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:

- o Mail tracking using Intelligent Mail barcodes and appropriate Service Type IDs
- o Marking sacks and trays of ballots with green "Tag 191s" for increased visibility
- o 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**

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
www.usps.com/electionmail

United States Postal Inspection Service
www.uspis.gov/Election-Mail-Security

ElectionMail.org Reporting Website
www.ElectionMail.org