

Appendix I

Resource	Page(s)
Secretary of State Branch Office Voter Registration Application Form	3-4
Master Card	5
Voter Identification Card	6
Mail-In Voter Registration Application Form	7-8
Reliable Information Charts	9-10
Rejection Notice	11-12
Confirmation Notice Move Within Jurisdiction	13-14
Confirmation Notice Move to Different Jurisdiction	15-16
Nominating Petition (City/Township Partisan)	17-18
Nominating Petition (Countywide Partisan)	19-20
Nominating Petition (Village Nonpartisan)	21-22
Nominating Petition (City/Township Nonpartisan)	23-24
Nominating Petition (Countywide Nonpartisan)	25-26
Qualifying Petition (City/Township)	27-28
Qualifying Petition (Countywide)	29-30
Affidavit of Identity	31-32
Precinct Delegate Affidavit of Identity	33-34
Supplemental Filing Receipt	35
Record of Nominating Petitions Filed	36
Precinct Delegate Write-In Candidate Declaration of Intent	37
Absent Voter Ballot Application	38-39
Instructions for Absent Voters	40-43
Emergency Absent Voter application	44
Absent Voter Outgoing Envelope	45-46
Absent Voter Return Envelope	47-48
Absent Voter Information Posting	49
Federal Post Card Application	50-51
Absent Voter Counting Board Affidavit	52
Optical Scan Program Testing and Security Certification Form	53
Preserving Ballot Secrecy Script	54-55
Application to Vote	56

Resource	Page(s)
Provisional Ballot Form	57-58
Notice to Voters Who Do Not Appear on the Precinct's Registration List	59
Notice to Voters Unable to Satisfy State and/or Federal ID Requirement	60
Procedure for Handling "Envelope" Ballots Returned to Clerk's Office	61-63
Provisional Ballot Report (City/Township) Worksheet	64-65
County Provisional Ballot Report Form – Viewing Instructions	66-67
Precinct List Notes	68
Change of Address Form	69
Michigan Identification Notice	70
Affidavit of Voter Not in Possession of Picture Identification	71
Michigan Identification – Questions and Answers	72-76
Photo Identification Flow Charts	77-78
Election Inspector Application	79
Polling Place Diagram	80
Receiving Board Guide & Checklist	81-84
Sample – Notice of Close of Registration	85
Sample – Notice of Election	86
Document Retention Schedule	87-100

Unsigned Voter Registration Forms from Secretary of State Branch Offices

Secretary of State Branch offices are now providing detailed information on the branch voter registration application to assist local Clerks. Reasons for unsigned forms are now printed at the bottom of the form with associated checkboxes for use by SOS staff. The checkboxes mirror the notes previously written on the application and should assist Clerks in processing appropriately. The process for each scenario has not changed.

1) Currently registered voter indicates he/she is **not** a citizen - Secretary of State staff will check the box "**non-citizen previously registered in error**" on the form. Branches have been directed to send these applications to the Bureau of Elections who will send a notice to the Clerk directing them to cancel the record. However, if the application is forwarded to you from the branch, under this scenario:

- Cancel the voter (Change QVF Status to "Cancel - Citizenship").
- Send the voter a notification informing him/her that based on information he/she provided to the Secretary of State's office, their voter registration has been canceled ([sample notification](#)).
- Inform the voter that if this cancellation was made in error, he/she can contact your office.
- Keep the branch form with the Secretary of State notation with the canceled voter's master card for future documentation.

2) Customer indicates he/she no longer wishes to be registered - Secretary of State staff will check the box "**customer no longer wants to be registered**" on the form. Under this scenario:

- Cancel the voter (QVF Status = "Cancel - Voter Requested").
- Send the voter a notification informing him/her that based on their request, their voter registration has been canceled ([sample notification](#)).
- Inform the voter that if this cancellation was made in error, he/she can contact your office.
- Keep the branch form with the Secretary of State notation with the canceled voter's master card for future documentation.

3) Customer leaves the Secretary of State office without signing form - Secretary of State staff will check the box "**customer left without signing**" on the form. Under this scenario:

- If a new/original voter registration application:
 - Reject the application; send the individual a notice informing him/her that the voter registration application did not contain the required signature.
- If updating an existing voter registration record:
 - Accept the voter registration, utilizing the QVF digital signature (if available); if no digital signature is available, change the voter's QVF status to "Verify – Signature."
 - Send the voter a new ID card.

Secretary of State employees are making these notations as directed by Branch Office Administration and the Bureau of Elections. If you receive a form with the box checked but no customer initials, continue to process as requested above. If you receive unsigned forms without a notation as illustrated above or forms with hand-written notes that do not pertain to one of the scenarios identified above, please contact the Bureau of Elections and email copies to elections@michigan.gov.

See example on the next page.

Example of the New SOS Voter Registration Application

 Secretary of State Ruth Johnson www.Michigan.gov/sos		MICHIGAN VOTER REGISTRATION APPLICATION	
SAVE THIS RECEIPT.			
MAIL HISTORY DRIVER 3824 W ST JOE ST LANSING MI 48917		10/01/2013 ANB274096 0071 Township	
Voter Jurisdiction LANSING		10/01/2013 ANB274096 0071 Township	
MAIL HISTORY DRIVER 3824 W ST JOE ST LANSING MI 48917		10/01/2013 ANB274096 0071 Township	
Mailing address: County: INGHAM		Driver License / Personal ID Number: D 616 576 307 232	
Sex: F Birthdate: 03/22/1978		ARE YOU A UNITED STATES CITIZEN? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO ARE YOU 18 YEARS OF AGE ON OR BEFORE ELECTION DAY? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO IF YOU CHECKED "NO" IN RESPONSE TO EITHER OF THESE QUESTIONS, DO NOT SIGN THIS FORM.	
Moving into Michigan from out of state? If you were registered to vote, enter your last address: Registered under the name of: <u>Mark Driver</u> Previous address: <u>123 S Main St</u> County: <u>Cook</u> City, State, Zip Code: <u>Chicago, IL 60660</u>		X _____ Date: 10/01/2013 ANB274096 0071 Signature of Applicant	
_____ Signature of Applicant		X _____ Date: 10/01/2013 ANB274096 0071 Signature of Applicant	
Phone Number (optional) () _____ E-mail Address (optional) _____		For Secretary of State Office Use Only Customer Initials <input type="checkbox"/> Non-citizen previously registered in error _____ <input type="checkbox"/> Customer no longer wants to be registered _____ <input type="checkbox"/> Customer left without signing _____	
Barcode			
BD-74 (7/13) Authority Granted Under Act 116 of 1954			

ELSIE SULKANEN - CLERK
BOHEMIA TOWNSHIP
572 ROUSSEAU RD
MASS CITY MI 49948-9738

RETURN SERVICE REQUESTED

VOTER IDENTIFICATION CARD

City/Twp: BOHEMIA TOWNSHIP

County: ONTONAGON

Ward: 00 Precinct: 002 Date: 6/5/2015

Listed below are the various districts in which you reside:

US Congressional: 01

State Senate: 38

State Representative: 110

County Comm: 02

School District: ADAMS TOWNSHIP SCHOOL DISTRICT

Polling Location:

MISERY BAY TOWN HALL
MISERY BAY ROAD

ANDERSON JAMES MCQVF
4654 KEMPPA RD
TOIVOLA MI 49965

ELSIE SULKANEN - CLERK

FOLD



State of Michigan Voter Registration Application and Michigan Driver License/Personal Identification Card Address Change Form Instructions

qualifications

To register to vote in Michigan you must be:

- A resident of Michigan and the city or township where you are applying to register to vote.
- A citizen of the United States of America.
- At least 18 years of age (by election day).
- Not serving a sentence in jail or prison.

residential & mailing address

A residential address must be provided. If you do not have a residential address, please provide cross streets or a landmark in the address field describing your location.

If you would prefer to receive mail related to your voter registration or driver license/personal identification card at an address other than your residential address (ex. PO Box), you may provide a mailing address where indicated on the form. If you provide a mailing address, it will not appear on your voter I.D. card or driver license/personal identification card.

deliver to your city or township clerk

If you live within the city limits of one of the cities listed on the reverse side of this sheet, mail the application directly to the clerk of that city. If you do not live within one of the listed cities, you can locate the address of your city or township clerk by visiting mi.gov/vote and clicking on "Find Your Clerk." You may mail the application directly to that clerk. Otherwise, mail the application to your county clerk (addresses listed on the reverse side of this sheet.) The county clerk will forward it to your city or township clerk.

Registering by mail – special requirements for first time voters

Are you registering to vote in Michigan for the first time?

If you have never voted in Michigan and choose to submit this form by mail, you must meet two requirements: a Michigan requirement and a federal requirement, as explained below.

Michigan Requirement – Vote in Person

You must appear in person to vote in the first election in which you wish to participate. This requirement does **not** apply if you: (1) personally hand deliver this form to your county, city or township clerk's office instead of mailing the form, (2) are 60 years of age or older, (3) are disabled, or (4) are eligible to vote under the Uniformed and Overseas Citizens Absentee Voting Act.

Federal Requirement – Provide Identification

To comply with the identification requirement, you must:

- (1) accurately enter your state issued driver license number or personal ID card number where requested on this form.
- or**
- (2) send one of the following forms of identification when mailing this form to your county, city or township clerk: a COPY of a current and valid photo identification (such as a driver license or personal ID card) or a COPY of a paycheck stub, utility bill, bank statement or a government document which lists your name and address.

DO NOT SEND ORIGINAL ID DOCUMENTS BY MAIL

If you are subject to this requirement and do not provide the information identified above, an acceptable form of identification must be provided before you vote in the first election in which you wish to participate.

Note: The identification requirement does **not** apply if you: (1) personally hand deliver this form to your county, city or township clerk's office instead of mailing this form, (2) are disabled, or (3) are eligible to vote under the Uniformed and Overseas Citizens Absentee Voting Act.

Contact your city or township clerk if you have any questions.

Your application is not valid until accepted by the clerk of the city or township in which you reside. If you do not receive a voter I.D. card within three weeks or have any questions, contact your clerk.

ED-121 (5-15)

Track your registration status, find your local clerk, view your polling location, and more at mi.gov/vote.

instructions

Already registered in Michigan?
Update your address quickly and easily at ExpressSOS.com.

Complete this form to register to vote or update your registration information¹.

- 1** Please print all information clearly using black or blue pen.
- 2** Sign the form.
- 3** Mail or deliver this form to your city/township clerk.

Locate your local clerk or obtain more information at mi.gov/vote.

¹Name changes must be completed at an SOS branch office.



This registration will be in effect for the next election if postmarked or delivered no later than 30 days before Election Day and you have met all the qualifications to register to vote.

If a voter possesses a Michigan driver license (DL) or personal ID (PID), Michigan law requires the **same address be used for voter registration and DL/PID purposes**. Use of this form will also change your DL/PID address. The Secretary of State will mail you an address sticker for your DL/PID.

If you have never voted in person in Michigan and choose to submit this form by mail, **review the Instructions on page 1**. Additional requirements apply.

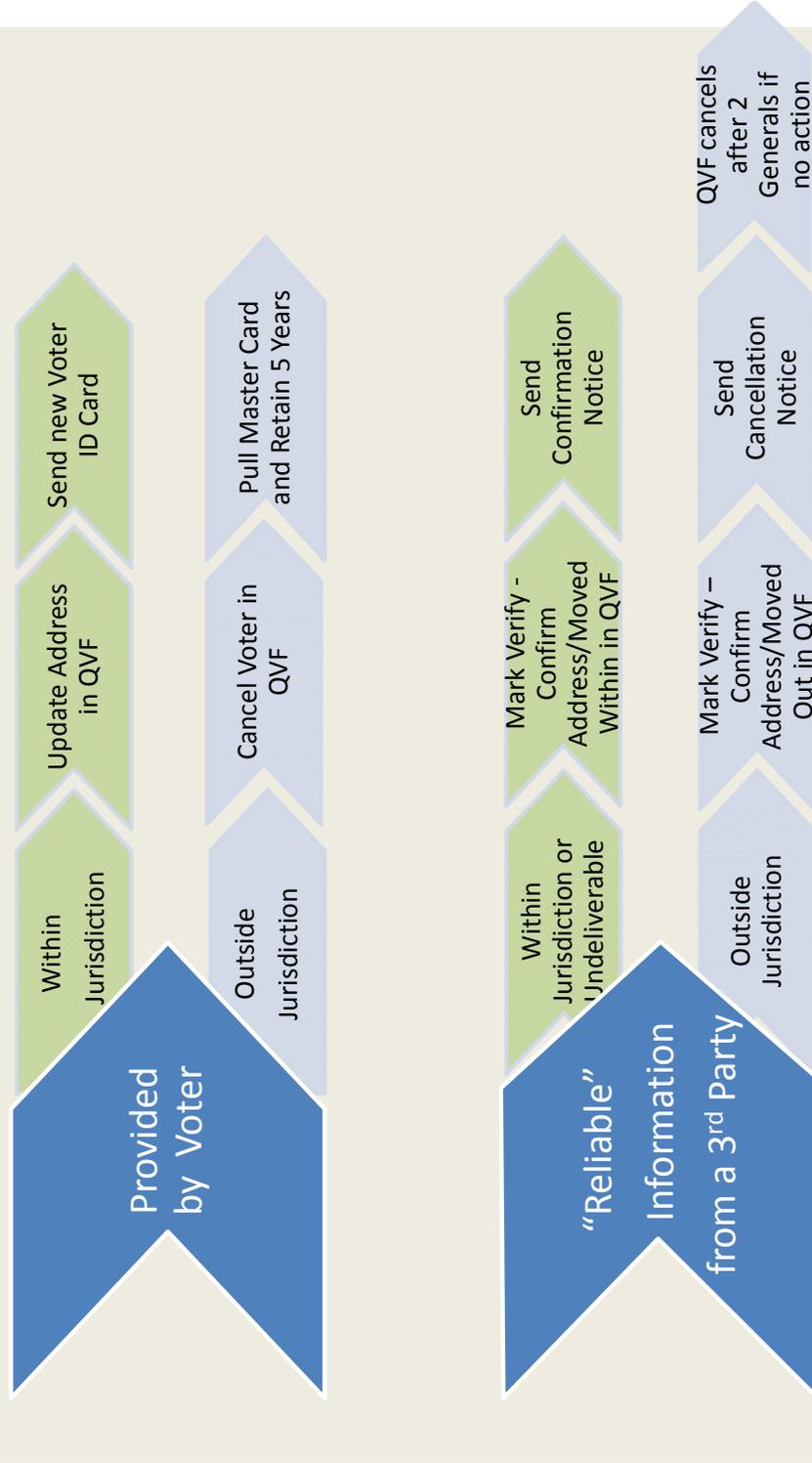
More Instructions can be found on page 1.

State of Michigan Voter Registration Application
and Michigan Driver License/Personal Identification Card Address Change Form

qualifications			
Are you a citizen of the United States of America?		<input type="checkbox"/> yes	<input type="checkbox"/> no
Will you be at least 18 years of age on or before election day?		<input type="checkbox"/> yes	<input type="checkbox"/> no
If you are not a US citizen, do NOT complete this form			
Michigan driver license/state personal ID #			
<div style="display: flex; justify-content: space-around;"> [] - [] [] [] - [] [] [] - [] [] [] - [] [] [] </div>			
<p>If you do not have a Michigan driver license or personal ID card, provide the last four digits of your Social Security number:</p> <p>X X X - X X - [] [] [] []</p> <p><input type="checkbox"/> I do not have a valid Michigan issued driver license, a Michigan personal ID card, or a Social Security number.</p>			
personal information <i>*required information</i>			
last name*		first*	middle suffix
			<input type="checkbox"/> male <input type="checkbox"/> female
address where you live – house number and street/road*		Apt/Lot #	
		/ /	
city*	zip	date of birth*	
phone		email	
mailing address (if different than residential address)			
city		state	zip
signature			
I certify that:			
<ul style="list-style-type: none"> 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. 		<ul style="list-style-type: none"> I will be at least 18 years of age by election day. I authorize the 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		date	
former registration			
If you were previously registered outside of MI and/or with a different name, complete this section.			
previous registration name		previous county	
previous address		previous state	

2-13

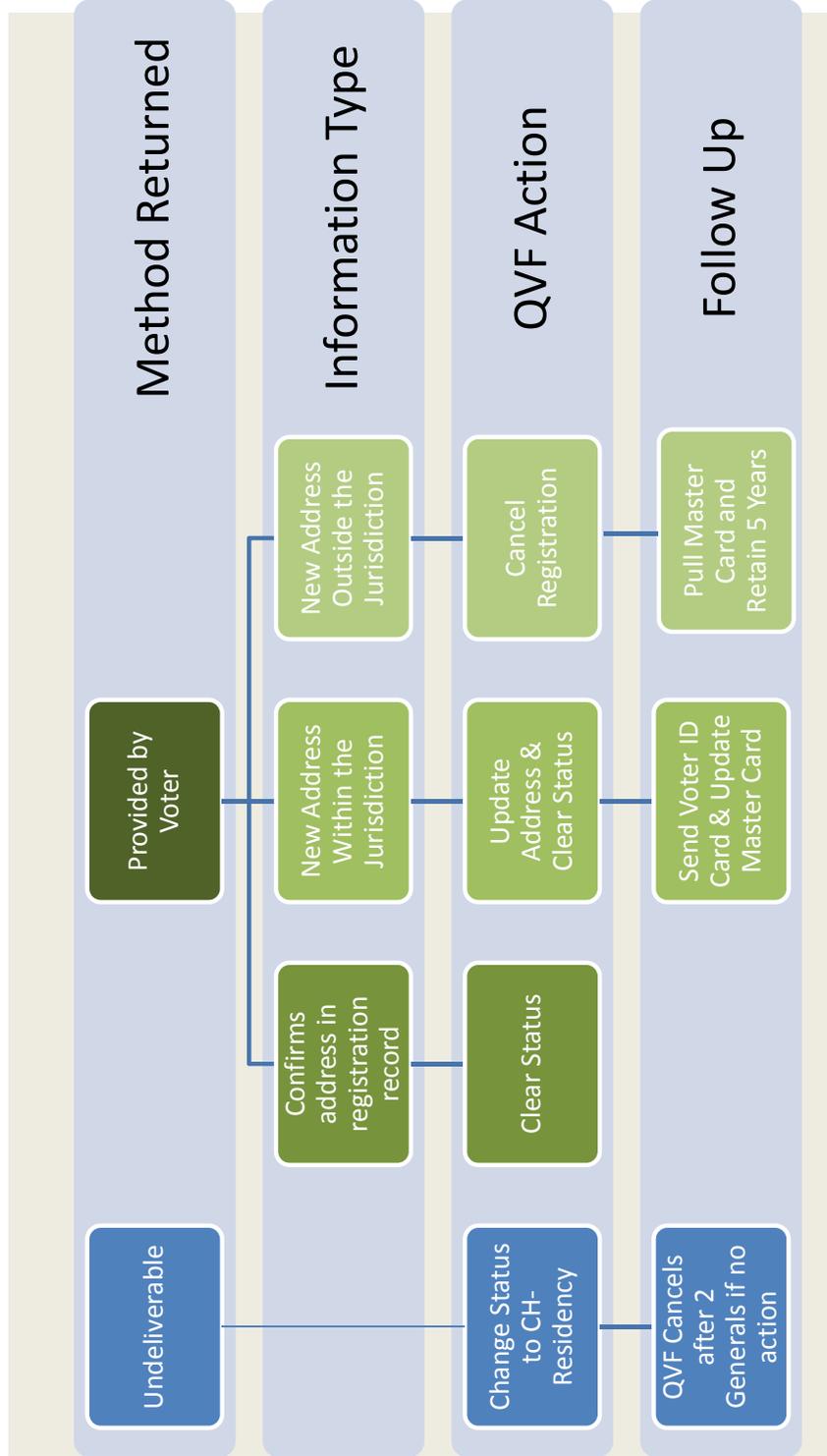
VOTER REGISTRATION CHANGE OF ADDRESS



2-17

VOTER REGISTRATION

RETURNED CONFIRMATION/CANCELLATION NOTICES



FROM

NAME OF VOTER _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

FIRST CLASS MAIL

TO:

OFFICE OF CITY CLERK
CITY OF PORTAGE
7900 SOUTH WESTNEDGE AVE
PORTAGE MI 49002

NOTICE OF REJECTION

THIS IS TO INFORM YOU THAT YOUR VOTER REGISTRATION APPLICATION HAS BEEN VOIDED FOR THE FOLLOWING REASON(S):

- It did not contain the information checked below. (Please detach, complete and return the above card if you wish to have your voter registration application reconsidered.)
 - Full Name
 - Registration Address
 - Birthdate
- You did not sign the application.
- Your voter identification card was returned by the post office as "undeliverable."

