



ELECTION NEWS

A special informational bulletin
on the implementation of
Michigan election law.

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

Issue No. 71

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Provisional Balloting Forms Updated
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To promote the proper use of the provisional balloting forms, the following revisions have been made in the forms:

- Minor edits have been made in the "Four-Step Procedure" form to improve the clarity of the form.
- The two informational sheets which must be distributed to a voter who completes the "Four-Step Procedure" form have been combined into a single informational sheet.
- The two informational sheets which must be distributed to a voter who receives an envelope ballot because he or she failed to satisfy the Michigan voter identification requirement and/or the federal voter identification requirement have been combined into a single informational sheet.
- A third check off box has been added to the provisional ballot security envelope. (The check off boxes are used to indicate if the provisional ballot enclosed in the security envelope was issued to 1) an elector who did not appear on the precinct's QVF list 2) an elector subject to the federal ID requirement who was unable to produce an acceptable form of ID or 3) an elector who produced photo ID to satisfy the Michigan voter ID requirement that left questions over the voter's identity that could not be immediately resolved. The third check off box is new.)

Important Notes

- Copies of the revised provisional balloting forms are provided with this newsletter for your reference. The revised forms are also available on the Department of State's Web site www.michigan.gov/sos. To locate the forms, click on "Elections in Michigan"; on the Elections in Michigan page, click on "Information for Election Administrators."
- The revised provisional balloting forms are available through the commercial vendors that market election forms in Michigan.
- Given the nature of the changes made in the provisional balloting forms, any supplies of the old provisional balloting forms that you have on hand may be used until exhausted.

Materials Needed to Administer November 3 Election

The following article outlines the election materials needed for the administration of the November 3 election which are available through the Department of State's Bureau of Elections.

Election materials which can be ordered from the Bureau: The following materials can be ordered through the Michigan Department of State's Bureau of Elections if needed. An order form is included with this newsletter for your convenience.

- A. Voter information posters:** A minimum of two copies of the poster must be placed on display in each polling place. The poster complies with the requirements of Michigan election law. (The voter information poster prepared for the November 3 election can also be printed from the Bureau's Web site as explained below.)
- B. Audio version of voter information (cassette tape):** An audio version of the voter information must be available in each polling place. (The audio version of the voter information used during the 2008 election cycle can be used for the November 3 election.)
- C. Braille version of voter information:** A Braille version of the voter information poster must be available in each polling place. (The Braille voter information displays used during the 2008 election cycle can be used for the November 3 election.)

Election materials which are available on the Bureau's Web site: The following materials needed to administer the upcoming November 3 election can be accessed on the Department of State's Web site www.michigan.gov/sos. To locate the information, click on "Elections in Michigan"; on the Elections in Michigan page, click on "Information for Election Administrators."

- A. Voter information posters:** As noted above, a minimum of two copies of the poster must be placed on display in each polling place. The voter information posters can be printed from the Bureau's Web site. (Legal sized paper is needed to print the poster.)

- B. Provisional balloting materials:** Every polling place must be supplied with the materials needed to administer Michigan’s provisional balloting process. The following materials can be accessed through the Web site: the “Four Step Procedure Form,” the notices needed for distribution to voters who are issued a provisional “envelope” ballot, the “Procedure for Handling ‘Envelope’ Ballots Returned to Clerk’s Office,” and the “Provisional Ballot Report Form.”
- C. Michigan voter identification implementation materials:** Every polling place must be supplied with the materials needed to administer Michigan’s voter identification requirement. The following materials can be accessed through the Web site: Instructions for implementing Michigan’s voter identification requirement, “Affidavit of Voter Not In Possession of Photo ID” (English and Spanish), informational notice for voters (English and Spanish) and voter processing flow charts.
- D. AutoMARK Voter Assist Terminal materials:** The following materials are available: “Accessible Voting Signage,” “AutoMARK Election Inspector Guide,” “AutoMARK Program Testing Procedures,” “Sample Public Accuracy Test Notice,” “Voting System Preparation Certificate,” 10-minute instructional video and “AutoMARK Troubleshooting Guide.”

