

# TENNESSEE

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.)		<b>6. POLITICAL PARTY AFFILIATION</b> (This information is required by most states to send you a ballot for primary elections. See instructions.) <b>F</b>	
a. TYPED OR PRINTED NAME (Last, First, Middle Initial) _____ b. SEX _____ c. RACE <b>A</b>		<b>7. REMARKS</b> (Provide additional information which will assist local election officials in determining your eligibility to register and vote. See instructions.)	
d. DATE OF BIRTH _____ e. SOCIAL SECURITY NUMBER _____ f. OTHER IDENTIFICATION NO. (passport, ID card) <b>B</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 <b>C</b>		c. STATE _____ d. VOTER REGISTRATION NO. (if known) _____	
<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 <b>D</b>			d. STATE _____
e. COUNTY OR PARISH _____			f. ZIP CODE (9-digit, if known) _____
<b>4. MAIL ABSENTEE BALLOT TO:</b> (Mailing address where you want the ballot to be sent.)			
_____ <b>E</b>			
_____			
_____			
_____			
<b>5. YOUR FAX NUMBER</b> (If this application is faxed, include all international prefixes. See Instructions.)			
_____			
<b>8. AFFIRMATION BY APPLICANT</b> <b>G</b>		i. SIGNATURE OF APPLICANT <b>H</b>	
X only one: a, b, c or d I swear/affirm, under penalty of perjury, that I am: (See instructions.)		j. DATE _____	
a. a member of the Uniformed Services or merchant marine on active duty, or an eligible spouse or dependent.		M M D D Y Y	
b. a U.S. citizen temporarily residing outside the U.S.		DATE SIGNED _____	
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.		M M D D Y Y	
e. I am a U.S. Citizen, eligible to vote in the above jurisdiction, and subscribe to any required state/local oath or statement.		<b>9. WITNESS/NOTARY ADDRESS AND SIGNATURE</b> (If required by state law) <b>I</b>	
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.			

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** Optional. You are requested to fill out this box. This data is requested from some states by the Department of Justice in their enforcement of the Voting Rights Act and the National Voter Registration Act. Enter the choice that best describes you from the following list: AI=American Indian or Alaskan Native; AP=Asian or Pacific Islander not Native Hawaiian; B=Black, not of Hispanic Origin; H=Hispanic; M=Multi-racial; NH=Native Hawaiian; W=White, not of Hispanic Origin; O=Other.
- B** Your full Social Security number is required. Social Security number, if any, is required for purpose of identification and to avoid duplicate registration. If you do not have a Social Security number, write "none" in place of the Social Security number.
- C** Do not leave blank. Enter "N/A" if not applicable or if you are a first time voter.
- D** Provide the complete street address of your Tennessee 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 county or township where you claim legal voting residence.
- E** Print the complete address where you want your ballot sent — usually your current mailing address. It must be different from the address you provided in Item 3.
- F** **If you do not list a political party affiliation, you cannot vote in primary elections.** You must indicate your political party affiliation when applying for a primary ballot (Example: Democrat, Republican) or write "none" in Item 6 of the FPCA. Political party choice is not required if only requesting absentee ballots for general elections.
- G** Check ONE box.
- H** Sign and date the FPCA. When signing, you are swearing or affirming under penalty of perjury that the information is true and correct.
- I** If an absentee applicant or voter requires assistance one person must witness the assistance given in completing the FPCA or ballot.

## I. UNIFORMED SERVICES

### A. Who Can Do It

These procedures apply to persons who are U.S. citizens, residents of Tennessee 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 should send an FPCA to your local election official early every year and whenever you change your mailing address (see Chapter 2).

To register temporarily and request an absentee ballot, send a completed FPCA to the county election commission during the same calendar year as the election(s), so that it arrives not earlier than January 1 (or 90 days before an election if the election is held less than 90 days after January 1) and not later than five days before the election. Alternatively, send a written request for temporary registration and an absentee ballot to the local county election commission. This written request must include your name, social security number, date of birth, the address you claim as your legal voting residence, and your current mailing address (where you want the ballot to be sent), and must be signed under penalty of perjury that the information is true, correct and that you are eligible to vote in the election.

