

**PRIVACY ACT STATEMENT**

**AUTHORITY:** 42 USC 1973ff, "Title 1 - Registration and Voting By Absentee Uniformed Services Voters and Overseas Voters in Elections for Federal Office."

**PRINCIPAL PURPOSE:** Serves as an application for registration or request for absentee ballot for all persons covered by the Uniformed and Overseas Citizens Absentee Voting Act.

**DISCLOSURE:** Voluntary; however, failure to provide the necessary information may keep the pertinent jurisdiction from processing this request and may prevent you from voting absentee.

**MAILING INSTRUCTIONS**

Print the completed Federal Post Card Application Form (FPCA), sign and date, place the form in an envelope, affix proper postage and address to the local election official.

**SPECIFIC INSTRUCTIONS FOR COMPLETION**

Complete the state, county, and city/township section at the top of the form. Note that your state may require a separate FPCA for each election. Consult a Voting Assistance Officer or your state section in the *Voting Assistance Guide* for further information.

**1. APPLICANT INFORMATION.** Item 1c. This information is requested from some states for statistical purposes by the Department of Justice in their enforcement of the Voting Rights Act and the National Voter Registration Act. Enter information for 1.a. through 1.f. For block 1.f., provide identification form and number of that form. For example: passport 0000, State Department 0000, driver's license 0000, birth certificate 0000.

**2. I LAST VOTED or PLACE OF LAST REGISTRATION.** Provide as much information as possible for the location where you last voted. This is not necessarily your last residence. Do not leave blank. Enter N/A if not applicable or if you are a first time voter.

**3. VOTING RESIDENCE.** Provide address where you ACTUALLY LIVED. Your right to vote in your state and determination of voting precinct depend on your physical residence while you were within the state. If your voting residence address does not contain a street name, you may provide a Rural Route number and box number, but DO NOT USE A POST OFFICE BOX NUMBER. A Post Office Box is not a residence address. If using Rural Route number, include specific location of residence. Examples of voting residence: military home of record; permanent home address in U.S.; locality or state where you paid taxes, however long ago it may have been. It would be helpful if you list a name and telephone number of a local contact in the Remarks Section in the event the local election official has a question concerning the application.

**4. MAIL ABSENTEE BALLOT TO.** Provide the complete mailing address where you wish to receive your absentee ballot. Be sure to include APO or FPO (if applicable) and ZIP Code. If you will have a new address by the time registration forms or the ballot will be sent to you, be sure to list the new address.

**5. YOUR FAX NUMBER:** Your complete fax number (county and city code) is required if you or the local election official will be transmitting any of your election materials by

fax. Members of the U.S. Military are requested to provide their commercial as well as DSN number (write "DSN" as a prefix if a DSN number is provided). Faxing is available in some states, for limited purposes only. If your state allows you to submit this form by fax (IMPORTANT: CONSULT VOTING ASSISTANCE OFFICER OR *VOTING ASSISTANCE GUIDE* FOR FURTHER INFORMATION), you must fax this form ONLY to one of the following numbers: (800) 368-8683 or (703) 693-5527 or DSN (military) 223-5527. If your state does NOT allow you to submit the form by fax, DO NOT transmit this form by fax, as it will not be processed.

**6. POLITICAL PARTY AFFILIATION.** This information is required by most states in order to vote in primary elections. In most states, if you do not complete this section, you will not be sent a ballot for primary elections. Consult your individual state section in the *Voting Assistance Guide* for more specific information regarding your state's policy. Political party affiliation is not required if you live in Alaska (unless you are voting in a Republican party primary). American Samoa, Guam, Hawaii, Idaho, Michigan, Minnesota, Montana, North Dakota, Vermont, Washington or Wisconsin in order to vote in a primary election. You need not complete this section if your voting residence is in those states. If you want to indicate no affiliation or enrollment in a political party, write "unaffiliated."

**7. REMARKS.** Provide any information which may assist local election officials in approving this application, such as maiden name, name and telephone number of a local contact person, etc. If you are requesting the special state write-in ballot, indicate here the reason you are requesting the special state write-in ballot, i.e. you are in an isolated area with sporadic mail service, submarine duty, etc. In Colorado, you must indicate if you are a native born or naturalized citizen of the United States.