<p>Issuing Absent Voter Ballots for November 3 Election to Voters Outside U.S.: A Reminder</p>

Michigan election law stipulates that an **absent voter ballot request** sent to a city, township or village clerk by a uniformed services voter outside of the United States or a civilian voter outside of the United States must be honored for every election conducted through the balance of the calendar year.

All county, city and township clerks are reminded that an absent voter ballot for the election must be mailed to all uniformed services voters outside of the United States and all civilian voters outside of the United States who submitted an absent voter ballot request anytime after December 31, 2008. This means that all uniformed services voters outside of the United States and all civilian voters outside of the United States who received an absent voter ballot for the February 24, 2009 election, the May 5, 2009 election, the August 4, 2009 election or the September 15, 2009 election are automatically eligible to receive an absent voter ballot for the November 3, 2009 election.

City and township clerks must maintain a careful record of all absent voter ballot requests submitted by uniformed services voters outside of the United States and civilian voters outside of the United States to ensure compliance with the requirement that such requests must be honored for every election conducted throughout the calendar year.

Election Resources Available on Department's Web Site

A wide variety of election related information and materials can be accessed through the Department's Web site www.Michigan.gov/sos. To locate, click on "Elections in Michigan"; on the Elections in Michigan page, click on "Information for Election Administrators." The information and materials currently available on the Web site include the following:

- Michigan election law.
- Michigan ballot production standards.
- 2009 city election date calendar.
- November 3, 2009 election date calendar.
- November 3, 2009 Voter Information Poster (English and Spanish).
- 2010 election date calendars.
- Provisional balloting implementation materials.
- Election inspector training materials.
- Michigan voter identification requirement implementation materials.
- AutoMARK implementation materials.
- Archives of previous issues of *Election News* and *News You Can Use*.

Have a Question or Need Assistance?

If you have a question or need assistance with your election related duties, please do not hesitate to contact the Michigan Department of State's Bureau of Elections. We will be happy to assist in any way possible!

Mailing address:	Michigan Department of State Bureau of Elections PO Box 20126 Lansing, MI 48901-0726
Phone:	(517) 373-2540
Email:	elections@michigan.gov
Fax:	(517) 373-0941



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

**Procedure for Issuing a Ballot
If Voter's Name Does Not Appear On Registration List
-- A Four-Step Procedure --**

If an elector who completes an Application to Vote form does not appear on the precinct's QVF list, *contact the clerk for assistance and complete this form before issuing a ballot to the voter.* There are two exceptions:

EXCEPTION #1: If the voter is in the proper polling place and is able to produce a voter registration receipt that shows that he or she registered to vote before the registration deadline, there is no need to complete this form. Instead, contact the clerk for assistance if needed and arrange to have the voter complete another registration form. After the voter has completed the registration form, permit the voter to vote under regular procedure.

EXCEPTION #2: If you or the clerk determines that the voter is registered to vote in a different precinct and the voter is willing to travel to his or her proper polling place, there is no need to complete this form. Instead, give the voter directions to his or her proper polling place. (If the voter declines to travel to his or her proper polling place, continue with the completion of this form and carefully follow the instructions under Step Four for issuing an "envelope" ballot to the voter. In such an instance, inform the voter that his or her ballot will not count if it is confirmed that the voter is voting in the wrong precinct.)

IF YOU MUST COMPLETE THIS FORM BEFORE ISSUING A BALLOT TO THE VOTER, CAREFULLY FOLLOW THE FOUR STEPS EXPLAINED ON THE FOLLOWING PAGES.

State of Michigan Voter Registration Application

and Michigan Driver License/Personal Identification Card Address Change Form

1 answer Are you a citizen of the United States of America? Yes No
 Will you be 18 years of age on or before election day? Yes No

➤ If you checked "NO" in response to either of these questions, do NOT complete this form.