To register permanently, submit a completed FPCA postmarked it at least 30 days before the election and return it to the local county election commission.

If you are permanently registered and only wish to request an absentee ballot, send a completed FPCA to the county election commission so that it arrives not earlier than January 1 (or 90 days before an election if the election is held less than 90 days after January 1) and not later than five days before the election. Or you may send a letter that contains your name, residential address, social security number, address where to mail ballot outside of the county, the election that you plan to participate in, the reason for voting absentee and your signature to the county election commission office not later than 5 days before the election.

### C. Casting Your Vote

**Ballot Return Deadline:** Voted ballot must arrive by the close of polls on election day.

Local election officials mail absentee ballots approximately 45 days before the election.

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

### D. Notary/Witness Requirements

No registration or voting materials are notarized or witnessed. However, if the applicant required assistance, one person must witness the assistance given in completing the FPCA or ballot.

### E. Electronic Transmission of FPCAs and Ballots

- Tennessee allows you to send the FPCA to temporarily register and request an absentee ballot by fax. After faxing, submit the FPCA by mail.
- Tennessee does not allow you to receive the blank ballot by fax.
- Tennessee does not allow 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 Write-In Absentee Ballot

State law generally provides that no later than forty-five (45) days before an election, the county election commission shall mail a special write-in absentee ballot and list of candidates to all Armed Forces personnel who as of that date have made a valid application for a ballot. This special write-in absentee ballot is sent when the regular absentee ballot has not been printed or is not ready for distribution. After requesting an official absentee ballot, Armed Forces personnel who feel that due to requirements of military service this may not be a sufficient amount of time to receive and then return the voted ballot may also use the Federal Write-In Absentee Ballot referred to in the last paragraph of Section I.B. above. If both ballots are received prior to the close of the polls on election day, the county election commission will count the ballot it provided to the voter.

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

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

## II. CIVILIANS OUTSIDE U.S.

### A. Who Can Do It

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

- residents of Tennessee temporarily residing outside the U.S. (for local, state and Federal office ballots)
- overseas citizens
- U.S. citizens who have never resided in the U.S. but have a parent who is eligible to vote in Tennessee. These citizens are eligible to vote at the same voting residence claimed by their parent

### B. Registering and Requesting an Absentee Ballot

You should send an FPCA to your local election official early every year and whenever you change your mailing address (see Chapter 2).

To register temporarily and request an absentee ballot, send a completed FPCA to the county election commission during the same calendar year as the election(s), so that it arrives not earlier than January 1 (or 90 days before an election if the election is held less than 90 days after Jan. 1) and not later than five days before the election. Alternatively, send a written request for temporary registration and an absentee ballot to the local county election commission. This written request must include your name, social security number, date of birth, the address you claim as your legal voting residence, and your current mailing address (where you want the ballot to be sent), and must be signed under penalty of perjury that the information is true, correct and that you are eligible to vote in the election.

To register permanently, submit a completed FPCA postmarked it at least 30 days before the election and return it to the local county election commission.

If you are already permanently registered and only wish to request an absentee ballot, send a completed FPCA to the county election commission so that it arrives not earlier than January 1 (or 90 days before an election if the election is held less than 90 days after January 1) and not later than five days before the election. Or you may send a letter that contains your name, residential address, social security number, address where to mail ballot outside of the county, the election that you plan to participate in, the reason for

voting absentee and your signature to the county election commission office no later than 5 days before the elections.

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

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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 convicted of a felony may not register or vote unless voting rights have been reinstated.

### B. Cancellation of Registration

Temporary registration is canceled following the election(s) for which a ballot is requested.

Permanent registration is canceled for changing voting residence outside county of residence, changing name for reason other than marriage, or conviction of a felony.

### C. Action on Registration Requests

Upon denial of your voter registration application or absentee ballot request, Tennessee shall provide you with the reason(s) for the rejection.

### D. Action If Registration Is Denied

Persons denied registration may appeal to the county election commission within ten (10) days from the date of rejection. Consult a legal assistance officer or civilian counsel.

### E. Voting By Citizens Who Have Never Lived in the U.S.

A U.S. citizen who was born abroad and who is eligible to vote and who has never lived in the U.S. may register temporarily and vote in the county where a parent would be eligible to temporarily register and vote pursuant to this action.

