S.

### A. Who Can Do It

These procedures apply to persons who are U.S. citizens, residents of Louisiana and overseas citizens. The term “overseas citizen(s)” means a U.S. citizen who resides outside the U.S. and (but for such residence) would be qualified to vote in Louisiana.

- civilian employees of the U.S. Government serving outside the U.S. and their spouses and dependents.
- members of religious or welfare groups attached to and serving with the Armed Forces and their spouses and dependents.
- other residents of Louisiana temporarily residing outside the U.S.
- overseas citizens

### B. Registering and Requesting an Absentee Ballot

You may use a single FPCA to request ballots for all elections held during a period which extends from the date the request is received in the office of the registrar of voters through two subsequent Federal general elections (local, state and Federal offices).

To register and request an absentee ballot, the local registrar of voters must receive your FPCA not later than 30 days before the election.

To request an absentee ballot if you are currently registered, the local registrar of voters must receive your FPCA not later than 96 hours before the close of the polls for the election for which it is requested. The request shall remain valid through two subsequent Federal general elections from the date of receipt of the application in the registrar’s office.

### C. Casting Your Vote

**Ballot Return Deadline:** Voted ballot must arrive at the local elections office no later than the day of the election.

Louisiana elections, except the Presidential preference primary and party committee elections, are entirely open. All parties appear on the same ballot and you may vote for any candidate on the ballot. If any candidate receives more than 50% of the votes cast in the primary election that candidate is declared the winner and that office is not voted upon in the general election.

Local election officials mail ballots not later than 20 days before the state primary election and 13 days before the general election. However, special ballots for the office of

the President are available for mailing 45 days before the general election.

If you have not receive your state ballot in a timely manner, use the Federal Write-In Absentee Ballot. See instructions in Chapter 2, page 12.

### D. Notary/Witness Requirements

**FPCA:** No notary or witness required.

**Ballot Return Envelope:** Sign the ballot return envelope certificate in the presence of two witnesses. These witnesses must also sign the envelope.

### E. Electronic Transmission of FPCAs and Ballots

- Louisiana allows you to send the FPCA for registration and absentee ballot request by fax. After faxing, submit the FPCA by mail.
- Louisiana allows you to receive the blank ballot by fax.
- Louisiana allows you to return the voted ballot by fax.

Please refer to Appendix C for specific instructions when transmitting election materials electronically. Use the following numbers:

DSN 223-5527  
(703) 693-5527  
1-800-368-8683

Additional international toll-free fax numbers are listed on the inside back cover.

### F. Special Absentee Ballot for General Election

If you request a primary ballot you will receive a special ballot for the general election along with the primary ballot.

The special ballot permits you to vote in the following general election by writing in numbers according to your choice of preference for each candidate. You put the number one next to the name of the candidate who is your first choice, the number two for your second choice, and so forth so that, in consecutive numerical order, you write a number indicating your preference next to each candidate’s name on the ballot.

You shall not be required to number all of the candidates on the ballot if you so choose, but doing so will assure your having cast a ballot in the general election.

Instructions continue in Section III: Uniformed Services & Civilians Outside U.S.

### III. UNIFORMED SERVICES & CIVILIANS OUTSIDE U.S.

#### A. Bars to Registration and Voting

Persons under order of imprisonment for conviction of a felony or indicted after being judicially declared to be mentally incompetent may not register to vote.

#### B. Cancellation of Registration

Registration of a voter whose canvassing postcard is returned by the postmaster as being undeliverable is canceled after due process and failure to vote for a period of two (2) consecutive federal general elections.

#### C. Action on Registration Requests

Notice of registration is sent.

#### D. Action If Registration Is Denied

Upon denial of your voter registration application or absentee ballot request, Louisiana shall provide you with the reason(s) for the rejection. If registration is denied, provide the information called for in the notice of denial and resubmit the application. If a second denial is received, consult a legal assistance officer or civilian counsel.