**8. AFFIRMATION BY APPLICANT.** Place an X in only one block: 8a., b., c., or d. In most states marking a., b. or c. will get you a full ballot. Marking b. or c. generally means that at some future time you intend to reside again in that state. Marking block d. generally means that you were a resident of the state before departing the U.S., and your intent to return at some time in the future is uncertain. Marking block d. applies for a Federal ballot only (if one is printed by the state). Federal law provides that no tax liability may be imposed based on exercising your right to vote in Federal elections. If you are a civilian citizen residing outside the U.S. and wish to avoid classifying yourself as a state resident for tax purposes, you should mark block 8d. If the state sends a full ballot because it does not print a separate Federal ballot, you may vote the full ballot.

Block 8.f. In some states, a criminal conviction for a felony or certain misdemeanors, or an adjudication of mental incompetency disqualifies a person from voting, unless there has been a reinstatement of voting rights if required by state law.

Block 8.i. Sign at the X. Provide the date you completed the form.

**9. WITNESS/NOTARY.** Not all states require completion of this item. Consult your state section of the *Voting Assistance Guide* or your Voting Assistance Officer for your state's requirements. If you require more space to complete this item, use Item 7. Remarks.

**SOURCES OF**

Assistance and information regarding the use and completion of this form, as well as specific state information may be obtained from military Unit Voting Assistance Officers, U.S. Embassy and Consular Voting Assistance Officers, or organizations of U.S. citizens overseas.

**REGISTRATION AND ABSENTEE BALLOT REQUEST - FEDERAL POST CARD APPLICATION (FPCA)**

APPLICATION FOR STATE OF \_\_\_\_\_ COUNTY OF \_\_\_\_\_ CITY OR TOWNSHIP OF \_\_\_\_\_ §

I REQUEST ABSENTEE BALLOTS FOR ALL ELECTIONS IN WHICH I AM ELIGIBLE TO VOTE.

<b>1. APPLICANT INFORMATION</b> (See instruction 1.)				<b>6. POLITICAL PARTY AFFILIATION</b> (This information is required by most states to send you a ballot for primary elections. See Instructions.)													
a. TYPED OR PRINTED NAME (Last, First, Middle Initial)		b. SEX	c. RACE														
d. DATE OF BIRTH	e. SOCIAL SECURITY NUMBER		f. OTHER IDENTIFICATION NO. (passport, ID card)														
MM DD YYYY																	
<b>2. I LAST VOTED or PLACE OF LAST REGISTRATION</b> (Do not leave this section blank. See instructions.)																	
a. YEAR	b. COUNTY, CITY, OR TOWNSHIP	c. STATE	d. VOTER REGISTRATION NO. (if known)														
YYYY																	
<b>3. VOTING RESIDENCE</b> (For military, legal residence. For overseas civilians, last residence in U.S. IF USING RURAL ROUTE, SEE INSTRUCTIONS.)				a. LAST DATE OF RESIDENCY													
				MM DD YYYY													
b. NUMBER AND STREET (Do not use Post Office Box)																	
c. CITY, TOWN OR VILLAGE																	
d. STATE																	
e. COUNTY OR PARISH			f. ZIP CODE (9 - digit, if known)														
<b>4. MAIL ABSENTEE BALLOT TO:</b> (Mailing address where you want the ballot to be sent.)																	
<b>5. YOUR FAX NUMBER</b> (If this application is faxed, include all international prefixes. See instructions.)																	
<table border="0"> <tr> <td colspan="3"> <input type="radio"/> a. a member of the Uniformed Services or merchant marine on active duty, or an eligible spouse or dependent.             </td> <td colspan="3"> <input type="radio"/> b. a U.S. citizen temporarily residing outside the U.S.             </td> </tr> <tr> <td colspan="3"> <input type="radio"/> c. a U.S. citizen overseas by virtue of employment or accompanying spouse or dependent.             </td> <td colspan="3"> <input type="radio"/> d. other U.S. citizen residing outside the U.S.             </td> </tr> </table>						<input type="radio"/> a. a member of the Uniformed Services or merchant marine on active duty, or an eligible spouse or dependent.			<input type="radio"/> b. a U.S. citizen temporarily residing outside the U.S.			<input type="radio"/> c. a U.S. citizen overseas by virtue of employment or accompanying spouse or dependent.			<input type="radio"/> d. other U.S. citizen residing outside the U.S.		
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<input type="radio"/> c. a U.S. citizen overseas by virtue of employment or accompanying spouse or dependent.			<input type="radio"/> d. other U.S. citizen residing outside the U.S.														
e. I am a U.S. citizen, eligible to vote in the above jurisdiction, and subscribe to any required state/local oath or statement.																	
f. I have not been convicted of a felony or other disqualifying offense or been adjudicated mentally incompetent, or if so, my voting rights have been reinstated.																	
g. I am not registering, requesting a ballot, or voting in any other jurisdiction in the U.S.																	
h. The information on this form is true and complete.																	
i. SIGNATURE OF APPLICANT				j. DATE													
X				MM DD YYYY													
<b>9. WITNESS/NOTARY ADDRESS AND SIGNATURE</b> (If required by state law)																	
DATE SIGNED																	
MM DD YYYY																	

