

Federal Post Card Application (FPCA)

Information about the form and tips for Wisconsin clerks who receive an FPCA from a voter

What is the Federal Post Card Application (FPCA)?

The FPCA is a federal form that is provided to Military and Overseas voters (permanent and temporary) by the Federal Voting Assistance Program (FVAP). FPCA forms are made available to voters through the various branches of the U.S. military, through U.S. embassies, or online at www.FVAP.gov/election-materials. The FPCA form can serve as both a voter registration application as well as an absentee ballot request for most Wisconsin voters. The form was designed for use by all 50 states, so some of the information does not perfectly match the Wisconsin-specific forms.

Who can use the FPCA?

The FPCA can serve as a voter registration and/or an absentee ballot request depending on the type of voter using the form:

Voter Type	What can they use the FPCA for?	Registration required?	Proof of Residence required?	Photo ID required?	How can they receive their absentee ballot?
Military Voter "I am a member of the Uniformed Services" OR "I am an eligible spouse" OR "I am an activated National Guard"	Voter Registration & Absentee Ballot Request	No	No	No	Mail, online, fax, email, or in person*
Permanent Overseas Voter "I am a U.S. citizen residing outside the United States, and my return is not certain" OR "I am a U.S. citizen and have never resided in the United States."	Voter Registration & Absentee Ballot Request	Yes	No	No	Mail, online, fax, email, or in person*
Temporarily Overseas Voter "I am a U.S. citizen residing outside of the United States, and I intend to return."	Voter Registration & Absentee Ballot Request	Yes	Yes	Yes	Mail, fax, email, or in person*
Regular/Domestic Voter Do not select any options in Box 1.	Voter Registration & Absentee Ballot Request	Yes	Yes	Yes	Mail or in person

*If receiving their ballot in-person, all voters must show a photo ID.

*All ballots must be returned by mail or in person.

When using the FPCA as a registration application: Temporary and permanent overseas voters must submit their FPCA by mail, postmarked no later than the 20th day before the election, with an original signature. Military voters do **not** need to register to receive a ballot.

When using the FPCA as an absentee ballot request: Voters may submit the FPCA by mail, email, or fax. No signature is required when the voter is using the form as an absentee ballot request. Please note that Permanently Overseas voters are only eligible to vote in federal contests.

What does the FPCA look like?

You can find the FPCA online at www.FVAP.gov/election-materials.

What should I look for on the FPCA?

The FPCA may arrive in a military mailing envelope or it may come to you in a regular envelope. Please open the envelope as soon as you receive it, you have 1 business day to process the request if it is an absentee ballot application. When looking at the FPCA, please note the information in the following boxes:

Box 1: This section of the form determines the **voter type** (see above) and will determine how the voter is able to use the form. This form also provides a place for the **voter's name** (and previous name, if applicable). It also asks for a Wisconsin driver's license number, social security number, and date of birth (not required if military voter).

Box 2: The voter will list the last **address** where they lived for at least 28 days in Wisconsin. This must be completed by all voters. Permanent overseas voters will list their last Wisconsin address prior to moving out of the country.

Box 3: If the voter has a **mailing address** other than the address in Box 2, they will list it here. Send the ballot to this address, if ballot delivery by mail is requested.

Box 4: These fields provide **contact information** in case you need to contact the voter or if they have specified fax or email delivery of their ballot.

Box 5: The first field allows a voter to specify their **preferred method of ballot delivery** – mail, email, online, or fax – if they are using the FPCA as an absentee ballot request. If a voter selects the email/online option, you should review the tip below before processing this request. The adjacent field, regarding political party, is not required or collected in Wisconsin. Please disregard anything listed in this box.

Box 6: Nothing is required in this box. Please look for any special instructions the voter may have listed.

Box 7: If the voter is Permanently Overseas, Temporarily Overseas, or a Regular voter, they must **sign** and date their request if they are using it as a voter registration application. If the form is being used as an absentee request only, no signature or date is required. A signature/date is never required for military voters. **A witness signature is never required on the FPCA.**

What are some tips for processing a FPCA request?

- If a Military or Permanently Overseas voter asks to receive their ballot by "Email/Online," contact the voter to see if they would like to receive their ballot by email or online, but do not choose for the voter. If the voter does not respond with their preference within one business day, email the voter their ballot. If the voter did not provide an email address, mail the voter a ballot. If the voter asks to get their ballot online, then point the voter to myvote.wi.gov so that they may initiate their request online. Please do not enter the online absentee application into WisVote for the voter.
- On the FPCA, there is a section for a voter to voluntarily waive their right to a secret ballot when returning by email or mail. In Wisconsin, all voters must return their ballot by mail or in person, so please disregard this portion of the form.
- Photo ID is needed only if a Temporarily Overseas or Regular voter is using the FPCA as an absentee request. If the voter has already provided their Photo ID with a previous absentee ballot request, then they do not need to include a copy with their FPCA absentee ballot request.
- Proof of Residence is needed only if a Temporarily Overseas or Regular voter is using the FPCA as a voter registration application.
- If the voter is using the FPCA as an absentee ballot request, it should be considered a calendar year request. Voters need to submit a new request for each calendar year to continue receiving ballots, unless the voter states they are indefinitely confined.