



ELECTION NEWS

A special informational bulletin
on the conduct of the November 2,
2004 general election

Michigan Department of State - Terri Lynn Land, Secretary of State

Issue No. 4

October 8, 2004

Submission of ID and Residence Verification Documents During 6-Day “Envelope” Ballot Evaluation Period Permitted

This article outlines the actions a voter who has been issued an “envelope” ballot in the polls can take during the 6-day “envelope” ballot evaluation period to ensure that his or her ballot will count. The allowances are provided to reduce the number of “envelope” ballots which must be rejected during the 6-day “envelope” ballot evaluation period. The careful administration of the allowances is critical as every effort must be made to maximize the number of “envelope” ballots that can be counted.

The allowances extend to voters who were unable to show the necessary identification and residence verification documents in the polls. It merits immediate note that the allowances do not extend to individuals who obtain an “envelope” ballot in the wrong precinct. In any instance where 1) an “envelope” ballot is issued to a voter who declines to travel to his or her proper precinct and 2) it is confirmed during the 6-day “envelope” ballot evaluation period that the voter, in fact, voted in the wrong precinct, the “envelope” ballot does not count.

Revised procedures for handling “envelope” ballots returned to the clerk’s office after the election are provided with this newsletter. The revised procedures take into consideration a voter’s ability to satisfy the documentation requirements during the 6-day “envelope” ballot evaluation period. A special notice prepared for voters who can take advantage of the allowance is also provided with this newsletter. The notice must be distributed to any voter who is issued an “envelope” ballot because he or she was unable to satisfy 1) the identification requirement and/or residence verification requirement detailed in the Four-Step Procedure form or 2) the federal identification requirement imposed on first-time mail registrants who have never previously voted in Michigan.

It merits emphasis that the special notice provided with this newsletter does not replace the other voter notices developed to administer Michigan’s provisional balloting process. Thus, a voter who is issued an “envelope” ballot because he or she was unable to satisfy 1) the identification requirement and/or residence verification requirement detailed in the Four-Step Procedure form or 2) the federal identification requirement imposed on first-time mail registrants who have never previously voted in Michigan must receive two notices: the standard informational notice developed for such voters and the special notice provided with this newsletter.

The actions voters can take to satisfy the documentation requirements after the election are as follows:

“Envelope” ballot issued to an elector whose name did not appear on the precinct’s QVF list:

If the voter was unable to identify himself or herself by showing a Michigan Driver License, Michigan Personal Identification Card, other government photo identification card or a photo identification card issued by a Michigan university or college, the ballot can be counted if the voter is able to produce an acceptable form of photo ID during the 6-day “envelope” ballot evaluation period. The voter can appear in person in the city or township clerk’s office to show the photo ID, fax the photo ID to the clerk or mail a copy of the photo ID to the clerk. The photo ID must reach the city or township clerk no later than the sixth calendar day after the date of the election.

If the voter was unable to confirm that he or she currently resides in the precinct where the “envelope” ballot was issued by showing an acceptable form of photo ID or by producing one of the accepted alternative documents (current utility bill, current bank statement, current paycheck or government check or any other government document), the ballot can be counted if the voter is able to produce an acceptable residence confirmation document during the 6-day “envelope” ballot evaluation period. The voter can appear in person in the city or township clerk’s office to show the document, fax the document to the clerk or mail a copy of the document to the clerk. The document must reach the city or township clerk no later than the sixth calendar day after the date of the election.

“Envelope” ballot issued to an elector subject to the federal identification requirement: The “envelope” ballot can be counted if the elector provides one of the following forms of identification during the 6-day “envelope” ballot evaluation period: a current and valid photo identification or a copy of a paycheck, government check, utility bill, bank statement or a government document which lists his or her name and address. The voter can appear in person in the city or township clerk’s office to show the required ID, fax the required ID to the clerk or mail a copy of the required ID to the clerk. The document must reach the city or township clerk no later than the sixth calendar day after the date of the election.