2 complete application

Last Name _____ First Name _____ Middle Name _____

Address where you live —house number and street/road _____ Apt. No./Lot No. _____

City _____ Zip Code _____ Telephone *optional* _____

MI

If you do not have a house or street address, describe location where you live —cross streets or roads, landmarks, etc. _____

City or Township where you live _____ County where you live _____ School District *if known* _____

Mailing Address *if different* For use on Driver License/Personal ID and Voter Registration For use on Voter Registration only _____

Date of Birth _____ Male Female _____

ID Number *check applicable box and provide appropriate number* _____

I have a state issued driver license or personal ID card # _____ State: _____

I do not have a state issued driver license or personal ID card. The last four digits of my Social Security Number are _____

I do not have a state issued driver license, a state issued personal ID card or a Social Security Number.
An ID number will be assigned to you for voter registration purposes.

Are you still registered to vote at your last address? Yes No Don't Know *If "Yes" or "Don't Know" enter previous address*

Previous Street Address _____ City or Township of _____ County _____

State _____ Zip Code _____ Registered under name of *if different than above* _____

3 read, sign and date

I certify that:

- I am a citizen of the United States.
- I am a resident of the State of Michigan and will be at least a 30-day resident of my city or township by election day.
- I will be at least 18 years of age by election day.
- I authorize cancellation of any previous registration.
- The information I have provided is true to the best of my knowledge under penalty of perjury. If I have provided false information, I may be subject to a fine or imprisonment or both under federal or state laws.

X _____ Signature of Applicant	_____ Date
X _____ Signature of Applicant	_____ Date

Sign and date both spaces provided above.

STEP ONE: VOTER must complete the following affidavit and provide requested information on registration process. (Note: The voter must complete the affidavit in order to receive a provisional ballot. If the voter refuses to complete the affidavit, advise the voter that he or she cannot vote. In such an instance, there is no need to complete the remainder of this form.)

AFFIDAVIT

I, _____, hereby affirm that I am a resident of the City Township of _____, Michigan and I reside at _____ . I further affirm that I submitted a voter registration application on or before the close of registration for the election at hand.

By signing this affidavit, I swear that the above statements are true. I also understand that I must complete and submit a new voter registration application.

Signature of Elector: _____ Date ____/____/____

Signature of Clerk, Authorized Assistant or Election Inspector: _____

An individual who provides false information in the above affidavit is guilty of perjury which is punishable by a fine of up to \$1,000.00 and/or imprisonment for up to 5 years.

Process used to register to vote:

- Mail-in registration form
- Secretary of State Branch Office
- Secretary of State “Renewal by Mail” Program
- Designated voter registration agency
- County, city or township clerk’s office

Approximate DATE OF REGISTRATION: _____

STEP TWO: ELECTION INSPECTOR asks the VOTER to complete a voter registration application.

- If the voter completes a voter registration application, retain it with this form.
- If the voter declines to complete a voter registration application, continue with the completion of this form and carefully follow the instructions under Step Four for issuing an “envelope” ballot to the voter.

STEP THREE: ELECTION INSPECTOR issuing ballot must answer the four questions provided below.

- (1) Check with the clerk to confirm that the voter is not registered to vote in any other precinct in the city or township. Were you able to reach the clerk to make this check? (Answer “No” if (1) you were unable to reach the clerk or (2) the clerk advised that the voter is, in fact, registered in a different precinct in the city or township. Answer “Yes” if you reached the clerk and the clerk advised that the person is not registered in a different precinct in the city or township.) YES NO
- (2) Check the voter’s identity. Is the voter able to identify himself or herself by showing a Michigan Driver License, Michigan Personal Identification Card, other government issued photo identification card or a photo identification card issued by a Michigan university or college? YES NO

If “Yes,” check ONE of the following and enter requested information:

Michigan Driver License (enter number):

Michigan Personal Identification Card (enter number):

Other government issued photo identification card (describe):

Photo identification card issued by a Michigan university or college (describe):

If “No,” ask the voter for any form of identification and complete following:

Voter showed a different form of identification (describe):

Voter was unable to show any form of identification.

- (3) Check the voter's residential address. Is the voter able to confirm that he or she currently resides in the precinct by showing a Michigan Driver License, Michigan Personal Identification Card, other government issued photo identification card or a photo identification card issued by a Michigan university or college? YES NO
(Answer "No" if voter shows a Michigan Driver License, Michigan Personal Identification card, other government issued photo identification card or a photo identification card issued by a Michigan university or college that contains an address outside of the precinct.)