If you have any questions or wish to obtain information on how to register to vote, please contact your local clerk at:

(269) 329-4511

PORTAGE MI 49002

FORWARDING SERVICE REQUESTED

FIRST CLASS MAIL

TO:

NOTICE OF REJECTION RESPONSE CARD

Dear Clerk: Enclosed is the information needed to complete my voter registration application.

Voter Declaration - Read and Sign Below.

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 the City of Portage 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 produced false information, I may be subject to a fine or imprisonment or both under Federal or State laws.
- I further attest that I am a resident of the City of Portage and that I reside at the address listed below:

My full name is: _____
(Please print)

I currently reside at: _____
(Registration Address)

My Birthdate is ____ / ____ / ____ Phone No. (____) _____
(Area Code)

My Driver's License No. is ____ / ____ / ____ / ____ / ____

ELSIE SULKANEN
CLERK
BOHEMIA TOWNSHIP
572 ROUSSEAU RD
MASS CITY MI 49948-9738

**ANDERSON JAMES MCQVF
4654 KEMPPA RD
TOIVOLA MI 49965**

**NOTICE OF CHANGE OF ADDRESS
(Move made within jurisdiction)**

We have been advised that you no longer reside at the address at which you are registered to vote within BOHEMIA TOWNSHIP.

If you have permanently moved to a different address within BOHEMIA TOWNSHIP, please detach, complete and return the reply card attached to this notice as soon as possible. Your new Voter Identification Card will be forwarded to you once the completed reply card is received. If the reply card is not returned, affirmation of your current address will be required at the polls on election day.

If you have not permanently moved to a different address within BOHEMIA TOWNSHIP, please detach, complete and return the reply card attached to this notice as soon as possible. If the reply card is not returned, affirmation of your current address will be required at the polls on election day.

FROM: _____

004003985503

**ELSIE SULKANEN
CLERK
BOHEMIA TOWNSHIP
572 ROUSSEAU RD
MASS CITY MI 49948-9738**

Information on Registering to Vote and Changing Your Address or Name

Eligible persons may register to vote, change their voter registration address or name in any of the following manners:

In Person:

- At your city or township clerk's office or at the office of any county clerk.
- At any of the Secretary of State Branch offices located throughout the state.
- At the office of the specified agency for clients receiving services through the Department of Human Services, Department of Community Health, and Michigan Rehabilitation Services.
- At the military recruitment offices for persons enlisting in the armed forces.

By Mail:

- By obtaining and completing a Mail Voter Registration Application and forwarding to the election official as directed on the application.

Online:

- You may also change your voter registration address online in conjunction with an address change to your driver's license or personal identification card at www.expresssos.com.

RESPONSE CARD

(Please Print)

Full Name: _____

Year of Birth: _____

I currently reside at: _____

Signature

Date

ELSIE SULKANEN
CLERK
BOHEMIA TOWNSHIP
572 ROUSSEAU RD
MASS CITY MI 49948-9738

**ANDERSON JAMES MCQVF
4654 KEMPPA RD
TOIVOLA MI 49965**

NOTICE OF CANCELLATION

The voter registration you currently hold in BOHEMIA TOWNSHIP may be cancelled as we have been advised that you are no longer a resident of this jurisdiction.

If you have Permanently moved to an address outside of this Jurisdiction

- * Detach, complete and return the postage paid reply card at the bottom to confirm your address as soon as possible. See reverse side for information on how and where a person may register to vote or update their voter registration due to change of address or name.
- * Please note that in order to vote, you must register with the clerk of the jurisdiction where you now reside.

If you have not permanently moved to an address outside of this Jurisdiction and you wish to remain registered

- * Detach, complete, and return the postage paid reply card at the bottom to correct our information as soon as possible.
- * If this card is not returned, you may be asked to confirm your address at the polls on Election Day.

Failure to return reply card

If this card is not returned and you do not vote by the second November General Election held in the even numbered year following this notice, your voter registration will be cancelled.

Questions? Contact the clerk whose name appears below at 906-883-3466

FROM: _____

004003985503

**ELSIE SULKANEN
CLERK
BOHEMIA TOWNSHIP
572 ROUSSEAU RD
MASS CITY MI 49948-9738**

Information on Registering to Vote and Changing Your Address or Name

Eligible persons may register to vote, change their voter registration address or name in any of the following manners:

In Person:

- At your city or township clerk's office or at the office of any county clerk.
- At any of the Secretary of State Branch offices located throughout the state.
- At the office of the specified agency for clients receiving services through the Department of Human Services, Department of Community Health, and Michigan Rehabilitation Services.
- At the military recruitment offices for persons enlisting in the armed forces.

By Mail:

- By obtaining and completing a Mail Voter Registration Application and forwarding to the election official as directed on the application.

Online:

- You may also change your voter registration address online in conjunction with an address change to your driver's license or personal identification card at www.expresssos.com.

RESPONSE CARD

(Please Print)

Full Name: _____

Year of Birth: _____

I currently reside at: _____

Signature

Date

INSTRUCTIONS ON REVERSE SIDE

NOMINATING PETITION
(CITY/TOWNSHIP PARTISAN)

We, the undersigned, registered and qualified voters in the City of _____ and State of Michigan, nominate _____ as a candidate of the _____ Party for the office of _____ (City or Township) _____ as a candidate of the _____ Party for the office of _____ (Street Address or Rural Route) _____ to be voted for at the Primary Election to be held on the _____ day of _____, 20____.

(Name of Candidate) _____ (Street Address or Rural Route) _____ (City or Township) _____
 _____ (Title of Office/Term Expiration Date) _____ (District, if any)

WARNING – A PERSON WHO KNOWINGLY SIGNS MORE PETITIONS FOR THE SAME OFFICE THAN THERE ARE PERSONS TO BE ELECTED TO THE OFFICE, SIGNS A PETITION MORE THAN ONCE, OR SIGNS A NAME OTHER THAN HIS OR HER OWN IS VIOLATING THE PROVISIONS OF THE MICHIGAN ELECTION LAW.

	SIGNATURE	PRINTED NAME	STREET ADDRESS OR RURAL ROUTE	ZIP CODE	DATE OF SIGNING		
					MONTH	DAY	YEAR
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							
11.							
12.							

CERTIFICATE OF CIRCULATOR

The undersigned circulator of the above petition asserts that he or she is 18 years of age or older and a United States citizen; that each signature on the petition was signed in his or her presence; that he or she has neither caused nor permitted a person to sign the petition more than once and has no knowledge of a person signing the petition more than once; and that, to his or her best knowledge and belief, each signature is the genuine signature of the person purporting to sign the petition, the person signing the petition was at the time of signing a registered elector of the City or Township listed in the heading of the petition, and the elector was qualified to sign the petition.

If the circulator is not a resident of Michigan, the circulator shall make a cross [X] or check mark [✓] in the box provided, otherwise each signature on this petition sheet is invalid and the signatures will not be counted by a filing official. By making a cross or check mark in the box provided, the undersigned circulator asserts that he or she is not a resident of Michigan and agrees to accept the jurisdiction of this state for the purpose of any legal proceeding or hearing that concerns a petition sheet executed by the circulator and agrees that legal process served on the Secretary of State or a designated agent of the Secretary of State has the same effect as if personally served on the circulator.

WARNING-A CIRCULATOR KNOWINGLY MAKING A FALSE STATEMENT IN THE ABOVE CERTIFICATE, A PERSON NOT A CIRCULATOR WHO SIGNS AS A CIRCULATOR, OR A PERSON WHO SIGNS A NAME OTHER THAN HIS OR HER OWN AS CIRCULATOR IS GUILTY OF A MISDEMEANOR.

CIRCULATOR – DO NOT SIGN OR DATE CERTIFICATE UNTIL AFTER CIRCULATING PETITION.

(Signature of Circulator) _____ / _____ / _____ (Date)

(Printed Name of Circulator)

(Complete Residence Address [Street and Number or Rural Route]) – [Do not enter a post office box]

(City or Township, State, Zip Code)

(County of Registration, if Registered to Vote, of a Circulator who is not a Resident of Michigan)

READ BEFORE CIRCULATING PETITION

The validity of signatures placed on this petition may be affected if the following is not observed.

Complete the heading of the petition before circulating it.

- Enter the city or township and county where the petition will be circulated. Indicate whether the jurisdiction listed is a “city” or a “township.” Do not list more than one city or township.
- Enter the candidate’s complete name and address, the office the candidate seeks, the term expiration date, and the candidate’s political party affiliation. Include the district number of the office if there is one.
- Enter the date of the primary election.

Make sure that all signers properly complete the petition.

- Each signer must be registered to vote in the city or township listed in the heading.
- Each signer must sign and print his or her first and last name.¹
- Each signer must enter his or her full address. A rural route number is acceptable. A post office box is not acceptable.
- Each signer must enter his or her Zip Code.²
- Each signer must date his or her signature with the month, day and year.

Complete the circulator’s certificate after circulating the petition.

- Sign and print your full name and enter the month, day and year. ¹ Signatures on the petition which are dated after the date on the circulator’s certificate are invalid.
- Enter your complete residence address (street and number or rural route– DO NOT ENTER a P.O. BOX), city or township, state, and zip code. ²
- If you do not reside in Michigan, enter your county of registration if you are registered to vote in your home state, and make a cross or a check mark in the box that precedes the final paragraph of the circulator certificate statement on the left side of the form.

Circulate the petition properly.

- Do not fail to question signers on their city or township of registration.
- Do not complete the heading of the petition after signatures have been affixed on the petition.
- Do not leave the petition unattended.

¹ The failure of the circulator or an elector who signs the petition to print his or her name or to print his or her name in the proper location does not affect the validity of the circulator’s or signer’s signature. However, a printed name located in the space designated for printed names does not constitute the signature of the circulator or elector.

² The failure of the circulator or an elector who signs the petition to enter a Zip Code or to enter his or her correct Zip Code does not affect the validity of the circulator’s or signer’s signature.

NOMINATING PETITION

(COUNTYWIDE PARTISAN)

INSTRUCTIONS ON REVERSE SIDE

*The "Countywide" Partisan Petition form may be used by any partisan candidate. Exception: the form may not be used by a partisan candidate who seeks the office of County Commissioner; such candidates must use the "City/Township" Partisan Petition Form.

We, the undersigned, registered and qualified voters of the County of _____, and State of Michigan, nominate, _____ (Name of Candidate) _____ Party
for the office of _____ (Street Address or Rural Route) _____, as a candidate of the _____ (City or Township) _____
on the _____ day of _____, 20____ (Title of Office / Term Expiration Date) _____ to be voted for at the Primary Election to be held
in _____ (District, if any) _____

WARNING - A PERSON WHO KNOWINGLY SIGNS MORE PETITIONS FOR THE SAME OFFICE THAN THERE ARE PERSONS TO BE ELECTED TO THE OFFICE, SIGNS A PETITION MORE THAN ONCE, OR SIGNS A NAME OTHER THAN HIS OR HER OWN IS VIOLATING THE PROVISIONS OF THE MICHIGAN ELECTION LAW.

INDICATE CITY OR TOWNSHIP IN WHICH REGISTERED TO VOTE	SIGNATURE	PRINTED NAME	STREET ADDRESS OR RURAL ROUTE	ZIP CODE	DATE OF SIGNING		
					Month	Day	Year
1. City of _____ Township of _____							
2. City of _____ Township of _____							
3. City of _____ Township of _____							
4. City of _____ Township of _____							
5. City of _____ Township of _____							
6. City of _____ Township of _____							
7. City of _____ Township of _____							
8. City of _____ Township of _____							
9. City of _____ Township of _____							
10. City of _____ Township of _____							
11. City of _____ Township of _____							
12. City of _____ Township of _____							

CERTIFICATE OF CIRCULATOR

The undersigned circulator of the above petition asserts that he or she is 18 years of age or older and a United States citizen; that each signature on the petition was signed in his or her presence; that he or she has neither caused nor permitted a person to sign the petition more than once and has no knowledge of a person signing the petition more than once; and that, to his or her best knowledge and belief, each signature is the genuine signature of the person purporting to sign the petition, the person signing the petition was at the time of signing a registered elector of the City or Township indicated preceding the signature, and the elector was qualified to sign the petition.

If the circulator is not a resident of Michigan, the circulator shall make a cross [x] or check mark [✓] in the box provided, otherwise each signature on this petition sheet is invalid and the signatures will not be counted by a filing official. By making a cross or check mark in the box provided, the undersigned circulator asserts that he or she is not a resident of Michigan and agrees to accept the jurisdiction of this state for the purpose of any legal proceeding or hearing that concerns a petition sheet executed by the circulator and agrees that legal process served on the Secretary of State or a designated agent of the Secretary of State has the same effect as if personally served on the circulator.

CIRCULATOR - DO NOT SIGN OR DATE CERTIFICATE UNTIL AFTER CIRCULATING PETITION.

(Signature of Circulator) _____ / _____ (Date)
(Printed Name of Circulator) _____

(Complete Residence Address [Street and Number or Rural Route]) - [Do not enter a post office box]
(City or Township, State, Zip Code)

(County of Registration, if Registered to Vote, of a Circulator who is not a Resident of Michigan)

WARNING - A CIRCULATOR KNOWINGLY MAKING A FALSE STATEMENT IN THE ABOVE CERTIFICATE, A PERSON NOT A CIRCULATOR WHO SIGNS AS A CIRCULATOR, OR A PERSON WHO SIGNS A NAME OTHER THAN HIS OR HER OWN AS CIRCULATOR IS GUILTY OF A MISDEMEANOR.

ORDER BY GBS FORM NO. LB-8810 - Rev. 01/15 GOVERNMENTAL BUSINESS SYSTEMS • 1-888-640-8683 • www.gbsvote.com (FORM PRESCRIBED AND APPROVED BY THE SECRETARY OF STATE, STATE OF MICHIGAN) **USES BACKER E**

1AD

E

READ BEFORE CIRCULATING PETITION

The validity of signatures placed on this petition may be affected if the following is not observed.

Complete the heading of the petition before circulating it.

- Enter the county where the petition will be circulated. Do not list more than one county.
- Enter the candidate's complete name and address, the office the candidate seeks, the term expiration date and the candidate's political party. Include the district number of the office if there is one.
- Enter the date of the primary election.

Make sure that all signers properly complete the petition.

- Each signer must enter his or her city or township of registration and indicate whether the jurisdiction listed is a "city" or a "township". The city or township entered by the voter must be in the county listed in the sheet's heading.
- Each signer must sign and print his or her first and last name. ¹
- Each signer must enter his or her full address. A rural route number is acceptable. A post office box is not acceptable.
- Each signer must enter his or her Zip Code. ²
- Each signer must date his or her signature with the month, day and year.

Complete the circulator's certificate after circulating the petition.

- Sign and print your full name and enter the month, day and year. ¹ Signatures on the petition which are dated after the date on the circulator's certificate are invalid.
- Enter your complete residence address (street and number or rural route - do not enter a P.O. Box), city or township, state, and zip code. ²
- If you do not reside in Michigan, enter your county of registration if you are registered to vote in your home state, and make a cross or a check mark in the box that precedes the final paragraph of the circulator certificate statement on the left side of the form.

Circulate the petition properly.

- Do not fail to question signers on their city or township of registration.
- Do not complete the heading of the petition after signatures have been affixed on the petition.
- Do not leave the petition unattended.

¹The failure of the circulator or an elector who signs the petition to print his or her name or to print his or her name in the proper location does not affect the validity of the circulator's or signer's signature. However, a printed name located in the space designated for printed names does not constitute the signature of the circulator or elector.

²The failure of the circulator or an elector who signs the petition to enter a Zip Code or to enter his or her correct Zip Code does not affect the validity of the circulator's or signer's signature.

NOMINATING PETITION (VILLAGE)

INSTRUCTIONS ON REVERSE SIDE

We, the undersigned, registered and qualified voters of the Village of _____, in the County of _____, and State of Michigan, nominate _____ as a candidate for the office of _____ (Name of Candidate) _____ (City or Township) _____ (Street Address or Rural Route) _____ as a candidate for the office of _____ (Street Address or Rural Route) _____ (City or Township) _____ to be voted for at the Village Election to be held on the _____ day of _____, 20____.

(Title of Office/Term Expiration Date)

WARNING--A PERSON WHO KNOWINGLY SIGNS MORE PETITIONS FOR THE SAME OFFICE THAN THERE ARE PERSONS TO BE ELECTED TO THE OFFICE, SIGNS A PETITION MORE THAN ONCE, OR SIGNS A NAME OTHER THAN HIS OR HER OWN IS VIOLATING THE PROVISIONS OF THE MICHIGAN ELECTION LAW.

SIGNATURE	PRINTED NAME	STREET ADDRESS OR RURAL ROUTE	ZIP CODE	DATE OF SIGNING		
				MONTH	DAY	YEAR
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.						
12.						
13.						
14.						