Election Supplies for General Election

The following materials produced for the administration of the November 2 general election will be shipped to all county clerks in the near future. The following jurisdictions will receive a direct shipment of the materials: Ann Arbor, Detroit, Flint, Grand Rapids, Lansing, Livonia and Warren.

- Voter Instructions. (Two copies must be displayed in each precinct.)
- Voter Instructions in Braille. (Two copies must be displayed in each precinct.)
- State Proposal Posters. (Two copies must be displayed in each precinct.)
- Voter “Right and Responsibilities” Posters. (Two copies must be displayed in each precinct.)
- Voter “Rights and Responsibilities” handout cards. (A quantity must be placed on display in each precinct.)

Handling Federal Write-In Absentee Ballots (FWAB's)

The Federal Write-In Absentee Ballot (FWAB) is a special write-in ballot which can be used to vote for federal offices only. The form is provided and distributed by the federal government. The following persons are eligible to use an FWAB:

- 1.) Members of the Armed Forces and their spouses and dependents.
- 2.) Members of the Merchant Marine and their spouses and dependents.
- 3.) U.S. citizens temporarily living or traveling outside of the territorial limits of the United States.

An FWAB is not valid unless the voter submitted a written request for an absentee ballot on or before October 4, 2004. An absent voter ballot application received from an overseas voter by the Bureau of Elections or a county clerk's office on or before October 4, 2004 satisfied the 30-day application deadline used to judge the validity of federal write-in ballots.

If a voter who requests an absentee ballot returns both the ballot issued by your office and an FWAB before 8:00 p.m. on Tuesday, November 2, accept the ballot issued through your office and reject the FWAB. On the other hand, if both ballots are returned -- and one of the ballots arrives before 8:00 p.m. on Tuesday, November 2, and the other ballot arrives after 8:00 p.m. on Tuesday, November 2 -- accept the ballot that was submitted on time regardless of whether it is the FWAB or the ballot issued through your office and reject the ballot that arrived late.

While the FWAB requires the voter to fill in a number of informational items, the only items of information which affect the validity of the ballot are the voter's signature and overseas address. If the voter's signature is missing, the FWAB is invalid. If the voter's overseas address is missing, check the voter's absent voter ballot application. If neither document contains the voter's overseas address (ballot or application) the FWAB is invalid.

For the November 2 general election, the FWAB can be used by overseas Michigan electors to vote for the federal offices on the ballot (U.S. President and U.S. Representative); it cannot be used to vote for any other offices or on proposals.

A voter using an FWAB can cast a vote for a candidate seeking a federal office at the election by writing in the candidate's name or political party. If the voter writes in the name of a political party, a vote is counted for the candidate seeking the office under the indicated party's vignette.

A voter is *not* required to mark a cross or a checkmark on the FWAB.

Federal law provides that any abbreviation, misspelling or other minor variation in the form of a candidate's name or the name of a political party is to be disregarded in determining the validity of the vote cast if the voter's intention can be determined.



STATE OF MICHIGAN
 TERRI LYNN LAND, SECRETARY OF STATE
 DEPARTMENT OF STATE
 LANSING

**NOTICE TO VOTERS UNABLE TO SATISFY IDENTIFICATION
 REQUIREMENT AND/OR RESIDENCE VERIFICATION REQUIREMENT**

-- Instructions for making sure your ballots counts --

As you are subject to an identification requirement and/or a residence verification requirement and were unable to satisfy the requirement in the polling place, special procedures were followed when issuing you a ballot.

To ensure that your ballot counts, you must provide your local city or township clerk with the required information no later than the sixth calendar day after the election. You can appear in person in your city or township clerk’s office to show the information, fax the information to the clerk or mail a copy of the information to the clerk. If you do not satisfy the information requirement within six calendar days after the election, your ballot will not count. The following lists the types of documents you can use to satisfy the information requirement:

Documents which satisfy identification requirement if your name did not appear on registration list: A Michigan Driver License; a Michigan Personal Identification Card; any other type of government issued identification card which shows your photo; or an identification card issued by a Michigan university or college which shows your photo.