The information contained herein is for official use only. Any unauthorized release of this information may be punishable by law.

# NEW YORK

The Federal Post Card Application (FPCA) is the primary form for requesting registration and/or an absentee ballot from your local election official. **Read all instructions printed below and on the FPCA before completing and signing your application.**

## FEDERAL POST CARD APPLICATION

SAMPLE FORM

REGISTRATION AND ABSENTEE BALLOT REQUEST - FEDERAL POST CARD APPLICATION (FPCA)			
APPLICATION FOR STATE OF _____ COUNTY OF _____ CITY OR TOWNSHIP OF _____ §		I REQUEST ABSENTEE BALLOTS FOR ALL ELECTIONS IN WHICH I AM ELIGIBLE TO VOTE.	
<b>1. APPLICANT INFORMATION</b> (See instruction 1.)		<b>6. POLITICAL PARTY AFFILIATION</b> (This information is required by most states to send you a ballot for primary elections. See instructions.) <b>E</b>	
a. TYPED OR PRINTED NAME (Last, First, Middle Initial) _____ b. SEX _____ c. RACE _____		<b>7. REMARKS</b> (Provide additional information which will assist local election officials in determining your eligibility to register and vote. See instructions.)	
d. DATE OF BIRTH _____ e. SOCIAL SECURITY NUMBER _____ f. OTHER IDENTIFICATION NO. (passport, ID card) _____ <b>A</b>			
<b>2. I LAST VOTED or PLACE OF LAST REGISTRATION</b> (Do not leave this section blank. See instructions.)			
a. YEAR _____ b. COUNTY, CITY, OR TOWNSHIP _____ c. STATE _____ d. VOTER REGISTRATION NO. (if known) _____ <b>B</b>		<b>8. AFFIRMATION BY APPLICANT</b> <b>F</b> X only one: a, b, c or d I swear/affirm, under penalty of perjury, that I am: (See instructions) a. a member of the Uniformed Services or merchant marine on active duty, or an eligible spouse or dependent. b. a U.S. citizen temporarily residing outside the U.S. c. a U.S. citizen overseas by virtue of employment or accompanying spouse or dependent. d. other U.S. citizen residing outside the U.S.	
<b>3. VOTING RESIDENCE</b> (For military, legal residence. For overseas civilians, last residence in U.S. IF USING RURAL ROUTE, SEE INSTRUCTIONS.)			
a. LAST DAY OF RESIDENCY _____ b. NUMBER AND STREET (do not use Post Office Box) _____ c. CITY, TOWN OR VILLAGE _____ d. STATE _____ <b>C</b> e. COUNTY OR PARISH _____ f. ZIP CODE (9-digit, if known) _____			
<b>4. MAIL ABSENTEE BALLOT TO:</b> (Mailing address where you want the ballot to be sent.) <b>D</b>			
<b>5. YOUR FAX NUMBER</b> (If this application is faxed, include all international prefixes. See Instructions.)		e. I am a U.S. Citizen, eligible to vote in the above jurisdiction, and subscribe to any required state/local oath or statement. f. I have not been convicted of a felony or other disqualifying offense or been adjudicated mentally incompetent, or if so, my voting rights have been reinstated. g. I am not registering, requesting a ballot, or voting in any other jurisdiction in the U.S. h. The information on this form is true and complete.	
		i. SIGNATURE OF APPLICANT <b>G</b> _____ j. DATE _____ M M D D Y Y	
		9. WITNESS/NOTARY ADDRESS AND SIGNATURE (If required by state law) _____ DATE SIGNED _____ M M D D Y Y	

The information contained herein is for official use only. Any unauthorized release of this information may be punishable by law.