CERTIFICATE OF CIRCULATOR

The undersigned circulator of the above petition asserts that he or she is 18 years of age or older and a United States citizen; that each signature on the petition was signed in his or her presence; that he or she has neither caused nor permitted a person to sign the petition more than once and has no knowledge of a person signing the petition more than once; and that, to his or her best knowledge and belief, each signature is the genuine signature of the person purporting to sign the petition, the person signing the petition was at the time of signing a registered elector of the Village listed in the heading of the petition, and the elector was qualified to sign the petition.

If the circulator is not a resident of Michigan, the circulator shall make a cross [X] or check mark [✓] in the box provided, otherwise each signature on this petition sheet is invalid and the signatures will not be counted by a filing official. By making a cross or check mark in the box provided, the undersigned circulator asserts that he or she is not a resident of Michigan and agrees to accept the jurisdiction of this state for the purpose of any legal proceeding or hearing that concerns a petition sheet executed by the circulator and agrees that legal process served on the Secretary of State or a designated agent of the Secretary of State has the same effect as if personally served on the circulator.

WARNING--A CIRCULATOR KNOWINGLY MAKING A FALSE STATEMENT IN THE ABOVE CERTIFICATE, A PERSON NOT A CIRCULATOR WHO SIGNS AS A CIRCULATOR, OR A PERSON WHO SIGNS A NAME OTHER THAN HIS OR HER OWN AS CIRCULATOR IS GUILTY OF A MISDEMEANOR.

Michigan Election Resources - Form No. 2003 - 2015 Revision - Approved by State Director of Elections

CIRCULATOR -- DO NOT SIGN OR DATE CERTIFICATE UNTIL AFTER CIRCULATING PETITION.

(Signature of Circulator) _____ / _____ / _____ (Date)

(Printed Name of Circulator)

(Complete Residence Address [Street and Number or Rural Route]) - [Do not enter a post office box]

(City or Township, State, Zip Code)

(County of Registration, if Registered to Vote, of a Circulator who is not a Resident of Michigan)

— READ BEFORE CIRCULATING PETITION —

The validity of signatures placed on this petition may be affected if the following is not observed.

Complete the heading of the petition before circulating it.

- Enter the village and county where the petition will be circulated. Do not list more than one county.
- Enter the candidate's complete name and address, the office the candidate seeks and the term expiration date.
- Enter the date of the village election.

Make sure that all signers properly complete the petition.

- Each signer must be registered to vote in the village listed in the heading.
- Each signer must sign and print his or her first and last name.¹
- Each signer must enter his or her full address. A rural route number is acceptable. A post office box is not acceptable.
- Each signer must enter his or her Zip Code.²
- Each signer must date his or her signature with the month, day and year.

Complete the circulator's certificate after circulating the petition.

- Sign and print your full name and enter the month, day and year.¹ Signatures on the petition which are dated after the date on the circulator's certificate are invalid.
- Enter your complete residence address (street and number or rural route - do not enter a P.O. Box), city or township, state, and zip code.²
- If you do not reside in Michigan, enter your county of registration if you are registered to vote in your home state, and make a cross or a check mark in the box that precedes the final paragraph of the circulator certificate statement on the left side of the form.

Circulate the petition properly.

- Do not fail to question signers on their registration status.
- Do not complete the heading of the petition after signatures have been affixed on the petition.
- Do not leave the petition unattended.

¹ **The failure of the circulator or an elector who signs the petition to print his or her name or to print his or her name in the proper location does not affect the validity of the circulator's or signer's signature. However, a printed name located in the space designated for printed names does not constitute the signature of the circulator or elector.**

² **The failure of the circulator or an elector who signs the petition to enter a Zip Code or to enter his or her correct Zip Code does not affect the validity of the circulator's or signer's signature.**



INSTRUCTIONS ON REVERSE SIDE

NOMINATING PETITION
(CITY/TOWNSHIP NONPARTISAN)

We, the undersigned, registered and qualified voters of the City of _____, in the County of _____ and State of Michigan, nominate _____ as a candidate for the office of _____ to be voted for at the Primary Election to be held on the _____ day of _____, 20____.

(Name of Candidate) (Street Address or Rural Route) (City or Township)

(Title of Office/Term Expiration Date) (District, if any)

WARNING – A PERSON WHO KNOWINGLY SIGNS MORE PETITIONS FOR THE SAME OFFICE THAN THERE ARE PERSONS TO BE ELECTED TO THE OFFICE, SIGNS A PETITION MORE THAN ONCE, OR SIGNS A NAME OTHER THAN HIS OR HER OWN IS VIOLATING THE PROVISIONS OF THE MICHIGAN ELECTION LAW.

	SIGNATURE	PRINTED NAME	STREET ADDRESS OR RURAL ROUTE	ZIP CODE	DATE OF SIGNING		
					MONTH	DAY	YEAR
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							
11.							
12.							

CERTIFICATE OF CIRCULATOR

The undersigned circulator of the above petition asserts that he or she is 18 years of age or older and a United States citizen; that each signature on the petition was signed in his or her presence; that he or she has neither caused nor permitted a person to sign the petition more than once and has no knowledge of a person signing the petition more than once; and that, to his or her best knowledge and belief, each signature is the genuine signature of the person purporting to sign the petition, the person signing the petition was at the time of signing a registered elector of the City or Township listed in the heading of the petition, and the elector was qualified to sign the petition.

If the circulator is not a resident of Michigan, the circulator shall make a cross [X] or check mark [✓] in the box provided, otherwise each signature on this petition sheet is invalid and the signatures will not be counted by a filing official. By making a cross or check mark in the box provided, the undersigned circulator asserts that he or she is not a resident of Michigan and agrees to accept the jurisdiction of this state for the purpose of any legal proceeding or hearing that concerns a petition sheet executed by the circulator and agrees that legal process served on the Secretary of State or a designated agent of the Secretary of State has the same effect as if personally served on the circulator.

WARNING-A CIRCULATOR KNOWINGLY MAKING A FALSE STATEMENT IN THE ABOVE CERTIFICATE, A PERSON NOT A CIRCULATOR WHO SIGNS AS A CIRCULATOR, OR A PERSON WHO SIGNS A NAME OTHER THAN HIS OR HER OWN AS CIRCULATOR IS GUILTY OF A MISDEMEANOR.

CIRCULATOR – DO NOT SIGN OR DATE CERTIFICATE UNTIL AFTER CIRCULATING PETITION.

(Signature of Circulator) (Date)

(Printed Name of Circulator)

(Complete Residence Address [Street and Number or Rural Route]) – [Do not enter a post office box]

(City or Township, State, Zip Code)

(County of Registration, if Registered to Vote, of a Circulator who is not a Resident of Michigan)

READ BEFORE CIRCULATING PETITION

The validity of signatures placed on this petition may be affected if the following is not observed.

Complete the heading of the petition before circulating it.

- Enter the city or township and county where the petition will be circulated. Indicate whether the jurisdiction listed is a "city" or a "township." Do not list more than one city or township.
- Enter the candidate's complete name and address, the office the candidate seeks, and the term expiration date. Include the district number of the office if there is one. (Additional office information is needed if the candidate seeks a judicial position. See "Important Information for Judicial Candidates" below.)
- Enter the date of the primary election.

Make sure that all signers properly complete the petition.

- Each signer must be registered to vote in the city or township listed in the heading.
- Each signer must sign and print his or her first and last name.¹
- Each signer must enter his or her full address. A rural route number is acceptable. A post office box is not acceptable.
- Each signer must enter his or her Zip Code.²
- Each signer must date his or her signature with the month, day and year.

Complete the circulator's certificate after circulating the petition.

- Sign and print your full name and enter the month, day and year. ¹ Signatures on the petition which are dated after the date on the circulator's certificate are invalid.
- Enter your complete residence address (street and number or rural route– DO NOT ENTER a P.O. BOX), city or township, state, and zip code. ²
- If you do not reside in Michigan, enter your county of registration if you are registered to vote in your home state, and make a cross or a check mark in the box that precedes the final paragraph of the circulator certificate statement on the left side of the form.

Circulate the petition properly.

- Do not fail to question signers on their city or township of registration.
- Do not complete the heading of the petition after signatures have been affixed on the petition.
- Do not leave the petition unattended.

¹ The failure of the circulator or an elector who signs the petition to print his or her name or to print his or her name in the proper location does not affect the validity of the circulator's or signer's signature. However, a printed name located in the space designated for printed names does not constitute the signature of the circulator or elector.

² The failure of the circulator or an elector who signs the petition to enter a Zip Code or to enter his or her correct Zip Code does not affect the validity of the circulator's or signer's signature.

IMPORTANT INFORMATION FOR JUDICIAL CANDIDATES

Petitions circulated for a judicial office must bear the appropriate designation listed below to indicate the office sought by the candidate.

- Regular Term – Incumbent Position
- Regular Term – Non-Incumbent Position
- Partial Term – Incumbent Position*
- Partial Term – Non-Incumbent Position*
- New Judgeship

*Add expiration date of term if more than one partial term will be in filled in judicial district. The terms "vacancy," "partial term" and "unexpired term" are interchangeably used to reference a judicial position which will be filled at an election for less than the full term.

OBTAINING INFORMATION ON APPROPRIATE OFFICE DESIGNATIONS:

Michigan election law stipulates that in instances where a candidate for Court of Appeals Judge, Circuit Court Judge, District Court Judge, Probate Court Judge or Probate District Court Judge seeks election in a district where there is a combination of "new" positions, "incumbent" positions and/or "nonincumbent" positions to fill, the candidate must apply to the Department of State's Bureau of Elections for a "written statement of office designation to correspond to the judgeship sought by the candidate".

Michigan election law further directs the Bureau of Elections to designate a judicial position as an "incumbent" position in any instance where 1.) there is an incumbent judge eligible to seek reelection to the position and 2.) the deadline for filing the Affidavit of Candidacy has not yet elapsed. If the incumbent judge does not file for reelection by the deadline for submitting an Affidavit of Candidacy, Michigan election law directs the Bureau of Elections to 1.) redesignate the position as a "nonincumbent" position and 2.) notify all candidates seeking election in the judicial district that a "nonincumbent" position exists. Michigan election law further stipulates that in such instances, 1.) nominating petition sheets circulated for the "nonincumbent" position subsequent to the Affidavit of Candidacy filing deadline "shall bear an office designation of nonincumbent position" and 2.) signatures collected prior to the Affidavit of Candidacy filing deadline "may be filed with the nonincumbent nominating petitions". The Affidavit of Candidacy filing deadline elapses 134 days prior to the date of the August primary election.

For further information, contact the Michigan Department of State, Bureau of Elections, P.O. Box 20126, Lansing, Michigan 48901-0726. Phone: (517) 373-2540, Email: elections@michigan.gov, www.michigan.gov/elections

NOMINATING PETITION

(COUNTYWIDE NONPARTISAN)

INSTRUCTIONS ON REVERSE SIDE

*The "Countywide" Nonpartisan Petition form may be used by any nonpartisan candidate. Exceptions: the form may not be used by a candidate who seeks a school board position, intermediate school board position, community college trustee position, library board position or a district library board position.

We, the undersigned, registered and qualified voters of the County of _____, and State of Michigan, nominate, _____, (Name of Candidate)

_____ as a candidate for the office of _____ (Title of Office / Term Expiration Date)

_____ to be voted for at the Primary Election to be held on the _____ day of _____, 20____.

WARNING - A PERSON WHO KNOWINGLY SIGNS MORE PETITIONS FOR THE SAME OFFICE THAN THERE ARE PERSONS TO BE ELECTED TO THE OFFICE, SIGNS A PETITION MORE THAN ONCE, OR SIGNS A NAME OTHER THAN HIS OR HER OWN IS VIOLATING THE PROVISIONS OF THE MICHIGAN ELECTION LAW.

INDICATE CITY OR TOWNSHIP IN WHICH REGISTERED TO VOTE	SIGNATURE	PRINTED NAME	STREET ADDRESS OR RURAL ROUTE	ZIP CODE	DATE OF SIGNING Month / Day / Year
1. City of <input type="checkbox"/> Township of <input type="checkbox"/>					
2. City of <input type="checkbox"/> Township of <input type="checkbox"/>					
3. City of <input type="checkbox"/> Township of <input type="checkbox"/>					
4. City of <input type="checkbox"/> Township of <input type="checkbox"/>					
5. City of <input type="checkbox"/> Township of <input type="checkbox"/>					
6. City of <input type="checkbox"/> Township of <input type="checkbox"/>					
7. City of <input type="checkbox"/> Township of <input type="checkbox"/>					
8. City of <input type="checkbox"/> Township of <input type="checkbox"/>					
9. City of <input type="checkbox"/> Township of <input type="checkbox"/>					
10. City of <input type="checkbox"/> Township of <input type="checkbox"/>					
11. City of <input type="checkbox"/> Township of <input type="checkbox"/>					
12. City of <input type="checkbox"/> Township of <input type="checkbox"/>					

CERTIFICATE OF CIRCULATOR

The undersigned circulator of the above petition asserts that he or she is 18 years of age or older and a United States citizen; that each signature on the petition was signed in his or her presence; that he or she has neither caused nor permitted a person to sign the petition more than once and has no knowledge of a person signing the petition more than once; and that, to his or her best knowledge and belief, each signature is the genuine signature of the person purporting to sign the petition, the person signing the petition was at the time of signing a registered elector of the City or Township indicated preceding the signature, and the elector was qualified to sign the petition.

If the circulator is not a resident of Michigan, the circulator shall make a cross [X] or check mark [✓] in the box provided, otherwise each signature on this petition sheet is invalid and the signatures will not be counted by a filing official. By making a cross [X] or check mark in the box provided, the undersigned circulator asserts that he or she is not a resident of Michigan and agrees to accept the jurisdiction of this State for the purpose of any legal proceeding or hearing that concerns the petition sheet executed by the circulator, and agrees that legal process served on the Secretary of State or a designated agent of the Secretary of State has the same effect as if personally served on the circulator.

CIRCULATOR - DO NOT SIGN OR DATE CERTIFICATE UNTIL AFTER CIRCULATING PETITION.

(Signature of Circulator) _____ / _____ (Date)
(Printed Name of Circulator) _____

(Complete Residence Address [Street and Number or Rural Route]) - (Do not enter a post office box)

(City or Township, State, Zip Code)

(County of Registration, if Registered to Vote, of a Circulator who is not a Resident of Michigan)

WARNING-A CIRCULATOR KNOWINGLY MAKING A FALSE STATEMENT IN THE ABOVE CERTIFICATE, A PERSON NOT A CIRCULATOR WHO SIGNS AS A CIRCULATOR, OR A PERSON WHO SIGNS A NAME OTHER THAN HIS OR HER OWN AS CIRCULATOR IS GUILTY OF A MISDEMEANOR.

ORDER BY GBS FORM NO. LB-8812 - Rev. 01/15 GOVERNMENTAL BUSINESS SYSTEMS • 1-888-640-8683 • www.gbsvote.com (FORM PRESCRIBED AND APPROVED BY THE SECRETARY OF STATE, STATE OF MICHIGAN)

USES BACKER F

lms

F

READ BEFORE CIRCULATING PETITION

The validity of signatures placed on this petition may be affected if the following is not observed.

Complete the heading of the petition before circulating it.

- Enter the county where the petition will be circulated. Do not list more than one county.
- Enter the candidate's complete name and address, the office the candidate seeks and the term expiration date. Include the district number of the office if there is one. (Additional office information is needed if the candidate seeks a judicial position. See "Important Information for Judicial Candidates" below.)
- Enter the date of the primary election.

Make sure that all signers properly complete the petition.

- Each signer must enter his or her city or township of registration and indicate whether the jurisdiction listed is a "city" or a "township". The city or township entered by the voter must be in the county listed in the sheet's heading.
- Each signer must sign and print his or her first and last name. ¹
- Each signer must enter his or her full address. A rural route number is acceptable. A post office box is not acceptable.
- Each signer must enter his or her Zip Code. ²
- Each signer must date his or her signature with the month, day and year.

Complete the circulator's certificate after circulating the petition.

- Sign and print your full name and enter the month, day and year. ¹ Signatures on the petition which are dated after the date on the circulator's certificate are invalid.
- Enter your complete residence address (street and number or rural route - do not enter a P.O. Box), city or township, state, and zip code. ²
- If you do not reside in Michigan, enter your county of registration if you are registered to vote in your home state, and make a cross or a check mark in the box that precedes the final paragraph of the circulator certificate statement on the left side of the form.

Circulate the petition properly.

- Do not fail to question signers on their city or township of registration.
- Do not complete the heading of the petition after signatures have been affixed on the petition.
- Do not leave the petition unattended.

¹The failure of the circulator or an elector who signs the petition to print his or her name or to print his or her name in the proper location does not affect the validity of the circulator's or signer's signature. However, a printed name located in the space designated for printed names does not constitute the signature of the circulator or elector.

²The failure of the circulator or an elector who signs the petition to enter a Zip Code or to enter his or her correct Zip Code does not affect the validity of the circulator's or signer's signature.

IMPORTANT INFORMATION FOR JUDICIAL CANDIDATES

Petitions circulated for a judicial office must bear the appropriate designation listed below to indicate the office sought by the candidate.

- Regular Term - Incumbent Position
- Regular Term - Non-Incumbent Position
- Partial Term - Incumbent Position*
- Partial Term - Non-Incumbent Position*
- New Judgeship

* Add expiration date of term if more than one partial term will be filled in judicial district. The terms "vacancy," "partial term" and "unexpired term" are interchangeably used to reference a judicial position which will be filled at an election for less than the full term.

OBTAINING INFORMATION ON APPROPRIATE OFFICE DESIGNATIONS:

Michigan election law stipulates that in instances where a candidate for Court of Appeals Judge, Circuit Court Judge, District Court Judge, Probate Court Judge or Probate District Court Judge seeks election in a district where there is a combination of "new" positions, "incumbent" positions and/or "nonincumbent" positions to fill, the candidate must apply to the Department of State's Bureau of Elections for a "written statement of office designation to correspond to the judgeship sought by the candidate."

Michigan election law further directs the Bureau of Elections to designate a judicial position as an "incumbent" position in any instance where 1.) there is an incumbent judge eligible to seek reelection to the position and 2.) the deadline for filing the Affidavit of Candidacy has not yet elapsed. If the incumbent judge does not file for reelection by the deadline for submitting an Affidavit of Candidacy, Michigan election law directs the Bureau of Elections to 1.) redesignate the position as a "nonincumbent" position and 2.) notify all candidates seeking election in the judicial district that a "nonincumbent" position exists. Michigan election law further stipulates that in such instances, 1.) nominating petition sheets circulated for the "nonincumbent" position subsequent to the Affidavit of Candidacy filing deadline "shall bear an office designation of nonincumbent position" and 2.) signatures collected prior to the Affidavit of Candidacy filing deadline "may be filed with the nonincumbent nominating petitions." The Affidavit of Candidacy filing deadline elapses 134 days prior to the date of the August primary election.