### F. Where To Send It

Mail the FPCA to the [County Election Commission](#), county of voting residence, as listed below:

County	County Seat	Zip Code
Anderson	100 North Main, Room 207, Anderson Courthouse, Clinton, TN	37716-3617
Bedford	One Public Square, Suite 20 Shelbyville, TN	37160-3952
Benton	One East Court Square, Room 211, Benton County Courthouse, Camden, TN	38320-2071
Bledsoe	P.O. Box 253 Pikeville, TN	37367-0253
Blount	383 Court Street, 2nd Floor, Blount County Courthouse, Mayville, TN	37804-5906
Bradley	155 Broad Street, N.W., Courthouse Annex Cleveland, TN	37311-5000
Campbell	P.O. Box 84 Jacksboro, TN	37757-0084
Cannon	301 West Main Street, Room 244, Adams Office Bldg., Woodbury, TN	37190-1100
Carroll	625 High Street, Suite 113 Huntington, TN	38344-1703
Carter	801 Elk Avenue, Room 207, Main Carter Co. Courthouse, Elizabethton, TN	37643-2439
Cheatham	162 County Service Dr., Suite 120 Ashland City, TN	37015-0000
Chester	P.O. Box 127 Henderson, TN	38340-0127
Claiborne	P.O. Box 343 Tazewell, TN	37879-0343
Clay	P.O. Box 721 Celina, TN	38551-0721
Cocke	360 East Main Street, Room 130, Courthouse Annex, Newport, TN	37821-3121
Coffee	Coffee County Election Commission, 1329 McArthur St., Suite 6, Manchester, TN	37355-2456
Crockett	10 North Johnson, Suite 1, Courthouse Annex Alamo, TN	38001-1709
Cumberland	2 South Main Street, Suite 105, Milo Lemert Building, Crossville, TN	38555-4583
Davidson	P.O. Box 650 Nashville, TN	37202-0650

County	County Seat	Zip Code
Decatur	P.O. Box 298 Decaturville, TN	38329-0298
DeKalb	P.O. Box 543 Smithville, TN	37166-0543
Dickson	P.O. Box 522 Charlotte, TN	37036-0522
Dyer	P.O. Box 1109 Dyersburg, TN	38025-1109
Fayette	16265 Highway 64 West, Suite One Somerville, TN	38068-6154
Fentress	P.O. Box 1027 Jamestown, TN	38556-1027
Franklin	213 N. Jefferson St. Winchester, TN	37398-1745
Gibson	One Court Square, Gibson County Courthouse, Trenton, TN	38382-1851
Giles	P.O. Box 678 Pulaski, TN	38478-0678
Grainger	P.O. Box 28 Rutledge, TN	37861-0028
Greene	218 North Main Street, Suite 1, Greene County Offices, Greeneville, TN	37745-3816
Grundy	P. O. Box 181 Altamont, TN	37301-0181
Hamblen	511 West Second North Street, Room 101 Courthouse, Morristown, TN	37814-3964
Hamilton	514 East 4th St., Election Commission Chattanooga, TN	37403-1838
Hancock	P.O. Box 423 Sneedville, TN	37869-0423
Hardeman	P.O. Box 12 Bolivar, TN	38008-0012
Hardin	601 Main Street, Basement Courthouse Savannah, TN	38372-2061
Hawkins	100 East Main Street Rogersville, TN	37857-3360
Haywood	One North Washington St, Basement Courthouse, Brownsville, TN	38012-2561
Henderson	12 Natchez Trace Drive Lexington, TN	38351-1838
Henry	P.O. Box 967 Paris, TN	38242-0967
Hickman	Public Square, Room 8, Courthouse Centerville, TN	37033-1639
Houston	P.O. Box 346 Erin, TN	37061-0346
Humphreys	208 West Wyly Street Waverly, TN	37185-1547
Jackson	P.O. Box 13 Gainesboro, TN	38562-0013
Jefferson	P.O. Box 177 Dandridge, TN	37725-0177
Johnson	P.O. Box 106 Mountain City, TN	37683-0106
Knox	300 Main Ave, Room 218, Knox Co. Courthouse, Knoxville, TN	37902-1850
Lake	217 South Court Tiptonville, TN	38079-0000
Lauderdale	P.O. Box 532 Ripley, TN	38063-0532
Lawrence	240 West Gaines Street, NBU #10 Lawrence Co. Courthouse, Lawrenceburg, TN	38464-3635
Lewis	110 North Park Ave., Room 7, Courthouse Hohenwald, TN	38462-1428
Lincoln	208 Davidson Street East, Room 106 Fayetteville, TN	37334-3581
Loudon	P.O. Box 193 Loudon, TN	37774-0193
Macon	111 East Locust Street Lafayette, TN	37083-1219
Madison	311 North Parkway Jackson, TN	38305-2713
Marion	104 Academy Avenue, County Commission Bldg., Jasper, TN	37347-3519
Marshall	PO Box 1105, Suite 120 Lewisburg, TN	37091-0105