Documents which satisfy residency requirement if your name did not appear on registration list: Any of the following documents. The document must show your name and your address. The address shown on the document must be in the precinct where you voted:

- | | |
|---|--------------------------------------|
| Michigan Driver License | Current utility bill |
| Michigan identification card | Current bank statement |
| Government issued photo identification card | Current paycheck or government check |
| Photo identification issued by a Michigan university or college | Any other government document* |

Documents which satisfy federal identification requirement imposed on first-time mail registrants who have never previously voted in Michigan: A copy of any current and valid photo identification or a copy of a paycheck, government check, utility bill, bank statement or a government document* which lists your name and address.

* Contact your local city or township clerk if you wish to obtain information on the government documents which can be used to satisfy the requirement.



STATE OF MICHIGAN
TERRI LYNN LAND, SECRETARY OF STATE
DEPARTMENT OF STATE
LANSING

October 7, 2004

**Procedure for Handling “Envelope” Ballots
Returned to Clerk’s Office**

Within 6 days after the election, the city or township clerk must evaluate each “envelope” ballot voted by the jurisdiction’s voters to determine if the ballot can be counted. When making this determination, the city or township clerk is not permitted to open the PROVISIONAL BALLOT SECURITY ENVELOPE holding the ballot.

I. MISSING REGISTRATION: Determining the validity of an “envelope” ballot issued to an elector whose name did not appear on the precinct’s QVF list

All of the information needed to determine the validity of an “envelope” ballot issued to such an elector is recorded on the four-step procedure form completed by the precinct board.

THE “ENVELOPE” BALLOT CAN BE COUNTED IF:

- A valid voter registration application for the elector is located; the registration application was submitted by the elector on or before the “close of registration” for the election at hand; and the “envelope” ballot voted by the elector was issued in the proper precinct.

OR

- The elector signed the affidavit to affirm that he/she submitted a voter registration application on or before the “close of registration” for the election at hand; the elector identified himself or herself by showing a Michigan Driver License, Michigan Personal Identification Card, other government photo identification card or a photo identification card issued by a Michigan university or college; and the elector confirmed that he or she currently resides in the precinct where the “envelope” ballot was issued by showing 1) one of the above documents OR 2) a current utility bill, current bank statement, current paycheck or government check or any other government document.

Stated in simpler terms, the “envelope” ballot counts if the voter signed the affidavit, confirmed his or her identity with an acceptable form of photo ID AND confirmed his or her residence in the precinct where the “envelope” ballot was issued with the photo ID OR by producing one of the listed alternative documents (current utility bill, current bank statement, current paycheck or government check or any other government document).

SUBMISSION OF PHOTO ID AND RESIDENCE CONFIRMATION DOCUMENT DURING 6-DAY “ENVELOPE” BALLOT EVALUATION PERIOD PERMITTED:

- In an instance where the elector was unable to identify himself or herself by showing a Michigan Driver License, Michigan Personal Identification Card, other government photo identification card or a photo identification card issued by a Michigan university or college, the ballot can be counted if the voter is able to produce an acceptable form of photo ID during the 6-day “envelope” ballot evaluation period. The voter can appear in person in the city or township clerk’s office to show the photo ID, fax the photo ID to the clerk or mail a copy of the photo ID to the clerk. The photo ID must reach the city or township clerk no later than the sixth calendar day after the date of the election.
- In an instance where the elector was unable to confirm that he or she currently resides in the precinct where the “envelope” ballot was issued by showing an acceptable form of photo ID or by producing one of the accepted alternative documents (current utility bill, current bank statement, current paycheck or government check or any other government document), the ballot can be counted if the voter is able to produce an acceptable residence confirmation document during the 6-day “envelope” ballot evaluation period. The voter can appear in person in the city or township clerk’s office to show the document, fax the document to the clerk or mail a copy of the document to the clerk. The document must reach the city or township clerk no later than the sixth calendar day after the date of the election.
- In any instance where an “envelope” ballot is counted because the voter was able to produce the required photo ID and/or residence confirmation document during the 6-day “envelope” ballot evaluation period, the clerk must enter an appropriate notation on the Four-Step Procedure form completed when the voter was issued the “envelope” ballot in the polls.