For further information, contact the Michigan Department of State, Bureau of Elections, P.O. Box 20126, Lansing, Michigan 48901-0726. Phone: (517) 373-2540.

Website: www.michigan.gov/elections, Email: elections@michigan.gov

ORDER BY GBS FORM NO. LB-8812 - Rev. 01/15 GOVERNMENTAL BUSINESS SYSTEMS • 1-888-640-8683 • www.gbsvote.com

— READ BEFORE CIRCULATING PETITION —

The validity of signatures placed on this petition may be affected if the following is not observed.

Complete the heading of the petition before circulating it.

- Enter the city or township and county where the petition will be circulated. Indicate whether the jurisdiction listed is a "city" or a "township." Do not list more than one city or township.
- Enter the candidate's complete name and address, the office the candidate seeks and the term expiration date. Include the district number of the office if there is one.
- Enter the date of the general election.

Make sure that all signers properly complete the petition.

- Each signer must be registered to vote in the city or township listed in the heading.
- Each signer must sign and print his or her first and last name.¹
- Each signer must enter his or her full address. A rural route number is acceptable. A post office box is not acceptable.
- Each signer must enter his or her Zip Code.²
- Each signer must date his or her signature with the month, day and year.

Complete the circulator's certificate after circulating the petition.

- Sign and print your full name and enter the month, day and year.¹ Signatures on the petition which are dated after the date on the circulator's certificate are invalid.
- Enter your complete residence address (street and number or rural route - do not enter a P.O. Box), city or township, state, and zip code.²
- If you do not reside in Michigan, enter your county of registration if you are registered to vote in your home state, and make a cross or a check mark in the box that precedes the final paragraph of the circulator certificate statement on the left side of the form.

Circulate the petition properly.

- Do not fail to question signers on their city or township of registration.
- Do not complete the heading of the petition after signatures have been affixed on the petition.
- Do not leave the petition unattended.

¹ **The failure of the circulator or an elector who signs the petition to print his or her name or to print his or her name in the proper location does not affect the validity of the circulator's or signer's signature. However, a printed name located in the space designated for printed names does not constitute the signature of the circulator or elector.**

² **The failure of the circulator or an elector who signs the petition to enter a Zip Code or to enter his or her correct Zip Code does not affect the validity of the circulator's or signer's signature.**



INSTRUCTIONS ON REVERSE SIDE

**QUALIFYING PETITION
CANDIDATE WITHOUT PARTY AFFILIATION (COUNTYWIDE)**

* The "Countywide" Qualifying Petition form may be used by any candidate without political party affiliation who seeks a partisan office. Exception: the form may not be used by a candidate without political party affiliation who seeks the office of County Commissioner; such candidates must use the "City/Township" Qualifying Petition form.

We, the undersigned, registered and qualified electors of the County of _____, and State of Michigan, nominate _____ (Name of Candidate) _____ (Street Address or Rural Route) _____ (City or Township) _____ (Title of Office/Term Expiration Date) _____ (District, if any) _____, as a candidate without party affiliation for the office of _____, _____ day of _____, 20____.

WARNING – A PERSON WHO KNOWINGLY SIGNS MORE PETITIONS FOR THE SAME OFFICE THAN THERE ARE PERSONS TO BE ELECTED TO THE OFFICE OR SIGNS A NAME OTHER THAN HIS OR HER OWN IS VIOLATING THE PROVISIONS OF THE MICHIGAN ELECTION LAW.

INDICATE CITY OR TOWNSHIP IN WHICH REGISTERED TO VOTE	SIGNATURE	PRINTED NAME	STREET ADDRESS OR RURAL ROUTE	ZIP CODE	DATE OF SIGNING		
					MONTH	DAY	YEAR
CITY OF _____ TOWNSHIP OF _____	1.						
CITY OF _____ TOWNSHIP OF _____	2.						
CITY OF _____ TOWNSHIP OF _____	3.						
CITY OF _____ TOWNSHIP OF _____	4.						
CITY OF _____ TOWNSHIP OF _____	5.						
CITY OF _____ TOWNSHIP OF _____	6.						
CITY OF _____ TOWNSHIP OF _____	7.						
CITY OF _____ TOWNSHIP OF _____	8.						
CITY OF _____ TOWNSHIP OF _____	9.						
CITY OF _____ TOWNSHIP OF _____	10.						
CITY OF _____ TOWNSHIP OF _____	11.						
CITY OF _____ TOWNSHIP OF _____	12.						

CERTIFICATE OF CIRCULATOR

The undersigned circulator of the above petition asserts that he or she is 18 years of age or older and a United States citizen; that each signature on the petition was signed in his or her presence; that he or she has neither caused nor permitted a person to sign the petition more than once and has no knowledge of a person signing the petition more than once; and that, to his or her best knowledge and belief, each signature is the genuine signature of the person purporting to sign the petition, the person signing the petition was at the time of signing a registered elector of the City or Township preceding the signature, and the elector was qualified to sign the petition.

If the circulator is not a resident of Michigan, the circulator shall make a cross [X] or check mark [✓] in the box provided, otherwise each signature on this petition sheet is invalid and the signatures will not be counted by a filing official. By making a cross or check mark in the box provided, the undersigned circulator asserts that he or she is not a resident of Michigan and agrees to accept the jurisdiction of this state for the purpose of any legal proceeding or hearing that concerns a petition sheet executed by the circulator and agrees that legal process served on the Secretary of State or a designated agent of the Secretary of State has the same effect as if personally served on the circulator.

WARNING-A CIRCULATOR KNOWINGLY MAKING A FALSE STATEMENT IN THE ABOVE CERTIFICATE, A PERSON NOT A CIRCULATOR WHO SIGNS AS A CIRCULATOR, OR A PERSON WHO SIGNS A NAME OTHER THAN HIS OR HER OWN AS CIRCULATOR IS GUILTY OF A MISDEMEANOR.

CIRCULATOR – DO NOT SIGN OR DATE CERTIFICATE UNTIL AFTER CIRCULATING PETITION.

(Signature of Circulator)

(Printed Name of Circulator)

(Complete Residence Address [Street and Number or Rural Route]) – [Do not enter a post office box]

(City or Township, State, Zip Code)

(County of Registration, if Registered to Vote, of a Circulator who is not a Resident of Michigan)

(Date)

READ BEFORE CIRCULATING PETITION

The validity of signatures placed on this petition may be affected if the following is not observed.

Complete the heading of the petition before circulating it.

- Enter the county where the petition will be circulated. Do not list more than one county.
- Enter the candidate's complete name and address, the office the candidate seeks, and the term expiration date. Include the district number of the office if there is one.
- Enter the date of the general election.

Make sure that all signers properly complete the petition.

- Each signer must enter his or her city or township of registration, and indicate whether the jurisdiction listed is a "city" or a "township". The city or township entered by the voter must be in the county listed in the sheet's heading.
- Each signer must sign and print his or her first and last name.¹
- Each signer must enter his or her full address. A rural route number is acceptable. A post office box is not acceptable.
- Each signer must enter his or her Zip Code.²
- Each signer must date his or her signature with the month, day and year.

Complete the circulator's certificate after circulating the petition.

- Sign and print your full name and enter the month, day and year. ¹ Signatures on the petition which are dated after the date on the circulator's certificate are invalid.
- Enter your complete residence address (street and number or rural route— DO NOT ENTER a P.O. BOX), city or township, state, and zip code. ²
- If you do not reside in Michigan, enter your county of registration if you are registered to vote in your home state, and make a cross or a check mark in the box that precedes the final paragraph of the circulator certificate statement on the left side of the form.

Circulate the petition properly.

- Do not fail to question signers on their city or township of registration.
- Do not complete the heading of the petition after signatures have been affixed on the petition.
- Do not leave the petition unattended.

¹ The failure of the circulator or an elector who signs the petition to print his or her name or to print his or her name in the proper location does not affect the validity of the circulator's or signer's signature. However, a printed name located in the space designated for printed names does not constitute the signature of the circulator or elector.

² The failure of the circulator or an elector who signs the petition to enter a Zip Code or to enter his or her correct Zip Code does not affect the validity of the circulator's or signer's signature.

AFFIDAVIT OF IDENTITY

All candidates seeking elective office in Michigan must submit an Affidavit of Identity (two copies) when filing. A candidate who fails to file Affidavits of Identity as required is ineligible to appear on the ballot (MCL 168.558 as amended under PA 163 of 2002).

A. CHANGE OF NAME

Michigan election law, MCL 168.558, stipulates that a candidate who is "not using a name, whether a given name, a surname, or otherwise, that is not a name that he or she was given at birth" must indicate his or her full former name on the Affidavit of Identity. The requirement to indicate a name change on the Affidavit of Identity does *not* apply if:

- The candidate's name was formally changed 10 or more years ago.
- The candidate's name was changed in a Certificate of Naturalization issued by a federal district court 10 or more years ago.
- The candidate's name was changed because of marriage.
- The candidate's name was changed through divorce to a "legal name by which the individual was previously known."

Michigan election law provides that a candidate required to indicate a name change on the Affidavit of Identity must be listed on the ballot "with his or her current name and former name as prescribed by the Secretary of State." (MCL 168.560b)

B. APPEARANCE OF NAME ON BALLOT

Michigan election law provides the following stipulations regarding the manner in which a candidate can have his or her name printed on the ballot:

- A candidate "may specify that both his or her given name and middle name, or only a middle name, shall appear on the ballot."
- A candidate "may specify that either an initial or a recognized diminutive for the candidate's given name or middle name, or for both, shall appear on the ballot."
- A candidate may *not* use a "nickname that is not a recognized diminutive of the candidate's given name or middle name" on the ballot.
- A married person may *not* use his or her spouse's given name, middle name or a diminutive of his or her spouse's given name or middle name on the ballot.
- A candidate may specify a name that constitutes a common law name in accordance with Michigan Department of State Guidelines.

C. MAILING ADDRESS

A candidate who wishes to receive communications from the Michigan Department of State's Bureau of Elections at an address other than his or her residential address should enter a "mailing address" where indicated. (Note: A candidate may list a P.O. Box for his or her "mailing address"; a candidate may *not* list a P.O. Box for his or her residential address.)

If a "mailing address" is listed, it will be shown on the candidate listings prepared and distributed by the Bureau. If a "mailing address" is *not* listed, the candidate's residential address will be shown on the candidate listings prepared and distributed by the Bureau. All candidate listings prepared by the Bureau are posted on the Bureau's website for public access.

D. JUDICIAL CANDIDATES

Place a check in the box before "Incumbent Position" if the candidate is seeking a judicial office for which the incumbent is seeking reelection. Place a check in the box before "Non-Incumbent Position" if the candidate is seeking a judicial office for which the incumbent is *not* seeking reelection. Place a check in the box before "New Judgeship" if the candidate is seeking a newly created judicial seat.

E. CAMPAIGN FINANCE ACT COMPLIANCE STATEMENT

Do not sign or submit this affidavit unless you are able to agree with the facts set forth in the "Campaign Finance Compliance Statement" which appears under Section IV on the reverse side of this form. If you need information on your current compliance status under the Michigan Campaign Finance Act, contact the Michigan Department of State's Bureau of Elections and/or the appropriate county clerks as necessary.

Candidates who are exempt from Michigan's Campaign Finance Act are limited to those individuals who seek 1) the office of U.S. Senator or U.S. Representative in Congress 2) a precinct delegate position and 3) a school board position in a district with a pupil count of 2,400 or less. (School board position exemption does not apply if candidate spends or receives over \$1,000.00 for election.)

For information concerning your campaign finance filing obligations, the following resources are provided:

- Candidates running for a federal position should contact the Federal Election Commission, 999 E Street, NW, Washington, DC 20463. Toll free line: 800.424.9530. Website: www.fec.gov
- Candidates running for a state or judicial position should contact the Michigan Department of State's Bureau of Elections, PO Box 20126, Lansing, Michigan 48901-0726. Phone (517)373-2540. Website: www.michigan.gov/elections
- Candidates running for a local position should contact their local County Clerk's office.

F. WITHDRAWAL OF FILING

Candidates who wish to withdraw a filing submitted for an elective office must submit a written withdrawal statement to their filing official no later than the third day after the applicable filing deadline.

For more information regarding filing for office, visit the Michigan Department of State – Bureau of Elections website at www.michigan.gov/elections and click on Information for Candidates or use the QR code to the right.



PRECINCT DELEGATE AFFIDAVIT OF IDENTITY

Beginning, January 1, 2014, a candidate who seeks a precinct delegate position must file an Affidavit of Identity with his or her county clerk no later than 4:00 p.m. on the thirteenth Tuesday prior to the August primary. (MCL 168.624)

A. CHANGE OF NAME

Michigan election law, MCL 168.558, stipulates that a candidate who is "not using a name, whether a given name, a surname, or otherwise, that is not a name that he or she was given at birth" must indicate his or her full former name on the Affidavit of Identity. The requirement to indicate a name change on the Affidavit of Identity does *not* apply if:

- The candidate's name was formally changed 10 or more years ago.
- The candidate's name was changed in a Certificate of Naturalization issued by a federal district court 10 or more years ago.
- The candidate's name was changed because of marriage.
- The candidate's name was changed through divorce to a "legal name by which the individual was previously known."

Michigan election law provides that a candidate required to indicate a name change on the Affidavit of Identity must be listed on the ballot "with his or her current name and former name as prescribed by the Secretary of State." (MCL 168.560b)

B. APPEARANCE OF NAME ON BALLOT

Michigan election law provides the following stipulations regarding the manner in which a candidate can have his or her name printed on the ballot:

- A candidate "may specify that both his or her given name and middle name, or only a middle name, shall appear on the ballot."
- A candidate "may specify that either an initial or a recognized diminutive for the candidate's given name or middle name, or for both, shall appear on the ballot."
- A candidate may *not* use a "nickname that is not a recognized diminutive of the candidate's given name or middle name" on the ballot.
- A married person may *not* use his or her spouse's given name, middle name or a diminutive of his or her spouse's given name or middle name on the ballot.
- A candidate may specify a name that constitutes a common law name in accordance with Michigan Department of State Guidelines.

C. MAILING ADDRESS

A candidate who wishes to receive communications from his or her filing official at an address other than his or her residential address should enter a "mailing address" where indicated. (Note: A candidate may list a P.O. Box for his or her "mailing address"; a candidate may *not* list a P.O. Box for his or her residential address.)

D. WITHDRAWAL OF FILING

A precinct delegate candidate who wishes to withdraw his or her filing must submit a written withdrawal statement to the filing official no later than 4:00 p.m. on the third day after the filing deadline.

For more information regarding filing for office visit the Michigan Department of State – Bureau of Elections website at www.michigan.gov/elections and click on Information for Candidates or use the QR code to the right.



SUPPLEMENTAL FILING RECEIPT

DATE: _____

Received of:

Candidate Name (if different than person
submitting supplemental filing):

Office: _____

District/Circuit: _____

Petition Sheets: _____

Estimated Signatures: _____

Signature of person submitting supplemental
filing:

Received by:

PRECINCT DELEGATE WRITE-IN CANDIDATE DECLARATION OF INTENT

(NAME OF CITY OR TOWNSHIP)

As a write-in candidate for a precinct delegate position, you must file this form with the clerk of your city or township of residence no later than 4:00 p.m. on the first Friday immediately preceding the August primary. As an alternative, you may file this form with your board of election inspectors on the day of the August primary any time prior to the close of the polls.

Name _____
(Print or Type)

Residence Address _____
(Street Address) (Post Office) (Zip Code)

City or Township of _____

I am registered and qualified to vote at this address: Yes No Birth Date _____ / _____ / _____

Home Phone (_____) _____ Business Phone (_____) _____

DATE OF PRIMARY: _____ / _____ / _____

OFFICE SOUGHT: Precinct Delegate.

Precinct No. _____

Political Party _____

By signing this affidavit, I swear the statements made above are true and do hereby declare my intent to seek the precinct delegate position identified above as a write-in candidate.

SIGNATURE OF WRITE-IN CANDIDATE: _____

Subscribed and sworn to by _____ Name of Notary _____

before me on the _____ day of _____, _____ Notary Public, State of Michigan, County of _____

_____ My commission expires _____

_____ Acting in the County of _____

Signature of notary public

OFFICE USE ONLY

OFFICE CODE _____ DATE OF FILING _____ / _____ / _____

RECEIVED BY _____

MI Absent Voter Ballot Application - [prepopulated election date]

I am a **United States citizen** and a qualified and registered elector of the County and jurisdiction in the State of Michigan listed below, and I apply for an official ballot, to be voted by me at the above indicated election.

Applicant Registration Information:

1 Complete	First Name		M.I.	Last Name		County	
						<input type="checkbox"/> City	
						<input type="checkbox"/> Township	
	Street Address				Jurisdiction	Precinct #	
		MI					
City		Zip		Year of Birth (Optional)			

The reason for my request is (required):

2 Check	<input type="checkbox"/> I am 60 years of age or older.
	<input type="checkbox"/> I expect to be absent from the community in which I am registered for the entire time the polls are open on election day.
<input type="checkbox"/> I am physically unable to attend the polls without the assistance of another.	
<input type="checkbox"/> I cannot attend the polls because of the tenets of my religion.	
<input type="checkbox"/> I have been appointed an election precinct inspector in a precinct other than the precinct where I reside.	
<input type="checkbox"/> I cannot attend the polls because I am confined to jail awaiting arraignment or trial.	

I certify that I am a **United States citizen** and that the statements in this absent voter ballot application are true.

3 Sign	X	/ /
	Signature	Date

WARNING: You must be a **United States citizen** to vote. If you are not a United States citizen, you will not be issued an absent voter ballot. A person making a false statement in this absent voter ballot application is guilty of a misdemeanor. It is a violation of Michigan election law for a person other than those listed in the instructions to return, offer to return, agree to return, or solicit to return your absent voter ballot application to the clerk. An assistant authorized by the clerk who receives absent voter ballot applications at a location other than the clerk's office must have credentials signed by the clerk. Ask to see his or her credentials before entrusting your application with a person claiming to have the clerk's authorization to return your application.

Return this application to your local clerk. Find your clerk at mi.gov/vote.

Additional Information:

4 Other	Complete only if you want your ballot sent to a temporary address:		Contact Info for Questions	
	Date leaving for temporary address:			
	/ /	Temporary Street Address	Email Address	
	Date of return:		Phone #	
	/ /	City	State	Zip

NOTE: Absentee ballots will not be forwarded by USPS.