County	County Seat	Zip Code
Maury	1207A Tradewinds Drive Columbia, TN	38401-4607
McMinn	5 South Hill St., Ste B Athens, TN	37303-5403
McNairy	P.O. Box 764 Selmer, TN	38375-0764
Meigs	P.O. Box 1266 Decatur, TN	37322-1266
Monroe	P.O. Box 397 Madisonville, TN	37354-0397
Montgomery	P.O. Box 422 Clarksville, TN	37041-0422
Moore	P.O. Box 8056 Lynchburg, TN	37352-8056
Morgan	P.O. Box 266 Wartburg, TN	37887-0266
Obion	P.O. Box 52 Union City, TN	38281-0052
Overton	P.O. Box 384 Livingston, TN	38570-0384
Perry	P.O. Box 77 Linden, TN	37096-0077
Pickett	P.O. Box 213 Byrdstown, TN	38549-0213
Polk	P.O. Box 157 Benton, TN	37307-0157
Putnam	300 East Spring Street, Room 10 Courthouse Cookeville, TN	38501-3350
Rhea	P.O. Box 181 Dayton, TN	37321-0181
Roane	P.O. Box 157 Kingston, TN	37763-0157
Robertson	513 South Brown Street, Room 137 Robertson Co. Office Bld, Springfield, TN	37172-2941
Rutherford	1 Public Square So., Room 103 Rutherford Co. Bldg., Murfreesboro, TN	37130-8001
Scott	P.O. Box 586 Huntsville, TN	37756-0586
Sequatchie	224 Cedar Street North Dunlap, TN	37327-6005
Sevier	125 Court Avenue, Room 208E Sevier Co. Courthouse, Sevierville, TN	37862-3525
Shelby	157 Poplar Avenue, Room 109, Shelby Co. Office Bldg., Memphis, TN	38103-1948
Smith	122 Turner High Circle, Suite 105 Carthage, TN	37030-1555
Stewart	P.O. Box 217 Dover, TN	37058-0217
Sullivan	3258 Highway 126, Suite 103, Blountville Courthouse, Blountville, TN	37617
Sumner	355 North Belvedere Drive, Room 106 Sumner Co. Admin. Bldg., Gallatin, TN	37066-5410
Tipton	P.O. Box 456 Covington, TN	38019-0456
Trousdale	214 Broadway Hartsville, TN	37074-1304
Unicoi	P.O. Box 76 Erwin, TN	37650-0076
Union	P.O. Box 39 Maynardville, TN	37807-0039
Van Buren	P.O. Box 254 Spencer, TN	38585-0254
Warren	201 Locust St., Suite 3 McMinnville, TN	37110
Washington	110 East Main Street, Courthouse Jonesborough, TN	37659-1228
Wayne	P.O. Box 706 Waynesboro, TN	38485-0706
Weakley	135 South Poplar Street, Suite A, Dresden, TN	38225-1451

County	County Seat	Zip Code
White	1 Bockman Way, Room 215 Courthouse Sparta, TN	38583-2034
Williamson	1320 West Main Street, Suite 140 Administrative Complex, Franklin, TN	37064-3731
Wilson	P.O. Box 97 Lebanon, TN	37088-0097

## *Support Democracy Vote Absentee*

by SPC Dennis Abernathy, USA, Fort Polk, Louisiana

