Election Mail Resources for New Election Officials

Election Mail Resources
Use the resources below to learn about best practices for election mail

Find USPS resources at usps.com/electionmail

- Review the USPS’ 2024 Election Mail Kit (Kit 600) for key recommendations, quick links, and fact sheets about:
  - Mail tracking using Intelligent Mail barcodes and appropriate Service Type IDs
  - Marking sacks and trays of ballots with green “Tag 191s” for increased visibility
  - Using the “Election Mail” checkbox in PostalOne (NEW “Ballot Mail” checkbox coming July 14th!)

- Use the USPS’ Publication 631: Official Election Mail - Graphic Guidelines and Logos to ensure proper placement and usage of the Official Election Mail Logo

- Refer to the USPS Publication 632: State & Local Election Mail User’s Guide for mailing considerations including mail class, postmarking, & addressing guidelines, as well as the Election Mail Checklist

Election Mail Relationships
Reach out to USPS contacts before the election to form relationships

Get to know your USPS contacts

- Contact your local postmaster to share your timeline for mailing ballots and other election mail, deadlines for receiving ballots, and a point-of-contact for your office

- Bookmark the contact information for your 2024 USPS Manager of Customer Relations, who can help your troubleshoot problems during the election cycle

- Review designs for ballot envelopes and other election mail with a USPS Mailpiece Design Analyst (MDA) - by emailing mda@usps.gov or by calling 1-877-672-000

EAC | Helping America Vote
Election Mail Security
Consider these best practices as you prepare for suspicious, threatening, or dangerous mail

Plan your response in advance
☐ Refer to the “Election Mail Handling Procedures to Protect Against Hazardous Materials” Joint Guidance Document for ideas about how to prepare your office to handle potential threats

Train staff to identify & isolate suspicious mail
☐ Download and display the U.S. Postal Inspection Service’s “Poster 84,” which lists potential indicators of suspicious mail and the steps to follow if suspicious mail is found

In an emergency: call 911 first, then the U.S. Postal Inspection Service
☐ After notifying local emergency personnel, report election mail security and criminal incidents to the USPIS’ 24/7 hotline by calling 1-877-876-2455

Additional Resources

United States Postal Service
[Link]

United States Postal Inspection Service
[Link]

ElectionMail.org Reporting Website
[Link]