Complete only if assisting a voter with return of the application	Certificate of Authorized Registered Elector Returning Absent Voter Ballot Application:	
	I certify that my name is _____, date of birth is _____;	
	_____ and my address is _____;	
	that I am delivering the absent voter ballot application of _____ at his or her request; that I did not solicit or request to return the application; that I have not made any markings on the application; that I have not altered the application in any way; that I have not influenced the application; and that I am aware that a false statement in this certificate is a violation of Michigan election law.	
	X _____	/ /
	Signature of person assisting the voter	Date

Clerk's Use Only		
Wd/Pct	Mailed / /	Returned / /
Filed / /	Ballot No.	Clerk

SEE PAGE 2 FOR FURTHER INSTRUCTIONS

Instructions for Absent Voter Ballot Applicants:

- Step 1.** After completely filling out the application, sign and date the application in the place designated. Your signature must appear on the application or you will not receive an absent voter ballot.
- Step 2.** Deliver the application by one of the following methods:
- (a) Place the application in an envelope addressed to the appropriate clerk and deposit it in the United States mail or with another public postal service, express mail service, parcel post service, or common carrier. Proper postage is required.
 - (b) Deliver the application personally to the clerk's office, to the clerk, or to the clerk's authorized assistant.
 - (c) In either (a) or (b), a member of the immediate family of the voter including a father-in-law, mother-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, grandparent, or grandchild of a person residing in the voter's household may mail or deliver the application to the clerk for the applicant.
 - (d) If an applicant cannot return the application in any of the above methods, the applicant may select any registered elector to return the application. The person returning the application must sign and return the certificate at the bottom of the application.

MANDATED BALLOT INSTRUCTIONS (PA 128 OF 2012)

NOTE: Refer to Bureau of Elections Ballot Standards at www.michigan.gov/elections for additional details regarding acceptable fonts, sizes, layout, etc.

PRIMARY ELECTION

TO VOTE: Completely darken the oval opposite each choice as shown: 

--OR--

TO VOTE: Complete the arrow opposite each choice as shown: 

IMPORTANT: To mark your ballot, use only a black or blue ink pen. **DO NOT USE ANY OTHER INK COLOR!**

PARTISAN SECTION: There are two party sections on the ballot: Republican Party and Democratic Party. Select the party section of your choice. **YOU MAY VOTE IN ONE PARTY SECTION ONLY; YOU CANNOT "SPLIT YOUR TICKET." IF YOU VOTE IN MORE THAN ONE PARTY SECTION, YOUR PARTISAN BALLOT WILL BE REJECTED.**

DO NOT vote for more candidates than indicated under each office title.

WRITE-IN CANDIDATES: To vote for a candidate whose name is not printed on the ballot, write or place the name of that candidate in the blank space provided and (completely darken the oval) or (complete the arrow). Do not cast a write-in vote for a candidate whose name is already printed on the ballot for that office.

CHECK BOTH SIDES OF BALLOT: This ballot has two sides. Be certain to check the reverse side of the ballot.

WHEN YOU HAVE COMPLETED VOTING: Place the ballot in the secrecy sleeve so that votes cannot be seen and the numbered stub is visible. Return the ballot to the election official stationed at the tabulator. (If voting by absentee ballot, follow the instructions provided by the clerk for returning the ballot.)

NOTE: If you make a mistake, return your ballot to the election official and obtain a new ballot. Do not attempt to erase or correct any marks made in error.

GENERAL ELECTION

TO VOTE: Completely darken the oval opposite each choice as shown: 

-- OR --

TO VOTE: Complete the arrow opposite each choice as shown: 

IMPORTANT: To mark your ballot, use only a black or blue ink pen. **DO NOT USE ANY OTHER INK COLOR!**

PARTISAN SECTION: To vote the partisan section of the ballot, you may cast a "straight ticket," a "split ticket" or a "mixed ticket."

Straight Ticket: Vote the party of your choice. Nothing further need be done in the partisan section.

Split Ticket: You may vote a straight ticket AND vote for individual candidates of your choice.

Mixed Ticket: Vote for the individual candidates of your choice in each office.

NONPARTISAN and **PROPOSAL SECTIONS** of the ballot (if any) must be voted separately.

DO NOT vote for more candidates than indicated under each office title.

WRITE-IN CANDIDATES: To vote for a candidate whose name is not printed on the ballot, write or place the name of that candidate in the blank space provided and (completely darken the oval) or (complete the arrow). This must be done even if you cast a straight party vote. Do not cast a write-in vote for a candidate whose name is already printed on the ballot for that office.

CHECK BOTH SIDES OF BALLOT: This ballot has two sides. Be certain to check the reverse side of the ballot.

WHEN YOU HAVE COMPLETED VOTING: Place the ballot in the secrecy sleeve so that votes cannot be seen and the numbered stub is visible. Return the ballot to the election official stationed at the tabulator. (If voting by absentee ballot, follow the instructions provided by the clerk for returning the ballot.)

NOTE: If you make a mistake, return your ballot to the election official and obtain a new ballot. Do not attempt to erase or correct any marks made in error.

NON-PARTISAN ELECTION

TO VOTE: Completely darken the oval opposite each choice as shown: 

-- OR --

TO VOTE: Complete the arrow opposite each choice as shown: 

IMPORTANT: To mark your ballot, use only a black or blue ink pen. **DO NOT USE ANY OTHER INK COLOR!**

DO NOT vote for more candidates than indicated under each office title.

WRITE-IN CANDIDATES: To vote for a candidate whose name is not printed on the ballot, write or place the name of that candidate in the blank space provided and (completely darken the oval) or (complete the arrow). Do not cast a write-in vote for a candidate whose name is already printed on the ballot for that office.

CHECK BOTH SIDES OF BALLOT: This ballot has two sides. Be certain to check the reverse side of the ballot.

WHEN YOU HAVE COMPLETED VOTING: Place the ballot in the secrecy sleeve so that votes cannot be seen and the numbered stub is visible. Return the ballot to the election official stationed at the tabulator. (If voting by absentee ballot, follow the instructions provided by the clerk for returning the ballot.)

NOTE: If you make a mistake, return your ballot to the election official and obtain a new ballot. Do not attempt to erase or correct any marks made in error.

SPECIAL ELECTION

TO VOTE: Completely darken the oval opposite each choice as shown: 

-- OR --

TO VOTE: Complete the arrow opposite each choice as shown: 

IMPORTANT: To mark your ballot, use only a black or blue ink pen. **DO NOT USE ANY OTHER INK COLOR!**

CHECK BOTH SIDES OF BALLOT: This ballot has two sides. Be certain to check the reverse side of the ballot.

WHEN YOU HAVE COMPLETED VOTING: Place the ballot in the secrecy sleeve so that votes cannot be seen and the numbered stub is visible. Return the ballot to the election official stationed at the tabulator. (If voting by absentee ballot, follow the instructions provided by the clerk for returning the ballot.)

NOTE: If you make a mistake, return your ballot to the election official and obtain a new ballot. Do not attempt to erase or correct any marks made in error.

Filed _____, 20 _____ **Received Ballots Herein Described**
Ballot No. _____, 20 _____
Mailed _____, 20 _____
Returned _____, 20 _____

(Chairman, Board of Election Inspectors)

Clerk (Ward) (Precinct)

=====

Emergency Application for Absent Voters Ballot

FOR THE ELECTION HELD ON _____, 20 _____

I, _____, a duly qualified and registered elector
of the _____ Ward _____ Precinct of the _____
(Give number of Ward and Precinct if more than one precinct in jurisdiction) (City, Township, Village)
of _____ in the County of _____ and State of _____
(Name of City, Township or Village)

Michigan, hereby make an emergency application for an official ballot, or ballots, to be voted by me at such election.

THE STATUTORY GROUNDS ON WHICH I BASE MY REQUEST ARE AS FOLLOWS:
(Check Applicable Reason)

- I have become physically disabled.
- Sickness or a death have occurred in my family which will result in my being absent from the city or township on election day.

These grounds occurred at a time which made it impossible to apply for an absent voter's ballot by the statutory deadline or vote in person.

If it is impossible for you or your assistant to deliver the ballots to me at

(Number) (Street) (City)
please deliver them to _____
(Name of Person)

My registered address is _____
(Number) (Street)

I hereby declare the forgoing statements to be true.

X _____ Date _____
(Signature of Voter)

WARNING: Any person intentionally making a false statement in such application is guilty of a felony. Any person aiding or abetting any person to make a false statement on such application is guilty of a felony.



OFFICIAL ABSENT VOTER'S BALLOT
Michigan Election Resources – Form No. 812

IMPORTANT!
SEE OPPOSITE SIDE
FOR INSTRUCTIONS

TO

IMPORTANT

INSTRUCTIONS FOR ABSENT VOTERS

- STEP 1. Enclosed you will find voting instructions as to the method of voting. Read these carefully and then vote the ballot.
- STEP 2. After voting the ballot, place the ballot in the secrecy sleeve (if any). If a secrecy sleeve is not provided, refold the ballot to conceal your votes.
- STEP 3. Place the ballot or ballots in the return envelope and securely seal the envelope.
- STEP 4. **SIGN AND DATE THE RETURN ENVELOPE IN THE PLACE DESIGNATED.** Your signature must appear on the return envelope or the ballot will not be counted. If you are disabled or otherwise unable to mark the ballot and required assistance in voting your absent voter ballot, have the person who assisted you complete the section on the return envelope entitled "TO BE COMPLETED ONLY IF VOTER IS ASSISTED IN VOTING BY ANOTHER PERSON".
- STEP 5. Deliver the return envelope by one of the following methods:
- Place the necessary postage upon the return envelope and deposit it in the United States mail or with another public postal service, express mail service, parcel post service, or common carrier.
 - Deliver the envelope personally to the office of the clerk, to the clerk, or to an authorized assistant of the clerk.
 - In either (a) or (b), a member of the immediate family of the voter including a father-in-law, mother-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, grandparent, or grandchild or a person residing in the voter's household may mail or deliver a ballot to the clerk for the voter.
 - You may request by telephone that the clerk who issued the ballot provide assistance in returning the ballot. The clerk is required to provide assistance if you are unable to return your absent voter ballot as specified in (a), (b), or (c) above, if it is before 5 p.m. on the Friday immediately preceding the election, and if you are asking the clerk to pick up the absent voter ballot within the jurisdictional limits of the city, township, or village in which you are registered. Your absent voter ballot will then be picked up by the clerk or an election assistant sent by the clerk. All persons authorized to pick up absent voter ballots are required to carry credentials issued by the clerk. If using this absent voter ballot return method, do not give your ballot to anyone until you have checked their credentials.
- STEP 6. The ballot must reach the clerk or an authorized assistant of the clerk before the close of the polls on election day. An absent voter ballot received by the clerk or assistant of the clerk after the close of the polls on election day will not be counted.

WARNING

All of the following actions are violations of the Michigan election law and are illegal in this state:

- To vote an absent voter ballot at a meeting or gathering at which other people are voting absent voter ballots.
- For a person who is assisting an absent voter in marking the ballot to suggest or in any manner attempt to influence the absent voter on how he or she should vote.
- For a person who is present and knows that a person is voting an absent voter ballot to suggest or in any manner attempt to influence the absent voter on how he or she should vote.
- For a person other than those listed in these instructions to return, offer to return, agree to return, or solicit to return an absent voter ballot to the clerk.
- For a person other than the absent voter; a person listed in these instructions; or a person whose job it is to handle mail before, during, or after being transported by a public postal service, express mail service, parcel post service, or common carrier, but only during the normal course of his or her employment to be in possession of a voted or unvoted absent voter ballot.

Ballot No. _____ Precinct No. _____

FOR CLERK'S USE ONLY	
Ballot Envelope Returned:	
Date _____	Time _____ Received By _____
I certify that I have checked the signature on this envelope with the signature on the voter's registration card and they agree.	
Election Official _____	
Election Date: _____	Precinct # _____ Ward # _____

▼ AFFIX OR ENTER VOTER'S NAME, ADDRESS, CITY, STATE, ZIP BELOW ▼



PLEASE
 PLACE
 POSTAGE
 HERE



TO BE COMPLETED BY THE ABSENT VOTER

I assert that I am a United States citizen and a qualified and registered elector of the city, township, or village named herein. I am voting as an absent voter in conformity with state election law. Unless otherwise indicated below, I personally marked the ballot enclosed in this envelope without exhibiting it to any other person.

I further assert that this absent voter ballot is being returned to the clerk or an assistant of the clerk by me personally; by public postal service, express mail service, parcel post service, or other common carrier; by a member of my immediate family; or by a person residing in my household.

SIGN HERE

Signature of Absent Voter _____ Date _____

THE ABOVE FORM MUST BE SIGNED OR YOUR VOTE WILL NOT BE COUNTED.
AN ABSENT VOTER WHO KNOWINGLY MAKES A FALSE STATEMENT IS GUILTY OF A MISDEMEANOR.

TO BE COMPLETED ONLY IF VOTER IS ASSISTED IN VOTING BY ANOTHER PERSON

I assisted the above named absent voter who is disabled or otherwise unable to mark his/her absent voter ballot pursuant to his/her directions. The absent voter ballot was inserted into the return envelope without being exhibited to any other person.

Signature of Person Assisting Voter _____
 Print Name _____
 Address _____
 City, State, Zip _____

A PERSON WHO ASSISTS AN ABSENT VOTER AND WHO KNOWINGLY MAKES A FALSE STATEMENT IS GUILTY OF A FELONY.

VOTER'S RETURN ADDRESS

IMPORTANT!! DID YOU REMEMBER TO SIGN AT THE "X" ON THE REVERSE SIDE?

OFFICIAL ABSENT VOTER'S BALLOT

WARNING

PERSONS WHO CAN LEGALLY BE IN POSSESSION OF AN ABSENT VOTER BALLOT ISSUED TO AN ABSENT VOTER ARE LIMITED TO THE ABSENT VOTER, A PERSON WHO IS A MEMBER OF THE ABSENT VOTER'S IMMEDIATE FAMILY OR RESIDES IN THE ABSENT VOTER'S HOUSEHOLD AND WHO HAS BEEN ASKED BY THE ABSENT VOTER TO RETURN THE BALLOT; A PERSON WHOSE JOB IT IS TO HANDLE MAIL BEFORE, DURING, OR AFTER BEING TRANSPORTED BY A PUBLIC POSTAL SERVICE, EXPRESS MAIL SERVICE, PARCEL POST SERVICE, OR COMMON CARRIER, BUT ONLY DURING THE NORMAL COURSE OF HIS OR HER EMPLOYMENT; AND THE CLERK, ASSISTANTS OF THE CLERK, AND OTHER AUTHORIZED ELECTION OFFICIALS OF THE CITY, TOWNSHIP, VILLAGE, OR SCHOOL DISTRICT. **ANY OTHER PERSON IN POSSESSION OF AN ABSENT VOTER BALLOT IS GUILTY OF A FELONY.**

To

DO NOT BEND

ABSENTEE BALLOTS INFORMATION POSTING

DATE OF ELECTION: _____

NAME OF JURISDICTION: _____

COUNTY OF: _____

Complete and post before 8:00 a.m. on election day.

Number of absent voter ballots distributed to absent voters: _____
Number of absent voter ballots returned before election day: _____
Number of absent voter ballots delivered for processing: _____

Complete and post before 9:00 p.m. on election day.

Number of absent voter ballots returned on election day: _____
Number of absent voter ballots returned both before and
on election day: _____
Number of absent voter ballots returned both before and
on election day which were delivered for processing: _____

Complete and post immediately after all precinct returns are delivered.

Number of absent voter ballots returned by voters: _____
Number of absent voter ballots received at the precincts
or absent voter counting board(s) for processing: _____

Voter Registration and Absentee Ballot Request Federal Post Card Application (FPCA)

For any questions about this form, consult the Voting Assistance Guide available in hard copy or on **FVAP.gov** or your Voting Assistance Officer.

For absent Uniformed Service members, their families, and citizens residing outside the U.S.

Please print in black ink.

Classification

Make only 1 selection.

(In most States, you must be absent from your voting district to use this form).

1

I request an absentee ballot for all elections in which I am eligible to vote **AND**:

- I am a member of the Uniformed Services or Merchant Marine on active duty **OR** I am an eligible spouse or dependent.
 I am an activated National Guard member on State orders.
 I am a U.S. citizen residing outside the United States, and I intend to return.
 I am a U.S. citizen residing outside the United States, and my return is not certain.
 I am a U.S. citizen and have never resided in the United States.

Political party

2

Your State may require you to specify a political party to vote in primary elections: _____

Legal name

3

Last name _____ Suffix _____
 First name _____ Middle name _____
 Previous name (if applicable) _____

Identification

Some States require your full SSN. Check your State's pages in the Voting Assistance Guide on **FVAP.gov**.

4

State Driver's License or ID _____
OR Social Security Number _____
 Birth date: M M / D D / Y Y Y Y Sex M F Race _____
See instructions

Contact information

Include international prefixes. No DSN numbers.

5

Telephone _____
 Fax _____
 Email _____

Ballot receipt

6

Rank from 1-3 in order of preference; be sure appropriate contact information is provided above.

I prefer to receive my ballot, as permitted by my State, by: Email/Online Mail Fax

Voting residence address

Usually your last U.S. residence or your legal U.S. residence. See instructions.

7

Street Address (not P.O. Box) _____ Apt. # _____
 City/Town/Village _____
 County _____ State _____ Zip Code _____ - _____

Where to send my ballot

This is your current mailing address and should be different from above. If required, place a forwarding address in Box 9.

8

Additional requirements for your State

Such as: mail forwarding address, additional email address/phone number, or other State required information. See Voting Assistance Guide.

9

Affirmation (REQUIRED): I swear or affirm, under penalty of perjury, that:

- The information on this form is true, accurate, and complete to the best of my knowledge. I understand that a material misstatement of fact in completion of this document may constitute grounds for conviction of perjury.
- I am a U.S. citizen, at least 18 years of age (or will be by the day of the election), eligible to vote in the requested jurisdiction, and
- I am not disqualified to vote due to having been convicted of a felony or other disqualifying offense, nor have I been adjudicated mentally incompetent; or if so, my voting rights have been reinstated; and
- I am not registering, requesting a ballot, or voting in any other jurisdiction in the United States, except the jurisdiction cited in this voting form.

Signature **X**

You must sign and send in.

Today's date _____

Witness signature / date if required by your State.

Signature _____

Date _____

Standard Form 76 (Rev. 08-2013)

Instructions for Federal Post Card Application Voter Registration and Absentee Ballot Request

For any questions about this form, consult the Voting Assistance Guide available in hard copy or on **FVAP.gov** or your Voting Assistance Officer.

The **gray** numbers and instructions below correspond to the **gray** numbered boxes on the face of the form.