If "No," ask voter if he or she can confirm that he or she currently resides in the precinct by showing any of the following documents (1) a current utility bill (2) a current bank statement (3) a current paycheck or government check or (4) any other government document. If voter produces such a document, describe below and indicate if the document contains the voter's name and address:

- (4) Did the voter complete and submit a voter registration application? YES NO

If "No," explain: _____

STEP FOUR: ELECTION INSPECTOR issues an "affidavit" ballot or an "envelope" ballot to the VOTER as explained below.

- If you answered "Yes" to all four of the questions appearing under Step Three, issue an "affidavit" ballot to the voter:
 - (1) Prepare ballot as a "challenged" ballot and issue to the voter. (Write and conceal the ballot serial number on the reverse side of the ballot.)
 - (2) Enter the voter's name in the poll book and write "AFFIDAVIT BALLOT" next to the voter's name.

- (3) Direct voter to a voting station and permit voter to vote ballot.
- (4) After the voter has voted the ballot, remove the ballot stub. Direct voter to deposit ballot in tabulator.
- (5) Remove the “NOTICE” which appears below and issue it to the voter.
- (6) Forward this form and the voter registration application completed by voter to the clerk after the polls close.

- **If you answered “No” to any of the four questions appearing under Step Three, issue an “envelope” ballot to the voter:**

- (1) Prepare ballot as a “challenged” ballot and issue to the voter. (Write and conceal the ballot serial number on the reverse side of the ballot.
- (2) Enter the voter’s name in the poll book and write “ENVELOPE BALLOT” next to the voter’s name.
- (3) Direct voter to a voting station and permit voter to vote ballot.
- (4) After the voter has voted the ballot, direct the voter to place the ballot in a SECRECY SLEEVE. Next, direct the voter to insert the ballot in a PROVISIONAL BALLOT SECURITY ENVELOPE. The ballot stub remains attached to the ballot. (To protect the secrecy of the ballot, no member of the precinct board should handle the ballot during this step.)
- (5) Seal the PROVISIONAL BALLOT SECURITY ENVELOPE and complete the entries on the outside of the envelope. Seal the ballot in the envelope only; do *not* enclose this form or the voter registration application completed by the voter in the envelope.
- (6) Remove the “NOTICE” which appears below and issue it to the voter.
- (7) Forward this form, the voter registration application completed by the voter and the PROVISIONAL BALLOT SECURITY ENVELOPE holding the voter’s ballot to the clerk after the polls close.

**NOTICE TO VOTERS WHO DO NOT
APPEAR ON THE PRECINCT'S REGISTRATION LIST**
*(Notice must be issued to any voter who 1) does not appear on the precinct's registration list
2) completed the attached four-step procedure form and 3) was issued a provisional ballot.)*

As explained by the election workers, special procedures were followed when issuing you a ballot as your name did not appear on the registration list where you offered to vote. Please be advised of the following:

- If the election workers directed you to place your ballot in the precinct's tabulator, all valid votes appearing on your ballot *will count*. You have voted!
- If the election workers directed you to place your ballot in a PROVISIONAL BALLOT SECURITY ENVELOPE, the clerk will determine if your ballot can be counted within six calendar days after the election. If your ballot can be counted, all valid votes appearing on your ballot *will count*. If your ballot cannot be counted, *no votes appearing on your ballot will count*.

IMPORTANT: MAKING SURE YOUR BALLOT COUNTS

If the election workers placed your ballot in a PROVISIONAL BALLOT SECURITY ENVELOPE because you were unable to satisfy the identification and/or residency verification steps, your ballot will be counted if you provide your local city or township clerk with required document(s) 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 document(s), fax the document(s) to the clerk or mail a copy of the document(s) to the clerk. If you do not satisfy the identification requirement and/or the residency verification 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 requirements:

Documents which satisfy identification requirement: 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: A Michigan Driver License; A Michigan Personal Identification Card; government issued photo identification card; photo identification issued by a Michigan university or college; current utility bill; current bank statement; current paycheck or government check; or any other government document.* The document must show your name and your address. The address shown on the document must be in the precinct where you voted.