THE “ENVELOPE” BALLOT CANNOT BE COUNTED IF:

- The elector was unable to identify himself or herself at the polls or during the 6-day “envelope” ballot evaluation period by showing a Michigan Driver License, Michigan Personal Identification Card, other government photo identification card or a photo identification card issued by a Michigan university or college.

OR

- The elector was unable to confirm when in the polls or during the 6-day “envelope” ballot evaluation period that he or she currently resides in the precinct where the “envelope” ballot was issued by showing one of the above documents or a current utility bill, current bank statement, current paycheck or government check or any other government document.

IMPORTANT NOTE REGARDING ELECTORS WHO VOTED IN WRONG PRECINCT:

In any situation where an “envelope” ballot has been issued to a voter who 1) appeared to vote in the wrong precinct and 2) declined to travel to his or her proper precinct to vote, you must make every effort to accurately confirm that the voter did, in fact, vote in the wrong precinct before rejecting the “envelope” ballot as invalid. The evaluation must include a check of the QVF street index to verify that the voter was not assigned to the wrong precinct in error. If a check of the street index reveals that a voter in this situation actually voted in the proper precinct, the “envelope” ballot must be counted.

II. FEDERAL ID REQUIREMENT: Determining the validity of an “envelope” ballot issued to an elector subject to the federal identification requirement

- The “envelope” ballot can be counted if the elector provides one of the following forms of identification during the 6-day “envelope” ballot evaluation period: a current and valid photo identification or a copy of a paycheck, government check, utility bill, bank statement or a government document which lists his or her name and address. The voter can appear in person in the city or township clerk’s office to show the required ID, fax the required ID to the clerk or mail a copy of the required ID to the clerk. In an instance where an “envelope” ballot is counted because the voter was able to produce the required ID during the 6-day “envelope” ballot evaluation period, the clerk must enter an appropriate notation on the PROVISIONAL BALLOT SECURITY ENVELOPE.
- The “envelope” ballot cannot be counted if the voter fails to satisfy the federal ID requirement during the 6-day “envelope” ballot evaluation period.

III. Disposition of valid “envelope” ballots which can be counted

- If the “envelope” ballot can be counted, remove the ballot from the PROVISIONAL BALLOT SECURITY ENVELOPE and remove the stub from the ballot. If a paper ballot, do not unfold the ballot during this step. If an optical scan ballot, do not remove the ballot from its secrecy sleeve during this step.
- Place the ballot in a ballot container.
- After you have placed all of the valid “envelope” ballots that can be counted in the container, remove the ballots and count the valid votes on the ballots.
- After counting the valid votes on the ballots, complete a PROVISIONAL BALLOT REPORT FORM. After completing the form, submit it to the county canvassing

board or local canvassing board as appropriate. The form must be transmitted to the canvassing board no later than the 7th day after the election.

- After recording the valid votes on the “envelope” ballots that can be counted, seal the counted “envelope” ballots and PROVISIONAL BALLOT SECURITY ENVELOPES which contained the ballots in a ballot container. Attached a ballot tag to the seal which indicates that the container holds the “envelope” ballots returned after the election which were determined valid and counted. Retain the PROVISIONAL BALLOT SECURITY ENVELOPES which were determined invalid and not opened in a separate secure place in your office.