- 1 The classification you choose may determine in which election(s) you will be allowed to vote. Choose the one that best represents your current situation.
- 2 If you want to vote in primary elections, most States require you to specify a political party. Check your State's pages in the Voting Assistance Guide on FVAP.gov to see if your State requires you to specify a political party.
- 3 The information you enter for your name should match the information you normally put on legal or official forms. For example, it should be the same name that appears on your Driver's License or other government-issued ID.
- 4 While most States allow you to enter either your Driver's License number or the last 4 digits of your Social Security Number, some will invalidate this form without your full SSN. Check your State's pages in the Voting Assistance Guide on FVAP.gov to see if your State requires the full SSN. Also, many States ask that you provide your race or ethnic group in order to demonstrate that they are complying with the Voting Rights Act and the National Voter Registration Act.
- 5 If there are questions or problems with your form, local election officials will use this information to contact you. An email address is the simplest and fastest way for them to do so. Your voting materials will be sent to the email address that you provide here if you request it and your State allows it. Include an alternate email or phone number in Box 9 if necessary.
- 6 Indicate your preferred method for receiving your ballot by ranking each box 1, 2, or 3. All States and jurisdictions must send absentee ballots to military and overseas voters by at least one of the following: email, online download, or fax if requested. Check your State's pages in the Voting Assistance Guide on FVAP.gov to learn what your State allows. You can always get your absentee ballot by mail.
- 7 This determines the jurisdiction where you vote. For military voters the voting address is your legal U.S. residence. For overseas citizens this is usually the U.S. address where you last lived. You do not need to have any current physical ties to this address. Do not use a post office box number. If the area has no street names, enter the route number and box number.
- 8 Enter the address where you want voting materials to be sent. Voting materials will be sent to this address unless you enter a forwarding address in Box 9.
- 9 Enter anything here that would help ensure that your ballot is accepted. Check your State's pages in the Voting Assistance Guide on FVAP.gov for anything your State may specifically require here. For example, some States require last date of residency in the U.S., previous location of registration, overseas employer, or witness address. If you want your voting materials to be sent somewhere other than where you live now, enter that alternate (forwarding) address here. Provide an alternate email address and phone number here.

Affirmation Read this carefully. It is what you are agreeing to under oath and penalty of perjury by filling out and sending in this form. Some States require that your form be witnessed. Check the Voting Assistance Guide on FVAP.gov for your State's requirements.

Agency Disclosure Statement

The public reporting burden for this collection of information is estimated to average 15 minutes per response, including the time for reviewing instructions, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to the Department of Defense, Washington Headquarters Services, Executive Services Directorate, Information Management Division, 4800 Mark Center Drive, East Tower, Suite 02G09, Alexandria, VA 22350-3100. [OMB CONTROL # 0704-0503]. Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number. PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE ADDRESS ABOVE.

Privacy Act Statement

Authority: The authority to collect your personal information on this form comes from 42 USC 1973ff, "Uniformed and Overseas Citizens Absentee Voting Act (UOCAVA)."

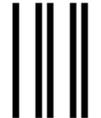
Principal Purpose: This form serves as an application for registration and/or request for absentee ballot for all persons covered by UOCAVA.

Routine Use(s): There is no retention of this information by the Federal government. Completed forms are sent by you to an appropriate State election official.

Disclosure: Your disclosure of personal information is voluntary. However, failure to provide the requested personal information may keep the pertinent jurisdiction from processing this request and may prevent you from voting absentee.

From
(Your name and current complete military or overseas mailing address)

International airmail postage is required if not mailed in the U.S. Postal Service, APO/FPO system, or diplomatic pouch.



U.S. Postage Paid
39 USC 3406

PAR AVION



OFFICIAL ABSENTEE BALLOTING MATERIAL – FIRST CLASS MAIL

NO POSTAGE NECESSARY IN THE U.S. MAIL – DMM 703.8.0

To
(Your local election office in the United States. Check your State's pages in the Voting Assistance Guide on FVAP.gov for contact information.)

ABSENT VOTER COUNTING BOARD AFFIDAVIT

STATE OF MICHIGAN

COUNTY OF: _____

(Check one)

City Township or Village of: _____

AV Counting Board Precinct #: _____

Any person in attendance at an absent voter counting board after the processing of ballots has begun shall take and sign the following Oath and shall not leave the counting place after the tallying has begun until the polls close.

I Do Solemnly Swear, (or affirm) that I shall not communicate in any way any information relative to the processing or tallying of votes that may come to me while in this counting place until after the polls are closed.

Signature of Persons Taking Oath

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Taken, subscribed and sworn to before me on this
_____ day of _____, 20_____

Signature of Chairperson or
Member of Counting Board Administering Oath

NOTE: Only the local election official who established the absent voter counting board, the deputy or employee of that local official, or an employee of the State Bureau of Elections may enter and leave the counting board for the purpose of responding to an inquiry from an election inspector or a challenger to provide instructions on the operation of the counting board after the tally has begun but before the polls close.

<p>WARNING: A person who enters an absent voter counting board and who discloses an election result or in any manner characterizes how any ballot being counted has been voted in a precinct before the polls can be legally closed on Election Day is guilty of a felony.</p>
--

INSPECTOR: Please return this form in Envelope #3 addressed to the Local Clerk.

OPTICAL SCAN PROGRAM TESTING AND SECURITY CERTIFICATION

Name of City or Township _____ County _____

Primary General Special Regular Date of Election: _____

PRELIMINARY ACCURACY TEST: (The Preliminary test is the responsibility of the Election Commission. The Election Commission may delegate the administration of the test to an authorized assistant.) The undersigned certifies that the listed precinct tabulators have been tested using the test deck prepared under the direction of the Election Commission, the tabulator results agree with the predetermined test deck results and the official ballots have been compared and agree with the program edit listings.

Precinct #	Tabulator Serial #	Memory Card Seal #	Date of Prelim Test

Further the test deck, program predetermined results and the results of the Preliminary Test were secured and sealed in an approved ballot container with seal number _____ on ____/____/____.

_____/_____/_____
Member(s) of Election Commission or Authorized Assistant(s)

PUBLIC ACCURACY TEST: We, the Accuracy Board, hereby certify that notice of this test was published 48 hours prior to the conduct of the test and the container holding the testing materials was sealed with the seal recorded on the Preliminary Accuracy Test Certificate. The precincts listed below were tested at the Public Accuracy Test using the test deck prepared under the direction of the Election Commission and the results agree with the predetermined test deck results.

Precinct #	Tabulator Serial #	Memory Card Seal #	Date of Public Test

Further the test deck, program predetermined results and results of the Public Accuracy Test were secured and sealed in an approved ballot container following the test with seal number _____ on ____/____/____.

_____/_____/_____
Member(s) of Election Commission or Authorized Assistant(s)



STATE OF MICHIGAN
DEPARTMENT OF STATE
LANSING

July 27, 2006

Procedure for Handling Optical Scan Ballots Rejected in the Polls

Election workers must be carefully instructed on the appropriate procedures for interacting with voters who have their ballot rejected by the tabulator. As a part of the instruction, it is extremely important to emphasize that the election inspectors cannot view the voter's ballot in an attempt to identify the voting error involved.

To ensure the proper handling of voters who have their ballot rejected, the following "script" is offered. The distribution of the script to all election inspectors is recommended. The election inspector responsible for monitoring the tabulator should read the script to any voter who experiences the rejection of his or her ballot due to a voting error.

STEP I: Election worker reads following statement to any voter who experiences the rejection of his or her ballot due to a voting error:

A. If voter has "overvoted" an office or has voted in more than a single party primary: THE TABULATOR HAS REJECTED YOUR BALLOT BECAUSE IT IS IMPROPERLY MARKED. ACCORDING TO THE TABULATOR, YOU HAVE (CAST MORE VOTES FOR AN OFFICE THAN ALLOWED) (VOTED IN MORE THAN A SINGLE PARTY PRIMARY).

IF YOU WISH TO CORRECT THE VOTING ERROR, WE WILL BE HAPPY TO SUPPLY YOU WITH A REPLACEMENT BALLOT.

IF YOU DO NOT WISH TO CORRECT THE VOTING ERROR, WE WILL BE HAPPY TO ACCEPT YOUR BALLOT AS PRESENTED. PLEASE BE AWARE, HOWEVER, THAT ANY INVALID VOTES MARKED ON YOUR BALLOT WILL NOT BE COUNTED.

B. If voter has not cast any votes (blank ballot): THE TABULATOR HAS REJECTED YOUR BALLOT BECAUSE IT DOES NOT READ ANY VOTES ON THE BALLOT.

IF YOU WISH TO CAST VOTES ON THE BALLOT, YOU MAY RETURN TO THE VOTING STATION. INSTRUCTIONS ON THE VOTING PROCESS ARE AVAILABLE AT YOUR REQUEST.

IF YOU DO NOT WISH TO RETURN TO THE VOTING STATION, WE WILL BE HAPPY TO ACCEPT YOUR BALLOT AS PRESENTED. PLEASE BE AWARE, HOWEVER, THAT NO VOTES WILL COUNT.

STEP II: *If the voter wishes to have his or her ballot cast as presented, the election worker should reemphasize how the ballot will be counted and afford the voter a second opportunity to obtain a replacement ballot or return to the voting station:*

- A. *If voter has “overvoted” an office:* IF YOUR BALLOT IS CAST AS MARKED, NO VOTES WHICH APPEAR UNDER ANY OFFICE THAT YOU HAVE “OVERVOTED” WILL COUNT. ARE YOU CERTAIN THAT YOU DO NOT WISH TO RECEIVE A REPLACEMENT BALLOT?
- B. *If voter has voted in more than a single party primary:* IF YOUR BALLOT IS CAST AS MARKED, NO VOTES WHICH APPEAR IN THE PARTISAN SECTION OF YOUR BALLOT WILL COUNT. ARE YOU CERTAIN THAT YOU DO NOT WISH TO RECEIVE A REPLACEMENT BALLOT?
- C. *If voter has not cast any votes (blank ballot):* IF YOUR BALLOT IS CAST AS PRESENTED, NO VOTES WILL COUNT FOR ANY CANDIDATES OR PROPOSALS. ARE YOU CERTAIN THAT YOU DO NOT WISH TO RETURN TO THE VOTING STATION?

Application to Vote – Poll List

Picture identification requirement: All Michigan voters must show a Michigan driver's license, a Michigan personal identification card or some other acceptable form of picture identification before voting. A voter who is unable to show picture identification can vote after signing an affidavit attesting that he/she is not in possession of picture identification.

Date of Election _____ Precinct _____

ELECTION INSPECTOR COMPLETES	<p>PRINT NAME: _____</p> <p>DATE OF BIRTH: _____</p> <p>RESIDENCE ADDRESS: _____</p> <p>I certify that I am a United States citizen and a registered and qualified elector in this precinct, and hereby make application to vote at this election.</p> <p>SIGN HERE  X _____</p> <p>SIGNATURE OF VOTER</p>
<input type="checkbox"/> AFFIDAVIT ON REVERSE COMPLETED	
ELEC. INSP. INITIAL	
BALLOT STYLE	
BALLOT NO.	
VOTER NO.	

AFFIDAVIT OF VOTER NOT IN POSSESSION OF PICTURE IDENTIFICATION

I, _____ hereby affirm that I am
(Print Name)

not in possession of a driver's license, a state-issued personal identification card or any other acceptable form of picture identification and wish to vote.

By signing this affidavit, I swear/affirm that the statements made above are true.

SIGNATURE OF VOTER: X

Penalty: Making a false statement in this affidavit is perjury, punishable by a fine up to \$1,000.00 or imprisonment for up to 5 years, or both.

To be completed by Election Inspector

Sworn and subscribed to before me this _____ day of _____,

I certify that the elector named above has completed the above affidavit in my presence.

X
Signature of Election Inspector

State of Michigan Provisional Ballot Form and Voter Registration Form

Attention voter: If your name was not found on the list of registered voters and you were unable to produce a receipt verifying registration, you **must complete the following affidavit and voter registration form** in the correct precinct.



voter affidavit (required)

I, _____, affirm that I am a resident of:

- city _____
 township _____

at the address provided. I 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/affirm that the above statements are true.

Signature of Voter:

Signature of Election Inspector witnessing:

An individual who provides false information in this affidavit is guilty of perjury, which is punishable by a fine of up to \$1,000 and/or imprisonment for up to 5 years.

registration information (required)

I registered to vote on:

 approximate date

at the location or with the following form below:

- Mail-in registration form
 Secretary of State branch office
 Secretary of State "Renewal by Mail"
 ExpressSOS.com
 Designated voter registration agency
 County, city or township clerk's office

Next, complete the voter registration application to the right. ➡

qualifications

- Are you a citizen of the United States of America? yes no
 Will you be at least 18 years of age on or before election day? yes no

If you are not a US citizen, do NOT complete this form

Michigan driver license/state personal ID

 - - -

If you do not have a Michigan driver license or personal ID card, provide the last four digits of your Social Security number:

X X X - X X -

I do not have a valid Michigan issued driver license, a Michigan personal ID card, or a Social Security number.

personal information **required information*

last name* first* middle suffix
 male female

address where you live – house number and street/road* Apt/Lot #

city* zip date of birth*

phone email

mailing address (if different than residential address)

city state zip

signature

I certify that:

- I am a citizen of the United States.
- I will be at least 18 years of age by election day.
- 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 authorize the 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 date

election inspector review checklist



Review the information provided by the voter for completeness. Verify the voter:

- completed the affidavit & voter registration form on the back of this envelope
- is in the correct precinct or refuses to go to the correct precinct
- registered prior to the close of registration

Then answer these questions:

1. Did the local clerk confirm the voter is not registered in another precinct in the jurisdiction? Yes No

2. Did the voter provide an approved picture ID? Yes No

If so, indicate the allowable type & enter the number or description:

- MI driver's license or PID ID number or describe
- Other federal, state, or tribal government issued picture ID
- Student picture ID issued by a university, college, or high school

3. Did the voter confirm his or her address with the ID listed above in #2? Yes No

If no, could the voter confirm his or her address with a current utility bill, bank statement, paycheck, or any other government document? Please describe:

4. Were all answers above Yes? Yes No

election inspector - issuing a ballot – determining the correct type

If you answered **YES** to Question 4, issue an **Affidavit** ballot :

- Prepare the ballot as Challenged by writing and concealing the ballot number on the ballot
- Enter voter and issue the ballot in the (e)Pollbook as an affidavit ballot
- Complete the election inspector record below
- Give voter the *Notice to Voter***
- The voter votes and puts their ballot in the tabulator
- Place this empty envelope in the *Provisional Ballot Storage Envelope*

If you answered **NO** to Question 4, issue an **Envelope** ballot:

- Prepare the ballot as Challenged by writing and concealing the ballot number on the ballot
- Enter voter and issue the ballot in the (e)Pollbook as an envelope ballot
- Complete the election inspector record below
- Instruct voter to place the ballot in the secrecy sleeve and then this envelope after voting, **the ballot must NOT be tabulated today** and must be returned to an election inspector
- Give voter the *Notice to Voter***
- Allow voter to vote
- Seal the ballot inside this envelope
- Place this envelope in the *Provisional Ballot Storage Envelope*

election inspector record

Issued: Affidavit ballot OR Envelope ballot **Voter #** _____

Election date: _____ **Pct #** _____

Initials of inspector sealing this envelope (if ballot enclosed) _____

other envelope ballot reasons – affidavit and voter registration form NOT required

Voter Name _____ **Voter #** _____

- Elector subject to federal ID requirement unable to produce an acceptable form of ID
- Elector produced picture ID to satisfy the Michigan voter identification requirement; questions over the elector's identity remained after inspection of the picture ID

For Clerk's Use Only:

Not Counted: Reason

- Original application rejected
- Registration after deadline
- Cancelled
- Unreadable/Incomplete
- No ID provided w/in 6 days
- No residency confirmation w/in 6 days
- Voted out of precinct

Comments:

Counted: Reason

- Reactivated
- Registered
- Provided ID
- Residency confirmed

Action

- Registered
- Notice sent on _____

Initials of processor:

**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 Provisional Ballot 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 Form* 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 Form* 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 picture; or an identification card issued by a Michigan university or college which shows your picture.

Documents which satisfy residency requirement: A Michigan Driver License; A Michigan Personal Identification Card; government issued picture identification card; picture 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.

**NOTICE TO VOTERS UNABLE TO SATISFY
STATE AND/OR FEDERAL IDENTIFICATION REQUIREMENT**
*(Notice must be issued to any voter who is required to vote a Provisional 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 picture 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 picture identification; a U.S. passport; a military identification card with picture; a student identification with picture from a high school or an accredited institution of higher education; or a tribal identification with picture. 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.

November 2015

**Procedure for Handling Provisional Envelope
Ballots Returned to Clerk's Office for Review**

Within 6 days after the election, the city or township clerk must evaluate each Provisional 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 Form* envelope holding the ballot.

I. MISSING REGISTRATION: Determining the validity of a Provisional Envelope ballot issued to an elector whose name did not appear in the ePollbook or on the QVF Precinct List

All of the information needed to determine the validity of a Provisional Envelope ballot issued to such an elector is recorded on the *Provisional Ballot Form* completed by the precinct board.

THE PROVISIONAL ENVELOPE BALLOT CAN BE COUNTED IF:

- A valid voter registration application for the elector is located and the registration application was submitted by the elector on or before the "close of registration" for the election at hand;

OR

- The elector completed the *Provisional Ballot Form* properly by:
 - Signing the affidavit and confirming registration prior to the close of registration
 - Completing a the voter registration form portion of the Provisional Ballot Form
 - Showing an acceptable form of photo ID¹
 - Showing an acceptable form of proof of residency²

In either case, ensure that the Provisional Envelope ballot was voted in the proper precinct. Only Provisional Envelope ballots processed in the proper precinct are valid.

Submission of picture ID and residence confirmation document during 6-day evaluation period permitted.

¹ Acceptable IDENTIFICATION documents include: Michigan Driver's License, Michigan Personal Identification Card, other government-issued photo identification card or a photo identification card issued by a Michigan university or college.

² Acceptable proof of RESIDENCY documents include: Any of the above identification documents OR a current utility bill, current bank statement, current paycheck or government check or any other government document.

BUREAU OF ELECTIONS

- In an instance where the elector was unable to identify himself or herself with acceptable form of picture ID¹ and/or an acceptable form of proof of residency² (see above), the ballot can be counted if the voter is able to produce the required document(s) during the 6-day evaluation period. The voter can appear in person in the 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. The document(s) must reach the city or township clerk no later than the sixth calendar day after the date of the election.
- In any instance where a Provisional Envelope ballot is counted because the voter was able to produce the required picture ID¹ and/or residence confirmation² document(s) during the 6-day evaluation period, the clerk must enter a notation on the *Provisional Ballot Form* completed when the voter was issued the Provisional Envelope ballot in the polls.