#### E. Where To Send It

Submit the FPCA to the [Registrar of Voters](#) at the parish of voting residence as listed below:

Parish	Parish Seat	Zip Code
Acadia	Courthouse, #115, Crowley	70526-4363
Allen	PO Box 150, Oberlin	70655-0150
Ascension	828 S. Irma Blvd. #103, Gonzales	70737-3631
Assumption	PO Box 578, Napoleonville	70390-0578
Avoyelles	312 N. Main St. #E, Marksville	71351-2409
Beauregard	PO Box 952, DeRidder	70634-0952
Bienville	PO Box 697, Arcadia	71001-0697
Bossier	PO Box 635, Benton	71006-0635
Caddo	PO Box 1253, Shreveport	71163-1253
Calcasieu	1000 Ryan St. #7, Lake Charles	70601-5250
Caldwell	PO Box 1107, Columbia	71418-1107
Cameron	PO Box 1, Cameron	70631-0001
Catahoula	PO Box 215, Harrisonburg	71340-0215
Claiborne	507 W. Main St. #1, Homer	71040-3929
Concordia	4001 Carter St., #4, Vidalia	71373-3021

Parish	Parish Seat	Zip Code
DeSoto	105 Franklin Street, Mansfield	71052-2046
E. Baton Rouge	222 St. Louis #201, Baton Rouge	70802-5860
East Carroll	PO Box 708, Lake Providence	71254-0708
East Feliciana	PO Box 488, Clinton	70722-0488
Evangeline	200 Court St., Suite 102, Ville Platte	70586-4463
Franklin	Courthouse, 6560 Main St., Winnsboro	71295-2750
Grant	Courthouse, 200 Main St., Colfax	71417-1828
Iberia	300 Iberia St., #110, New Iberia	70560-4543
Iberville	PO Box 554, Plaquemine	70765-0554
Jackson	500 E. Court St. #102, Jonesboro	71251-3400
Jefferson	PO Box 10494, Jefferson	70181-0494
Jefferson Davis	Courthouse Rm. 107, 300 State St., Jennings	70546-5361
Lafayette	1010 Lafayette #313, Lafayette	70501-6885
Lafourche	307 West 4th Street, Thibodaux	70301-3105
LaSalle	PO Box 2439, Jena	71342-2439
Lincoln	100 W. Texas Ave. #10, Ruston	71270-4463
Livingston	PO Box 968, Livingston	70754-0968
Madison	100 N. Cedar St., Tallulah	71282-3892
Morehouse	129 N. Franklin, Bastrop	71220-3815
Natchitoches	PO Box 677, Natchitoches	71458-0677
Orleans	1300 Perdido #1W23, New Orleans	70112-2127
Ouachita	400 St. John St., #106, Monroe	71201-7342
Plaquemines	PO Box 989, Port Sulphur	70083-0989
Pointe Coupee	211 E. Main St. #103, New Roads	70760-3661
Rapides	701 Murray St., Alexandria	71301-8099
Red River	PO Box 432, Coushatta	71019-0432
Richland	PO Box 368, Rayville	71269-0368
Sabine	400 Capitol St. #107, Many	71449-3099
St Bernard	8201 W. Judge Perez, Chalmette	70043-1696
St Charles	PO Box 315, Hahnville	70057-0315
St Helena	PO Box 543, Greensburg	70441-0543
St James	PO Box 179, Convent	70723-0179
St John	1801 W. Airline Hwy., LaPlace	70068-3344
St Landry	PO Box 818, Opelousas	70571-0818
St Martin	Courthouse, 415 S. Main, St Martinville	70582-4549
St Mary	Courthouse, 500 Main St. #301, Franklin	70538-6144
St Tammany	701 N. Columbia St., Covington	70433-2709
Tangipahoa	PO Box 895, Amite	70422-0895
Tensas	PO Box 183, St. Joseph	71366-0183
Terrebonne	PO Box 9189, Houma	70361-9189
Union	PO Box 235, Farmerville	71241-0235
Vermilion	Courthouse Building, 100 N. State St., Suite 120, Abbeville	70510-5167
Vernon	PO Box 626, Leesville	71496-0626
Washington	900 Washington St. #105, Franklinton	70438-1719
Webster	PO Box 674, Minden	71058-0674
W. Baton Rouge	PO Box 31, Port Allen	70767-0031
W. Carroll	PO Box 71, Oak Grove	71263-0071
W. Feliciana	PO Box 2490, St. Francisville	70775-2490
Winn	PO Box 951, Winnfield	71483-0951

***Exercise Keeps Us Strong. Exercise Your Right To Vote!***

by Brittney M. Bost, USA, Fort Polk, Louisiana