### Application Instructions

*Circled letters on the form above correspond to the instructions below. You must complete all shaded areas.*

- A** Provide your New York Driver's License number. If you do not have a driver's license number, you may provide the last 4 digits of your Social Security number.
- B** Do not leave blank. Enter "N/A" if not applicable or if you are a first time voter.
- C** Provide the complete street address of your New York voting residence. A post office box is not sufficient. If your address includes a rural route, describe its location in Item 7. For example: "on Highway \_\_\_\_\_, 2 miles past Highway \_\_\_\_\_, across the street from the \_\_\_\_\_ gas station." This address must be different from the one provided in Item 4 and must be within the county where you claim legal voting residence.
- D** Print the complete address where you want your ballot sent - usually your current mailing address. It must be different from the address you provided in Item 3.
- E** If you do not list a party affiliation, you cannot vote in primary elections. You must indicate your political party affiliation when applying for a primary ballot (Example: Democrat, Republican) or write "none" in Item 6 of the FPCA. Political party affiliation is not required if only

- requesting absentee ballots for general elections. If you are currently registered and want to change your political party affiliation or you have previously declined to indicate a political party and you now want to vote in a primary election, you must timely submit a completed FPCA, which includes your new political party affiliation, to the local election official. Please note that when changing parties, your new political party affiliation will not become effective until after the general election preceding the primary election of interest to you. For example, if a person voted in the 2002 Republican primary and wants to vote in the 2004 Democratic primary, the voter must return a change of political party choice postmarked not later than 25 days before the 2003 general election and received by the local board of elections not later than 20 days before the 2003 general election. Following the election, the change will be officially recorded.
- F** Check ONE box.
- G** You sign and date the FPCA. When signing, you are swearing or affirming that the information is true and correct.

## I. UNIFORMED SERVICES

### A. Who Can Do It

These procedures apply to persons who are U.S. citizens, residents of New York and members of the Uniformed Services and their family members. Uniformed Services are defined as the U.S. Armed Forces, merchant marine, commissioned corps of the Public Health Service and the National Oceanic and Atmospheric Administration.

### B. Registering and Requesting an Absentee Ballot

You should send an FPCA to your local election official early every year and whenever you change your mailing address (see Chapter 2).

To register and request an absentee ballot, send a completed FPCA to the local board of elections so that it arrives not later than 25 days before the primary election and not later than 10 days before a general or special election.

If you are already registered and only wish to request an absentee ballot, send a completed FPCA to the local board of elections so that it arrives not later than 7 days before the election.

### C. Casting Your Vote

**Ballot Return Deadline:** Return your voted ballot to the local board of elections. It must be **postmarked** by the **day before the election and must arrive by the seventh day after the primary or special election and not later than thirteen days following the day of a general election.** Ask the mail clerk to hand stamp the ballot envelope to ensure a date appears on the envelope. The mailing envelope may be witnessed, in the space provided, indicating that the ballot was mailed not later than the day before the election. This action may help ensure that ballots arriving at boards of election with no postmarks or other date/time markings or indicia, can be counted

Local election officials mail out absentee ballots approximately 32 days before an election, with the following exceptions: ballots are sent out 12 days before special elections and 25 days before school board elections in New York City and Buffalo.

If you are outside the U.S. and have not received your state ballot in a timely manner, use the **Federal Write-In Absentee Ballot.** See instructions in Chapter 2, page 12.

### D. Notary/Witness Requirements

No registration materials must be notarized or witnessed. Mailing envelopes containing voted ballots may be witnessed, to help ensure that they can be counted, in cases where they lack required postmarks or other date/time markings or indicia. See paragraph I. C., above.

### E. Electronic Transmission of FPCAs and Ballots

New York does not allow electronic transmission of the FPCA, the blank absentee ballot or the voted absentee ballot.

### F. Application for Ballot by Proxy

If you are outside the U.S., your spouse, parent, adult child, brother, sister or duly authorized agent may apply to the local board of elections for an absentee ballot on your behalf.

Instructions continue in Section III: Uniformed Services & Civilians Outside U.S.