THE PROVISIONAL ENVELOPE BALLOT CANNOT BE COUNTED IF:

- The elector was unable to identify him or herself at the polls or during the 6-day evaluation period by showing an acceptable form of picture ID¹ and/or an acceptable form of proof of residency². Both ID and residency must be verified before a Provisional Envelope ballot can be counted.

IMPORTANT NOTE REGARDING ELECTORS WHO VOTED IN WRONG PRECINCT:

In any situation where a Provisional 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 Provisional 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 Provisional Envelope ballot must be counted.

II. FEDERAL ID REQUIREMENT: Determining the validity of a Provisional Envelope ballot issued to an elector subject to the federal identification requirement

- The Provisional Envelope ballot can be counted if during the 6-day Provisional Envelope ballot evaluation period the elector provides an acceptable form of picture ID¹ **OR** an acceptable form of proof of residency² (see above). Only one of these forms is necessary to meet the federal ID requirement. 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 a Provisional Envelope ballot is counted because the voter was able to produce the required ID during the 6-day evaluation period, the clerk must enter a notation on the *Provisional Ballot Form*.
- The Provisional Envelope ballot cannot be counted if the voter fails to provide the proper identification to satisfy the federal ID requirement during the 6-day evaluation period.

III. MICHIGAN VOTER IDENTIFICATION REQUIREMENT: Determining the validity of a Provisional Envelope ballot issued to a voter because questions over the voter's identity remained after an inspection of the picture identification produced by the voter

- The Provisional Envelope ballot can be counted if the elector appears in person and provides a Michigan Driver's License or a Michigan Personal Identification Card during the 6-day evaluation period. Voters can also show any of the following forms of picture identification as long as they are current: a 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 resolve the questions over the voter's identity which prompted the issuance of a Provisional Envelope ballot to the voter.
- The Provisional Envelope ballot cannot be counted if the voter fails to personally appear in the clerk's office during the 6-day evaluation period and provide an acceptable form of picture ID.

IV. Processing & Tabulating of Valid Provisional Envelope Ballots

Using two people of differing political parties:

- If the Provisional Envelope ballot can be counted, remove the ballot from the *Provisional Ballot Form* and remove the stub from the 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 Provisional 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, document the votes cast using a tally sheet. After completing the tally sheet, submit it to the county canvassing board. The form must be transmitted to the canvassing board no later than the 7th day after the election so the valid votes can be added to the canvass.
- After recording the valid votes on the ballots that can be counted, seal the counted ballots into an approved ballot container, attaching a ballot tag to the seal which indicates that the container holds the provisional envelope ballots returned after the election which were determined valid and counted. Retain the *Provisional Ballot Forms* in a separate secure place in your office.
- Register each voter who completed a *Provisional Ballot Form* regardless if the ballot was determined valid or invalid, envelope or affidavit, and associate voter history as necessary.

City/Township Provisional Ballot Worksheet
 Michigan Bureau of Elections
 Updated Nov 2014

CITY / TOWNSHIP PROVISIONAL BALLOT WORKSHEET

Cities and Townships will now report Provisional Ballot precinct tallies electronically through the Elections eLearning Center. The county office and the state will have immediate access to this data. If your county office requests a copy of this form or a different county form, please forward it to the county as well. Use this worksheet as a tool to help gather your data before typing into the online **Provisional Ballot Report** in the eLearning Center

You must still send to your county office an **Envelope Ballot Vote Certification** document showing the votes counted on the valid "envelope" ballots cast in your jurisdiction listing:

- 1) the name of each candidate who is entitled to additional votes
- 2) the precinct where the votes must be added
- 3) the number of votes which must be added for each candidate in each affected precinct

County offices will be able to access an online report in the eLearning Center to view each jurisdiction's submission.

Jurisdiction Code:	
Jurisdiction Name:	
Date of Election:	
Total # of Precincts:	

In the table below enter for each precinct:

- A) the **precinct number**
- B) # of **Provisional Affidavit ballots** tabulated in the polls on Election Day (completed 4 step Procedure Forms)

Of the ballots secured in Provisional Ballot Security Envelopes after completing 4 step Procedure Form (**Envelope Ballots**), indicate:

- C) # that were determined valid and **counted**
- D) # that were determined invalid and **not counted**
- E) total # of ballots secured in Provisional Ballot Security Envelopes for delivery to the clerk's office after the polls closed
C + D should = E (total # of envelope ballots)

- F) # of voters who completed an **Affidavit of Voter Not in Possession of Picture ID**

No jurisdiction totals are necessary.

Use additional lines on the back of this form or additional sheets as needed

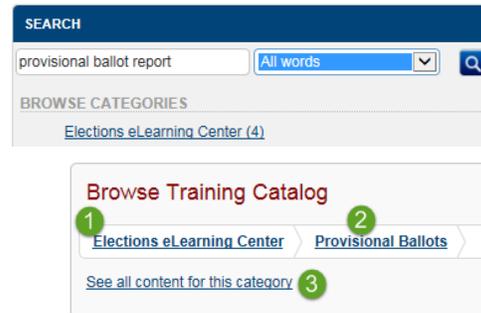
A) Precinct #	B) # of Provisional Affidavit Ballots Tabulated	C) # of Envelope Ballots Valid and Counted	D) # of Envelope Ballots Invalid	E) Total # of Envelope Ballots	F) # of Voters Not in Possession of Picture ID Affidavit

Viewing Submitted Report Results

1. Log into the eLearning Center <https://elections.learnport.org>

2. Find the **Submitted** list you wish to view

- On the right side of the screen, type the title in **Search box** and press the **Enter** key
-OR-
- On the Homepage, in **Browse Categories** or **Catalog Tab**, click on
 - Elections eLearning Center**,
 - Provisional ballots**,
 - Click **See all content**



-OR-

- Use the icons in the Scrolling Newsfeed.



[City/Town
Reimbursement](#)



[County
Reimbursement](#)



[Provisional Ballot
Reporting](#)



[Post-Election
Audits](#)

3. The content description page will open, Click the **Open Item** button

Open Item

4. A new window will open displaying the **online form results**

5. Use the **Search** feature to display only the county or jurisdiction you want to see. For instance:

6. Click **Search** on the upper left side

a. Under **County Name, Contains**, type your county name

b. Click the **Search** button

Search

c. This will display only the submissions for your county

7. You can sort the submissions by pointing your mouse at a column heading and clicking the down arrow for options

a. To sort by **Jurisdiction Name**, point to that column, click the down arrow

b. Click on **Sort, Asc**

Search

County Name

Contains

Your County

Jurisdiction Name

Sort

Asc

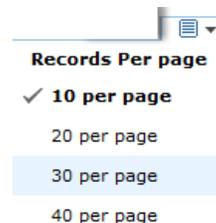
Desc

8. Use the scroll bars to view data in the right side columns; adjust window size as needed

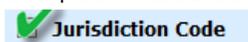
9. Use the Page buttons to page forward to see all the records

1 - 10 of Many << < > >>

10. Adjust the # of **Records Per page** displayed by clicking on the page icon down arrow



11. Select the boxes of the jurisdictions you want to print or export; click the top box in the blue banner to select all



12. You can print a list of the submissions by using the **Print icon** on the upper right side

- a. **Record Summary** is one jurisdiction per page, and produces the nicest printed reports
- b. **List** is the information as viewed in a spreadsheet
- c. **Summary** is a table format

13. Only on certain reports can you export the information by clicking the **Gear icon**, and click on **Export**, then your choice of **Spreadsheet**, **PDF**, etc.

If you need additional assistance, please call the Bureau of Elections at 800-292-5973 or email electionselearning@mi.gov

Precinct List Notes

Code	Status	Description
1	CH	AGE
2	CH	BUSINESS ADDRESS
3	CH	CITIZENSHIP
4	CH	ID CARD RETURNED
5	CH	RESIDENCY
6	CH	REGISTERED BY MAIL + NOT 60 YEARS OLD
21	V	CONFIRM ADDRESS
22	V	CORRECT ADDRESS
23	V	DOB
24	V	SIGN REGISTRATION CARD
25	V	CONFIRM CITIZENSHIP
30	V	SURRENDERED LICENSE

Other Abbreviations:

ID	MUST SHOW ID BEFORE VOTING
MVIP	MUST VOTE IN PERSON
av-s	VOTER HAS BEEN SENT AN AV BALLOT
av-r	AV BALLOT HAS BEEN RECEIVED FROM A VOTER

ELECTION DAY CHANGE OF ADDRESS NOTICE (MOVE MADE WITHIN SAME CITY OR TOWNSHIP)

_____, Michigan Date _____
CITY/TOWNSHIP

This is to advise that I have moved from

PREVIOUS STREET ADDRESS WARD/PRECINCT

To _____
CURRENT STREET ADDRESS

and wish to have my voter registration reflect this change.

PRINT NAME DATE OF BIRTH



SIGNATURE OF VOTER

ELECTION INSPECTOR
NOTE TO INSPECTOR: RETURN FORM IN ENVELOPE NO. 3
Michigan Election Resources Form No. 822



AUTHORIZATION TO CANCEL REGISTRATION

DATE OF ELECTION: _____
WARD/PRECINCT

VOTER: PLEASE PRINT INFORMATION REQUESTED BELOW.

PREVIOUS ADDRESS

CITY OR TOWNSHIP

I certify that I was a registered and qualified elector in the above city or township and that I moved to the address below AFTER THE 60TH DAY prior to this election. I further authorize the clerk of the city or township listed above to **cancel my voter registration**. I understand that I must register to vote with the clerk of the city or township where I now reside.

CURRENT ADDRESS

CITY OR TOWNSHIP

PRINT NAME DATE OF BIRTH



SIGNATURE OF VOTER INSPECTOR'S INITIALS

NOTE TO INSPECTOR: RETURN FORM IN ENVELOPE NO. 3
Michigan Election Resources Form No. 821



Michigan Department of State Bureau of Elections

Notice to Voters: Voter Identification Requirement in Effect

Every Michigan voter who offers to vote in the polls must comply with the requirement by showing picture identification or signing an affidavit attesting that he or she is not in possession of picture identification. (See MCL 168.523 for voter identification requirement.)

Voters with picture ID: Voters can satisfy the ID requirement by showing a Michigan driver's license or a Michigan personal identification card.

Voters who do not possess either document may show any of the following forms of picture ID as long as it is current:

- Driver's license or personal ID card issued by another state.
- Federal or state government-issued photo ID.
- U.S. passport.
- Military identification card with photo.
- Student identification with photo from a high school or an accredited institution of higher education.
- Tribal identification card with photo.

Voters without picture ID: Michigan election law anticipates that not all voters will have picture ID. Voters who do not have acceptable picture ID or forgot to bring acceptable picture ID to the polls can vote like any other voter by signing an affidavit.

Questions regarding the voter identification requirement can be directed to your local city or township clerk's office.

For more election related information, visit www.michigan.gov/vote

**AFFIDAVIT OF VOTER NOT IN POSSESSION
OF PICTURE IDENTIFICATION**

I, _____ hereby affirm that I reside at
(Print Name)

(Present Street Address)

I further affirm that I am not in possession of a driver's license, a state-issued personal identification card or any other form of picture identification and wish to vote.

By signing this affidavit, I swear that the statements made above are true.

SIGNATURE OF VOTER: **X** _____

Penalty: Making a false statement in this affidavit is perjury, punishable by a fine up to \$1,000.00 or imprisonment for up to 5 years, or both.

To be completed by Election Inspector

Sworn and subscribed to before me this _____ day of _____,

I certify that the elector named above has completed the above affidavit in my presence.

X _____
Signature of Election Inspector

Return this form in Local Clerk Envelope



STATE OF MICHIGAN
BUREAU OF ELECTIONS
LANSING

**Picture Identification in the Polls:
Questions and Answers**

Revised: June 2013

Background: In 2007, the Michigan Supreme Court ruled that a provision of Michigan election law which requires voters to either present picture identification or sign an affidavit if they do not have picture identification with them is constitutional and enforceable. (See MCL 168.523 for picture identification requirement.) While this requirement was originally enacted by the State Legislature in 1996, the requirement was not implemented until 2007 due to a prior ruling issued through the Attorney General's office. Instructions for the administration of the picture identification requirement are provided below.

1) *What does the 2007 Supreme Court ruling mean for Michigan's election officials and voters?*

Every Michigan voter who offers to vote at the polls must show picture identification or sign an affidavit attesting that he or she is not in possession of picture identification. (A copy of the affidavit form is attached for reference.)

2) *How must the picture identification requirement be administered?*

The election inspector responsible for administering the requirement will ask each voter who completes an Application to Vote to show picture identification. If the voter states that he or she does not have picture identification, the election inspector will give the voter an affidavit to sign attesting that he or she is not in possession of picture identification. A ballot cannot be issued to the voter unless the voter displays picture identification or signs the affidavit.

3) *What type of check is the election inspector required to perform when viewing a voter's picture identification?*

The election inspector will check the photo and name appearing on the identification to verify the voter's identity. As a part of this check, the election inspector will confirm that the name appearing on the picture identification matches the name entered by the voter on the Application to Vote.

4) Does the name appearing on the picture identification have to exactly match the name entered by the voter on the Application to Vote or the manner in which the voter's name appears on the precinct's QVF list?

No – however, the names must be similar enough to verify the voter's identity. For example, commonly used abbreviated names are acceptable such as Bill for William, Kathy for Kathryn. Initials that are representative of the voter's first name are also acceptable.

5) What types of picture identification can voters display to satisfy the requirement?

Voters can satisfy the picture identification requirement by showing a Michigan driver's license or a Michigan personal identification card.

Voters who do not possess either document may show any of the following forms of picture identification as long as they are current:

- Driver's license or personal identification card issued by another state.
- Federal or state government-issued photo identification.
- U.S. passport.
- Military identification card with photo.
- Student identification with photo – from a high school or an accredited institution of higher education.
- Tribal identification card with photo.

6) What actions should an election inspector take if the photo appearing on the picture identification displayed by a voter does not resemble the voter closely enough to verify the voter's identity?

As a first step, the election inspector should take into account the age of the photo and any explanations the voter may wish to offer (weight gain or loss, hair style or facial hair alterations, different eyeglass frames, etc.). If such considerations resolve the matter, the election inspector should issue a ballot to the voter. If questions over the voter's identity remain, the election inspector should ask to view any other acceptable forms of picture identification that the voter may have in his or her possession. If the matter cannot be resolved with a second piece of picture identification or if the voter is unable to produce a second piece of picture identification, the election inspector should issue a provisional ballot to the voter and contact the clerk.

When issuing a provisional ballot in such a situation, the election inspector must preserve the provisional ballot as an "envelope" ballot. In addition, the completion of the Four-Step Procedure Form is not necessary. (The completion of the Four-Step Procedure Form is only necessary in instances where a voter's name does not appear on the precinct's QVF list.)

7) Does the identification displayed by the voter have to show the voter's residential address?

No. A picture identification card that does not show the voter's residential address is acceptable.

8) What happens if a voter offering to vote states that he or she has picture identification – but did not bring it to the polls?

Such voters can vote by signing the *Affidavit of Voter Not in Possession of Picture Identification* form. The affidavit can be used by 1) voters who do not have acceptable picture identification and 2) voters who have picture identification – but do not bring it to the polls.

9) Where can election officials obtain the affidavit form?

The *Affidavit of Voter Not in Possession of Picture Identification* form can be found on the Bureau of Elections website (www.michigan.gov/elections; under *Information for Election Administrators; Voter Identification Requirements*). A direct link to the form is below:

[Affidavit of Voter Not in Possession of Picture Identification](#)

The form is also available through commercial vendors who market election-related forms. The affidavit form is also attached to this document.

An adequate quantity of the forms must be supplied in every precinct supply kit. We recommend that the affidavit be printed on the reverse side of the Application to Vote. Below is a link to a combined *Application to Vote / Affidavit of Voter not in Possession of Picture Identification* form, also available on the Bureau of Elections website:

[Application to Vote - Poll List](#)

10) What happens to the affidavit forms which are completed and submitted by voters?

The completed affidavit forms must be secured by the precinct board and forwarded to the clerk after the polls close. The clerk must retain the completed affidavit forms for a period of six years.

11) Are there any other records associated with the picture identification requirement that Michigan election administrators need to create or maintain?

Yes. City and township clerks must report the number of voters that signed an *Affidavit of Voter Not in Possession of Picture Identification* to the County Clerk within 7 days after the election. Counties must report these totals to the Secretary of State within 14 days after the election. *Provisional Ballot Report* forms now include a column for reporting these totals.

12) Can a challenger or an election inspector challenge a voter just because he or she does not have picture identification or did not bring it to the polls and signs an affidavit?

No. A voter cannot be challenged just because he or she is not in possession of picture identification or did not bring picture identification to the polls and signs the affidavit in order to vote. Of course, as is the case with any voter, a voter who is unable to show picture identification can be challenged if a challenger or an election inspector has “good reason to believe” that the person is not qualified to vote in the precinct.

13) *Under what circumstances can a challenge related to the picture identification requirement be issued?*

As a challenger may challenge election procedures that are not being properly performed, a challenge may be made if an election inspector attempts to issue a ballot to a voter who has not shown picture identification or signed an affidavit. Also, a challenger may challenge the ballot of a voter if the challenger has “good reason to believe” the person is not properly registered. Consequently, a challenge may be issued if a voter provides picture identification with an address that is different than the address on the precinct’s QVF list.

14) *Does the picture identification requirement impact the absentee voting process in any way?*

Yes. As a result of legislation enacted in 2012 (PA 523 of 2012), voters who obtain an absent voter ballot in person are also required to comply with the picture identification requirement. If these voters are not in possession of picture ID, they may sign the same *Affidavit of Voter not in Possession of Picture Identification* form that is used in the polls on Election Day. AV ballots from voters that obtain ballots in person, do not provide picture identification and sign the affidavit form **must be processed as a challenged ballot on Election Day.**

15) *What actions should a precinct board take if a voter who does not possess picture identification refuses to sign the affidavit form? Would such a voter be eligible to receive a provisional ballot?*

A voter not in possession of picture identification who refuses to sign the affidavit form cannot vote and should be referred to the local clerk. This is the same procedure used for voters who refuse to complete an Application to Vote: no ballot is issued. Such a voter would not be eligible for a provisional ballot.

16) *What actions should a precinct board take if a voter claims to have picture identification but refuses to show it? Should such a voter be offered the opportunity to sign the affidavit form? Would such a voter be eligible to receive a provisional ballot?*

A voter who claims to have picture identification but refuses to show it cannot vote and should be referred to the local clerk. The voter does not have the option of signing the affidavit form as the affidavit is designed for voters not in possession of picture identification. Such a voter would not be eligible for a provisional ballot.

