

PS Tag 191, *Domestic and International Mail-In Ballots*



Availability

Election officials may request a supply of Tag 191 from their local Postal Service mailpiece design analyst (MDA), business mail entry unit (BMEU), or Post Office. Please allow adequate time for order fulfillment. The Postal Service stock number for Tag 191 is PSN 7690-10-000-0667.

Use of Tag 191

Tag 191, *Domestic and International Mail-In Ballots*, may be used by election officials to identify ballot mail prepared in trays or sacks. Although use of the Tag 191 is not required, the Postal Service™ recommends that election officials use the tag to provide greater visibility to their ballot mail during handling and distribution by the Postal Service.

Tag 191 may be used only to identify ballot mail addressed for domestic or international delivery. The tag is not to be used to identify containers of other types of official election mail, such as polling place notices, vote registration notices, or other ballot related materials. Tag 191 also may not be used by organizations or individuals to send materials that promote political candidates, referendums, or political campaigns. To identify political campaign mail, mailers may continue to use the red Tag 57, *Political Campaign Mailing*.

Affixing Tag 191 to Mail Containers

Election officials who use Tag 191 are to attach the tag to their mailing containers as follows:

- *Strapped Letter Trays*: Attach Tag 191 using a wire twist tie to the strap at the end of the tray that bears the tray label.
- *Non-strapped Letter Trays*: For trays permitted to be tendered without strapping, attach Tag 191 to the tray with a rubber band that is double-looped through the tray handhold at the end that bears the tray label.
- *Sacks with Flat-Size Mail*: Depending on the type of sack, attach Tag 191 to either the strap or label holder on the sack.