## II. CIVILIANS OUTSIDE U.S.

### A. Who Can Do It

These procedures apply to persons who are U.S. citizens, residents of New York and special Federal voters. The term “special Federal voter” means a U.S. citizen who resides outside the U.S. and (but for such residence) would be qualified to vote in New York.

- New York residents temporarily residing outside the U.S. (for local, state and Federal office ballots)
- special Federal voters (for Federal office ballots only)

### B. Registering and Requesting an Absentee Ballot

You should send an FPCA to your local election official early every year and whenever you change your mailing address (see Chapter 2).

If you are a **New York resident temporarily residing outside the U.S.**, register by sending a completed FPCA to the local board of elections early enough to request, receive, fill in and return the state mail registration form so that it is postmarked not later than 25 days before the election, and received by the local board of elections not later than 20 days before the election. Local election officials will send you an absentee ballot upon the timely return of the state mail registration form.

***Notify Your Local Election Official About Your Current Mailing Address***

If you are a registered New York resident temporarily residing outside the U.S., and only wish to request an absentee ballot, send a completed FPCA to the local board of elections so that it arrives not later than 7 days before the election.

If you are an unregistered special Federal voter, register by submitting a completed FPCA to the local board of elections so that it arrives not later than 25 days before any election.

If you are a registered special Federal voter, request an absentee ballot by sending a completed FPCA to the local board of elections so that it arrives not later than 7 days before the election.

### C. Casting Your Vote

**Ballot Return Deadline:** Return your voted ballot to the local board of elections. It must be postmarked by the day before the election and must arrive by the seventh day after the primary or special election and not later than thirteen days following the day of a general election. Ask the mail clerk to hand stamp the ballot envelope to ensure a date appears on the envelope. The mailing envelope may be witnessed, in the space provided, indicating that the ballot was mailed not later than the day before the election. This action may help ensure that ballots arriving at boards of election with no postmarks or other date/time markings or indicia, can be counted.

Local election officials mail absentee ballots approximately 32 days before an election, with the following exceptions: ballots are sent out 12 days before special elections and 25 days before school board elections in New York City and Buffalo.

If you have not received your state ballot in a timely manner, use the **Federal Write-In Absentee Ballot**. See instructions in Chapter 2, page 12.

### D. Notary/Witness Requirements

No registration materials must be notarized or witnessed. Mailing envelopes containing voted ballots may be witnessed, to help ensure that they can be counted, in cases where they lack required postmarks or other date/time markings or indicia. See paragraph II. C., above.

### E. Electronic Transmission of FPCAs and Ballots

New York does not allow electronic transmission of the FPCA, the blank absentee ballot or the voted absentee ballot.

Instructions continue in Section III: Uniformed Services & Civilians Outside U.S.

## III. UNIFORMED SERVICES & CIVILIANS OUTSIDE U.S.

### A. Bars to Registration and Voting

Convicted felons serving a term of imprisonment (including parole) and those found mentally incompetent may not register or vote.

### B. Cancellation of Registration

Registration is canceled after four (4) years of inactive status.

### C. Action on Registration Requests

Notification of approval or denial is sent to resident voters. Military voters and special Federal voters receive either a ballot or notification of denial.

### D. Action Upon Denial of Registration or Absentee Ballot Request

Upon denial of your voter registration application or absentee ballot request, New York shall provide you with the reason(s) for the rejection. Consult a legal assistance officer or civilian counsel.

### E. Voting By Citizens Who Have Never Lived in the U.S.

A U.S. citizen who was born abroad and who is eligible to vote and who has never lived in the U.S. may register and vote in the county where a parent would be eligible to register and vote (for Federal offices only).

