City and County of San Francisco
Department of Elections

Understanding Your **Vote-By-Mail Ballot** RETURN ENVELOPE

Ballot Return Authorization

交回選票授權書

Autorización para devolver la boleta

Return your ballot to the Department of Elections by mail or in person at any polling place. If you are unable to return your ballot, you may designate your spouse, child, parent, grandparent, grandchild, brother, sister, or a person residing in the same household to return your ballot to the Department of Elections or any San Francisco polling place.

您可將選票以郵寄方式寄回選務處或親自遞交到任何一個市內的投票站。如果您不能遞交您的選票，您可以授權您的配偶、子女、父母、祖父母、孫兒女、兄弟、姐妹或同一住所的人將您的選票遞交到選務處或任何一個三藩市的投票站。

Devuelva su boleta por correo al Departamento de Elecciones o en persona en cualquier lugar de votación. Si no puede devolver su boleta, puede designar a su cónyuge, hijo, padre, abuelo, nieto, hermano o una persona que resida en el mismo domicilio que usted para devolver su boleta al Departamento de Elecciones o en cualquier lugar de votación.

Voter's Signature / 選民簽名 / Firma del elector

Name and Relationship of Authorized Person
獲得授權者的姓名和關係
Nombre y relación de la persona autorizada

Signature of Authorized Person
獲得授權者簽名 **/ Firma de la Persona Autorizada**

If you make a mistake and want another ballot mailed to you:

1. Check the **red box** to the right
2. Tear the ballot in two and enclose in this envelope
3. Mail envelope to our office (must be received no later than seven days prior to Election Day)

如果您在填寫選票時出錯並想收到一份新的選票，請：

1. 在右上角的紅色方格內作 "✓" 記號
2. 把選票撕成兩半並放入信封內
3. 把此信封寄回選務處（必須在選舉日前7天收到）

Si cometió un error en su boleta y desea que se le envíe una nueva:

1. Marque **el recuadro rojo** de la derecha
2. Rompa su boleta por la mitad y métala en este sobre
3. Envíela por correo a nuestra oficina (debe ser recibida a más tardar siete días antes del Día de las Elecciones)

Printed on paper containing a minimum of 30% post-consumer content.

Sign and complete declaration before returning.
在交回此選票前您必須在此聲明上簽名並填寫以下的資料。
Firme y complete esta declaración antes de devolverla.

I declare under penalty of perjury that I am a resident of the precinct in San Francisco, California, in which I am voting; I am the person whose name appears on this envelope; and I have not applied for, nor intend to apply for, a vote-by-mail ballot from any other jurisdiction for this election.

依照偽證罪處罰法宣誓：本人是加州三藩市居民並是該選區的選民，信封上所示正是本人。這次選舉我沒有，也無意從任何其他選區申請郵寄選票。

Declaro bajo pena de perjurio que soy un residente del recinto de San Francisco, California, en el cual estoy votando; soy la persona cuyo nombre se encuentra en este sobre; y no he solicitado ni tengo intención de solicitar una boleta de voto por correo en cualquier otra jurisdicción para estas elecciones.

San Francisco, CA

Residential Address / 住址 / Dirección residencial

Print Name / 姓名（正楷）/ Nombre en letra de molde

/ /
Date / 日期 / Fecha

SIGNATURE
簽名
FIRMA

You must sign in the box below. Signature must be in your own handwriting for the ballot to be counted.
您必須在下面方格內親筆簽名，否則選票是不會被計算的。
Firme en el recuadro abajo. Debe firmar personalmente para que su boleta se pueda contar.

SFRA-ECS/61R008

PCT: 7632

09/072012 BT:014 945785 005000404081

JANE DOE
123 Van Ness Ave
San Francisco, CA 94102

509

005000404081

1. 2. 3. 4. 5. 6. 7. 8. 9. 10. 11. 12.

1. **Date** voter information was extracted from database.
2. **Voter's ballot type**
3. **Voter's precinct number**
4. **Voter identification number** - This is a unique sequence assigned to each registered voter.
5. **Barcode sequence number** - This barcode number is associated with the voter identification number in the Department of Elections voter database. It allows the Department to verify that a voter's ballot was returned.
6. **Intelligent Mail Barcode (IMB)** - The Intelligent Mail Barcode (formerly known as the 4-State Customer Barcode) is barcode technology used by the United States Post Office to sort and track letters and flats. The following fields are embedded within the IMB barcode:
   - Barcode Identifier – number to encode the presort identification (Carrier Route (CR), Area Distribution Center (ADC), etc)
   - Service Type Identifier – value representing both the class of the mail (such as first-class, standard mail, business reply, etc.) and any services requested by the sender
   - Mailer ID – number assigned by the USPS that identifies the specific business sending the mailing
   - Serial (or sequence) Number – a mailer-assigned ID specific to the mail-piece to identify the piece of mail
   - Delivery Point ZIP Code – the five, nine, or eleven-digit forms of the ZIP code

   This IMB is visible through the address window in the outer envelope when the ballot is sent to the voter, and allows for USPS electronic routing to the voter address (the IMB in number 10 refers to the Department of Elections address). The IMB in this example is decoded as:

   Barcode ID: 00 (default)

   Service Type Identifier: 042 (Ancillary Service Endorsement: Return Service Requested)

   Mailer ID: 001101 (vendor mailer ID - the vendor has multiple mailer IDs)

   Serial Number: 950551332 (identifies specific piece of mail)

   Delivery Point Zip Code: 94102205832

   USPS offers a decoder and an encoder on its website: **https://ribbs.usps.gov/index.cfm?page=encoder tool**
7. **Envelope count** for vendor quality control during printing and mailing.
8. **2D barcode** - Electronically readable identification for vendor quality control during printing and mailing. The barcode contains an extract number - a two-digit code to represent the type of extract (military, main, etc.), envelope count (see number 7), and file number - a number assigned based on quantity of records in an extract. The barcode format is XXYYYYYYZZZZ; XX=extract, YYYYYY=envelope count, ZZZZ=file number.

   2D barcodes on the envelope can be read by most barcode readers, such as those available as SmartPhone applications.
9. **Barcode sequence number** - See number 5. The Department scans this barcode to verify that a voter's ballot was returned. This number is printed twice to help ensure that information is retained if there is any damage to the envelope.
10. **Intelligent Mail Barcode (IMB)** - See number 6 for details about the IMB barcode. The same barcode is also on the front of the envelope, and allows for USPS electronic routing of mail to the Department of Elections if either side the envelope is scanned. The IMB in this example is decoded as:

    Barcode ID: 00 (default)

    Service Type Identifier: 708 (business reply)

    Mailer ID: 901070 (vendor mailer ID - the vendor has multiple mailer IDs)

    Serial Number: 050000000 (identifies specific piece of mail)

    Delivery Point Zip Code: 941029812
11. **2D barcode for envelope** - Electronically readable envelope identification for vendor quality control during printing and mailing (see number 12).
12. **Vendor material name for envelope** - Visually readable envelope identification for vendor quality control during printing and mailing. The material name is SFRA=San Francisco, ECS=English, Chinese, Spanish. It also includes the electronic code for the material name that is reflected in the 2D barcode: 61=San Francisco, R=Return, 008= envelope version.