NEED MORE INFORMATION?

For additional information, contact your city or township clerk's office in person or by phone. If your ballot cannot be counted, the clerk will explain why. Contact information:

* 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.

**Entries Which Must Appear on
Provisional Ballot Security Envelope**

PROVISIONAL BALLOT SECURITY ENVELOPE

Use a separate security envelope for each “envelope” ballot issued by the precinct board.
Deliver all sealed “envelope” ballots to the clerk after the polls close.

VOTER’S NAME: _____

NAME OF CITY OR TOWNSHIP: _____

ELECTION INSPECTOR SEALING BALLOT: _____

PRECINCT NUMBER: _____ DATE OF ELECTION: _____

REASON WHY “ENVELOPE” BALLOT ISSUED (CHECK ONE):

- ELECTOR’S NAME DID NOT APPEAR ON THE PRECINCT’S QVF LIST. (Complete four-step procedure form before issuing ballot. Do not enclose the four-step procedure form in this envelope.)
- ELECTOR SUBJECT TO FEDERAL ID REQUIREMENT UNABLE TO PRODUCE AN ACCEPTABLE FORM OF ID. (There is no need to complete the four-step procedure form before issuing ballot.)
- ELECTOR PRODUCED PHOTO ID TO SATISFY THE MICHIGAN VOTER IDENTIFICATION REQUIREMENT; QUESTIONS OVER THE ELECTOR’S IDENTITY REMAINED AFTER INSPECTION OF THE PHOTO ID. (There is no need to complete the four-step procedure form before issuing a ballot.)

**NOTICE TO VOTERS UNABLE TO SATISFY
STATE AND/OR FEDERAL IDENTIFICATION REQUIREMENT**
*(Notice must be issued to any voter who is required to vote an “envelope” ballot
because he or she is unable to satisfy Michigan’s voter identification requirement and/or
the federal voter identification requirement.)*

Check applicable box below:

- As questions over your identity remained after an inspection of the picture identification you produced to satisfy Michigan’s voter identification requirement, special procedures were followed when issuing you a ballot.
- As you are subject to the federal voter identification requirement and have not satisfied the requirement to date, special procedures were followed when issuing you a ballot. The federal voter identification requirement applies to voters who 1) have never previously voted in Michigan 2) registered to vote by mail and 3) are not exempted from the ID requirement under federal law.

IMPORTANT: MAKING SURE YOUR BALLOT COUNTS

To ensure that your ballot counts, you must provide your local city or township clerk with an appropriate identification document no later than the sixth calendar day after the election. Except as noted below, you can appear in person in your 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. If you do not satisfy the identification 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 identification requirement:

Documents which satisfy federal voter 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.

Documents which satisfy Michigan voter identification requirement imposed on all voters who attend the polls to vote: A Michigan Driver License; a Michigan Personal Identification Card; driver’s license or personal identification card issued by another state; a federal or state-government issued photo identification; a U.S. passport; a military identification card with photo; a student identification with photo from a high school or an accredited institution of higher education; or a tribal identification with photo. In all cases, the picture identification must be current. To satisfy the Michigan voter identification requirement, you must appear in person in your city or township clerk’s office.

NEED MORE INFORMATION?

For additional information, contact your city or township clerk’s office in person or by phone. If your ballot cannot be counted, the clerk will explain why. Contact information:

* 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

Order Form
-- November 3 Election Materials --

Return form via mail or fax to Ruth Lee, Bureau of Elections, P.O. Box 20126, Lansing, Michigan 48901-0726. Fax: (517) 373-0941.

Jurisdiction name: _____

Date: _____ **Submitted by:** _____

Mailing address for supplies: _____

Item

Quantity

Voter information posters*: _____

**Voter information in audio format
(Cassette tape):** _____

Braille version of voter information: _____

Thank you!

* As an alternative, the voter information posters can be printed from the Bureau's website.