### F. Where To Send It

Mail the FPCA to the **County or Borough Board of Elections**, county or borough of voting residence, as listed below:

County	County Seat	Zip Code
Albany	16 Eagle Street, Albany	12207-1019
Allegany	6 Schuyler Street, Belmont	14813
Broome	44 Hawley St., PO Box 1766 Binghamton	13902-3722
Cattaraugus	302 Court Street, Little Valley	14755-1091
Cayuga	10 Court Street, Auburn	13021-3470
Chautauqua	Gerace Office Bldg., 3 N. Erie St. Mayville	14757-1007
Chemung	425 Pennsylvania Ave., PO Box 588 Elmira	14902-0588
Chenango	5 Court St. Norwich	13815-1676
Clinton	137 Margaret Street, Plattsburg	12901-2933
Columbia	401 State Street, Hudson	12534-1996
Cortland	County Court House, 46 Greenbush St., Ste. 102, Cortland	13045-3703
Delaware	3 Gallant Avenue, Delhi	13753-1095
Dutchess	47 Cannon Street, Poughkeepsie	12601-3270
Essex	134 W. Eagle Street, Buffalo	14202-3896
Essex	County Court House, PO Box 217 Elizabethtown	12932-9801
Franklin	355 West Main Street, Malone	12953-1821
Fulton	2714 STHWY 29, Suite 1, Johnstown	12095-9946
Genesee	15 Main Street, PO Box 284, Batavia	14020
Greene	441 Main St., 2nd Floor, Catskill	12414-1445

County	County Seat	Zip Code
Hamilton	County Complex, Route 8, PO Box 175 Lake Pleasant	12108-9801
Herkimer	109 Mary St., Suite 1306, Herkimer	13350-0527
Jefferson	175 Arsenal Street, Watertown	13601-2543
Lewis	7660 North State Street, Lowville	13367-9801
Livingston	6 Court Street, Room 104, Geneseo	14454-1043
Madison	N. Court St., PO Box 666, Wampsville	13163-9998
Monroe	39 Main St. West, Rochester	14614
Montgomery	Old Court House, PO Box 1500, Fonda	12068-1500
Nassau	New Admin Building, 400 County Seat Drive, Mineola	11501-4800
Niagara	111 Main Street, Suite 100, Lockport	14094
Oneida	Union Station, 321 Main Street., 3rd Floor, Utica	13501
Onondaga	Civic Center, 421 Montgomery St Syracuse	13202-2999
Ontario	20 Ontario Street, Canandaigua	14424-1801
Orange	25 Court Lane, PO Box 30, Goshen	10924-1508
Orleans	County Office Bldg., 14016 Rte. 31, Albion	14411-9382
Oswego	46 E. Bridge Street, Oswego	13126-2118
Otsego	County Office Bldg., 197 Main Street, Cooperstown	13326-1193
Putnam	1 Geneva Road, Brewster	10509
Rensselaer	1600 7th Avenue, Troy	12180-4098
Rockland	11 New Hempstead Road, New City	10956-3600
St. Lawrence	Courthouse, 48 Court Street, Canton	13617-9987
Saratoga	50 W. High Street, Ballston Spa	12020-1979
Schenectady	388 Broadway, Suite E, Schenectady	12305-2520
Schoharie	300 Main St., PO Box 99, Schoharie	12157-9998
Schuyler	County Office Building, 105 9th Street Unit 13, Watkins Glen	14891-9972
Seneca	1 DiPronio Drive, Waterloo	13165-1681
Steuben	3 E. Pulteney Square, Bath	14810-1510
Suffolk	Yaphank Avenue, PO Box 700, Yaphank	11980-9733
Sullivan	100 North St., PO Box 5012, Monticello	12701-5192
Tioga	County Office Building, 56 Main St., Owego	13827-1595
Tompkins	Court House Annex 128 E. Buffalo Street, Ithaca	14850
Ulster	284 Wall Street, Kingston	12401-3641
Warren	1340 St. Route 9, Lake George	12845-9803
Washington	383 Broadway, Fort Edward	12828-1021
Wayne	157 Montezuma St Ext, PO Box 636 Lyons	14489-0636
Westchester	25 Quarropas Street, White Plains	10601-4824
Wyoming	76 North Main Street, Warsaw	14569-1329
Yates	417 Liberty Street, Suite 1124, Penn Yan	14527

New York City		
	(Send to <a href="#">Borough Board of Elections</a> )	
Borough	Address	Zip Code
NY (Manhattan)	200 Varick Street New York	10014
Bronx	1780 Grand Concourse Bronx	10457
Kings (Brooklyn)	345 Adams Street Brooklyn	11201
Queens	42-16 West Street, Queens Plaza Long Island City	11101
Richmond (Staten Island)	1 Edgewater Plaza Staten Island	10305

## *Voice Your Choice--VOTE*

by Carol Cooper, USA, Ft. Monmouth, New Jersey