17) *Does picture identification have to be requested in an instance where the voter is well known to the election inspector handling the picture identification requirement?*

Yes. The consistent application of the picture identification requirement is important to avoid any appearance that the requirement is being selectively enforced. In addition, the law makes no exceptions for such situations.

18) *Does a voter well known to the election inspector handling the picture identification requirement have to sign the affidavit if the voter is not in possession of picture identification?*

Yes. As noted above, any practice which would make it appear that the picture identification requirement is being selectively enforced must be avoided. Also, the law makes no exceptions for such situations.

19) *How does the picture identification requirement impact the federal identification requirement imposed under the Help America Vote Act (HAVA) on new Michigan voters who register to vote by mail?*

If a voter subject to the federal identification requirement did not meet the requirement when registering to vote, the voter must present one of the following documents before voting in the first election in which he or she wishes to participate: 1) an acceptable form of picture identification or 2) a paycheck, government check, utility bill, bank statement or a government document which lists the voter's name and address.

Given the above, three situations could emerge when a voter is subject to the federal identification requirement:

- **Voter displays picture identification:** Satisfies both the federal identification requirement and Michigan's picture identification requirement.
- **Voter displays paycheck, government check, utility bill, bank statement or a government document which lists his or her name and address:** Satisfies the federal identification requirement. Voter must display picture identification to satisfy Michigan's picture identification requirement. If voter does not possess picture identification, he or she must sign the affidavit form developed for voters who do not possess picture identification before voting.
- **Voter does not possess picture identification and is unable to produce a paycheck, government check, utility bill, bank statement or a government document which lists his or her name and address:** Voter must sign the *Affidavit of Voter Not in Possession of Picture Identification* form. As the voter is unable to satisfy the federal identification requirement, the voter must be issued a provisional ballot as provided under current procedure. The required provisional balloting notices must be given to the voter with the ballot. After the voter has completed the voting process, the provisional ballot must be secured as an "envelope" ballot. The voter is then extended a 6-day period to satisfy the federal identification requirement. If the voter fails to satisfy the federal identification requirement during the 6-day period, the ballot is not counted.

Photo Identification at Polls
 (Voter subject to additional federal identification requirement)

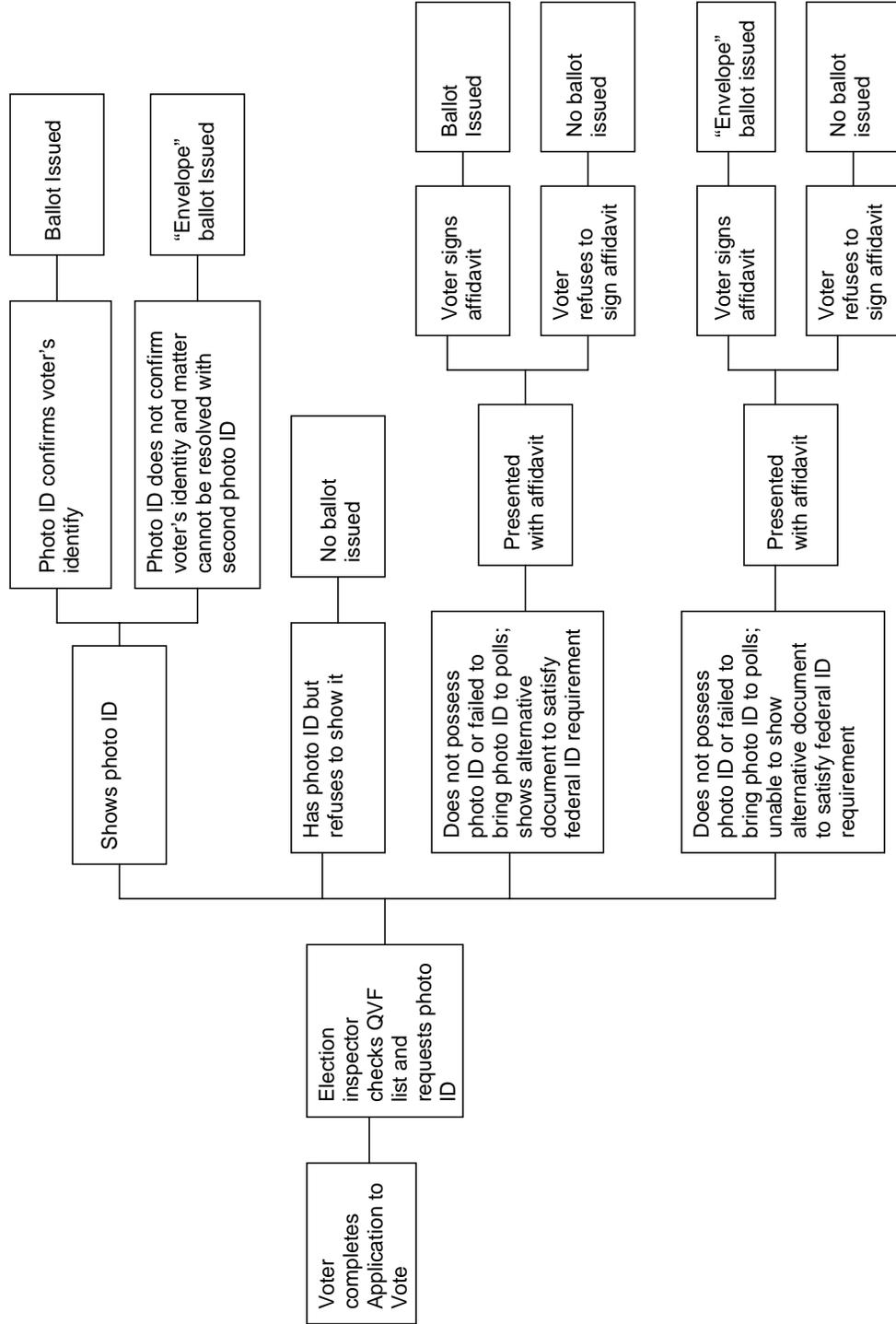
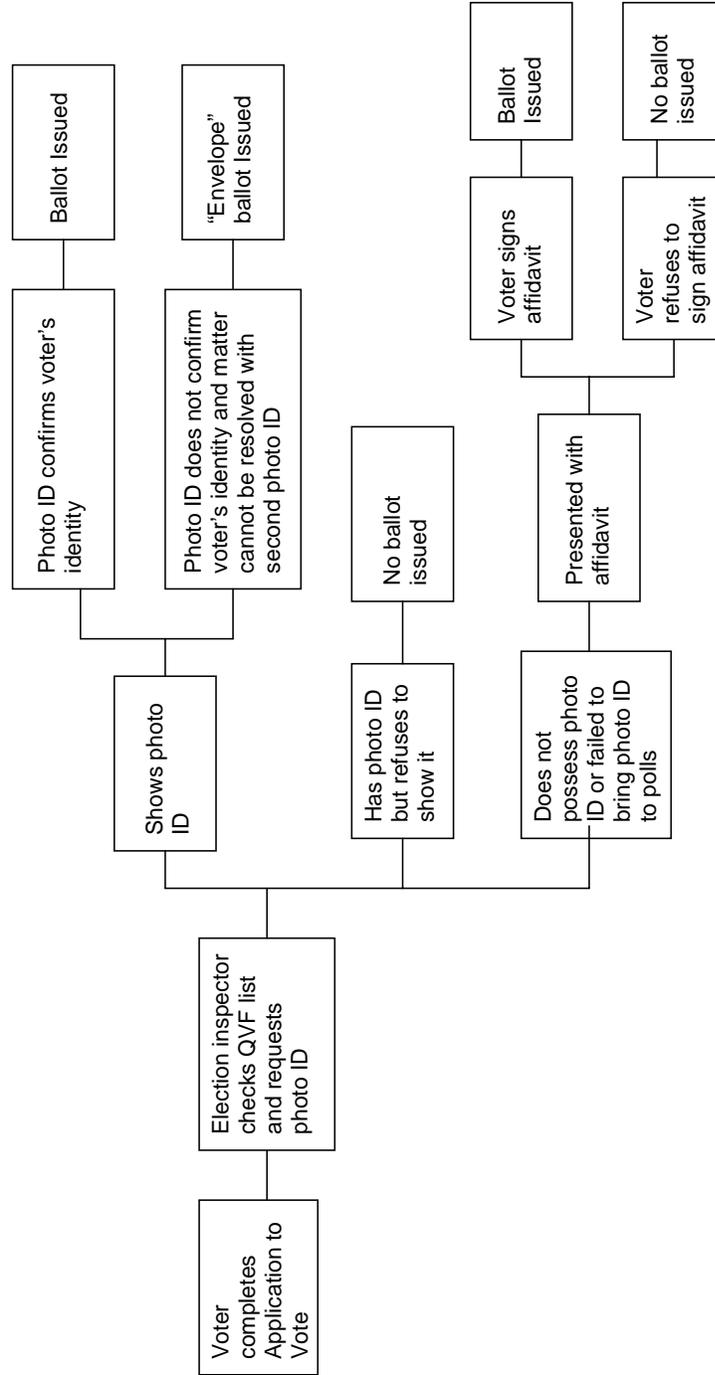


Photo Identification at Polls
 (Voter not subject to additional federal identification requirement)



State of Michigan Election Inspector Application

(Complete in your own handwriting and return to your local City/Township Clerk)

personal information

Full Name _____
Date of Birth ____/____/____ Email Address _____
Home Address _____
Phone #'s Home: _____ Work: _____ Cell: _____
Registered in City or Township of _____ Pct # _____ Ward # _____
County of _____
Political Party Affiliation (**REQUIRED**; must be a recognized state party & may not be Independent):
 Republican Democratic Libertarian U.S. Taxpayers Green Natural Law
Have you ever been convicted of a felony or election crime? Yes No

education and experience information

Education Background (include highest grade completed or degree held) _____

Employment Background (include current or last place of employment and type or work performed)

Languages other than English that you speak (if any) _____

Please rate your computer experience (data look-up, database processing, creating .pdfs, etc.):

1 = not experienced, 5 = very experienced

1 2 3 4 5

Past experience as an election inspector, if any (include name of jurisdiction) _____

Do you have transportation? Yes No

Will you work at any polling place? Yes No If not, explain: _____

signature and certification

I CERTIFY THAT I am not a member or a known active advocate* of a political party other than the party identified above. I FURTHER CERTIFY THAT the foregoing statements are true to the best of my knowledge and belief.

Signature of Applicant

____/____/____
Date

* A "known active advocate" of another political party is defined to mean a person who 1) is a delegate to the convention or an officer of another party; 2) is affiliated with another party through an elected or appointed government position or; 3) has made documented public statements specifically supporting by name another political party or its candidates in the same calendar year as the election at which the person will serve as an inspector. "Documented public statements" means statements reported by the news media or written statements with a clear and unambiguous attribution to the applicant.

ANY FALSE STATEMENTS MADE ON THIS APPLICATION WILL DISQUALIFY THE APPLICANT.

Approved by State Director of Elections (June 2015)

*Receiving Board Guide
Provided by the Michigan Bureau of Elections
Updated as of 10.17.2012*

Receiving Boards

Introduction

A Receiving Board is an independent board established to ensure the recountability of election precincts. The Election Commission of a jurisdiction must establish the Receiving Board by resolution and must appoint the Receiving Board inspectors. Members must be qualified election inspectors and the board must have an equal number of Receiving Board inspectors from each major political party. As of August 15, 2012, Receiving Boards are **required** by Michigan election law, MCL 168.679a.

Appointment

The Receiving Board must be established by resolution of a jurisdiction's Election Commission. The resolution may establish the Receiving Board one time for all future elections.

The Receiving Board inspectors must be appointed by the jurisdiction's Election Commission. Each inspector must be qualified to be an election inspector and have an election inspector application on file. Inspectors appointed to serve in an Election Day precinct or absent voter counting board may be appointed to serve as Receiving Board inspectors as well.

Responsibilities

Under oath, the Receiving Board inspectors receive the sealed ballot container, the Poll Book and the Statement of Votes from each precinct after the polls close. Two election inspectors (one from each major political party) deliver those items properly sealed to the Receiving Board inspectors after their closing duties have been completed. Election inspectors must remain present until Receiving Board inspectors have completed the verification.

The Receiving Board inspectors verify:

- ☆ the Poll Book and/or Statement of Votes are not sealed into the ballot container
- ☆ the ballot container is properly sealed and the seal number is accurately recorded
- ☆ the number of names entered in the Poll Book balances with the number of ballots counted

After verifying these items, the Receiving Board inspectors put the Poll Book and Statement of Votes back into the appropriate envelopes and reseal with a red paper seal, initialing and dating the seal.

Corrective Action

If the Receiving Board inspectors find the Poll Book and/or Statement of Votes sealed in the ballot container or the ballot container improperly sealed and/or recorded, they should direct the election inspectors to take necessary actions to correct the mistake and fully document those actions in the Remarks section of the Poll Book. The remarks must be signed by both the election and Receiving Board inspectors.

If the number of names entered into the Poll Book does not balance with the number of ballots counted by the tabulator, a full explanation must be recorded in the Remarks section of the Poll Book. If no explanation was provided, the Receiving Board inspectors should assist the election inspectors in determining the cause of the imbalance and instruct the election inspectors to fully document the cause in the Remarks section of the Poll Book. The remarks must be signed by both the election and Receiving Board inspectors.

e-Pollbook

Receiving Board inspectors may be utilized to print the final reports of the precinct and assist the election inspectors in completing the Poll Book and Statement of Votes. The Receiving Board inspectors would print the List of Voters, Ballot Summary and the Remarks Reports from the encrypted flash drive.

*Receiving Board Guide
Provided by the Michigan Bureau of Elections
Updated as of 10.17.2012*

Frequently Asked Questions

- 1. Can the Clerk serve as a Receiving Board inspector?**
The Clerk serves on the Election Commission and is thus responsible for the appointment of election inspectors. This presents a conflict of interest and thus prevents the Clerk from being an appointed Receiving Board inspector. Other Clerk's office staff members may be appointed as Receiving Board inspectors, as long as they are a qualified election inspector and have an election inspector application on file.
- 2. Can the Receiving Board inspectors count, handle, or retabulate ballots?**
No. The Receiving Board inspectors may not count, handle or retabulate the ballots.
- 3. Can the Receiving Board perform other administrative tasks like checking in supplies and reviewing the Poll Book?**
Yes, the Receiving Board inspectors may perform other tasks assigned by the Clerk. However, it's important to place priority on those items listed under Responsibilities as those items will ensure a precinct is recountable.
- 4. How many inspectors must the Receiving Board have?**
At least two inspectors must be appointed to the Receiving Board, one from each major political party. Larger jurisdictions may want to appoint additional multiples of two to accommodate the larger volume of precincts to be received.
- 5. What if election inspectors sealed other supplies inside the ballot container, may they open it under the direction of the Receiving Board inspectors?**
The ballot container should only be opened in a case where the container was not sealed properly or the Poll Book and/or Statement of Votes was sealed inside.
- 6. What if the Container Certificate was not included under seal with the ballot container?**
The ballot container should only be opened in a case where the container was not sealed properly or the Poll Book and/or Statement of Votes was sealed inside.
- 7. What if no explanation can be found to account for an imbalance between the number of names in the Poll Book and the number of ballots processed by the tabulator?**
A remark should be made by the election and Receiving Board inspectors to alert the County Board of Canvassers.
- 8. Do the Poll Book and Statement of Votes still have to be delivered to the County Clerk on election night?**
Yes, the Poll Book and Statement of Votes must be delivered to the County Clerk on election night. For State and Federal elections another copy of the Statement of Votes must be delivered to Probate Judge on election night. For other elections these documents shall be delivered by 11 a.m. the following day.
- 9. Can the Receiving Board inspectors place Poll Books and Statement of Votes for multiple precincts in a single envelope?**
Yes, if permitted by the County Clerk, the Poll Book and Statement of Votes for more than one precinct may be included and delivered in a single sealed envelope.

Receiving Board Guide
 Provided by the Michigan Bureau of Elections
 Updated as of 10.17.2012

Receiving Board Checklist

Jurisdiction _____ Precinct _____ Election Date _____

Required:

- Confirm the Poll Book and Statement of Votes are not sealed in the ballot container.
- Confirm the ballot container is sealed properly
- Confirm the seal number was recorded properly
- Confirm the number of names listed in the Poll Book equals the number of ballots tabulated on the tabulator tape and recorded on the Statement of Votes

Correction of any of the above items requires the Receiving Board to direct the election inspectors returning the items to make the necessary corrections. Once corrections are made, full documentation of the corrective action must be written in the remarks of the Poll Book, signed by the election inspectors and witnessed by the Receiving Board inspectors.

Other beneficial items to review for a successful Canvass:

Poll Book

- Clerk's Preparation Certificate completed and signed
- Election Inspectors Preparation Certificate completed and signed by inspectors present when polls opened
- All inspectors subscribed to the Constitutional Oath of Office
- Oath administrator signed
- No lines skipped on the List of Voters
- All spoiled, affidavit, envelope, challenged, and AV ballots noted
- Ensure proper recording of write-in votes or a notation of none when applicable
- Ensure proper recording of challenges
- Ensure remarks were recorded
- Certificate of Election Inspectors completed and signed by inspectors present when polls closed
- Ballot summary is completed and totals are accurate
- Ballot container seal number is properly recorded

Ballot Container Certificate

- Dated and signed by two election inspectors of differing party affiliation
- Seal number properly recorded

Program Container Certificate

- Dated and signed by two election inspectors of differing party affiliation
- Seal number properly recorded

Statement of Votes (3 copies required)

- Totals tape signed by inspectors present when poll closed
- Text of proposals attached
- Write-in votes totaled (if necessary)
- Seal number of ballot container recorded properly
- Seal number signed by two inspectors of differing party affiliation
- Signatures of all inspectors present when polls closed

After completion of the above, replace the Poll Book and Statement of Votes into the appropriate envelopes and initial and seal with a red paper seal. Then sign below.

We, the undersigned members of the Receiving Board, hereby certify the completion of the items checked above.

 Republican Receiving Board Inspector

 Democratic Receiving Board Inspector

Receiving Board Guide
Provided by the Michigan Bureau of Elections
Updated as of 10.17.2012

Sample Resolution

RESOLUTION ESTABLISHING A RECEIVING BOARD FOR ELECTIONS HELD IN [insert jurisdiction name]

WHEREAS, the City Clerk is responsible for conducting elections in [insert jurisdiction name]; and

WHEREAS, MCL 168.679(a) provides the Election Commission of a city, township, or village shall, by resolution, provide that at an election at which the ballots are counted and certified at the precinct, 1 or more additional boards of election inspectors be appointed to serve as Receiving Boards; and

WHEREAS, the [insert jurisdiction name] Receiving Board is responsible for the duties as outlined in Section 168.679(a) of the Michigan Election Law (Article 116 of 1954); and

WHEREAS, the board of election commissioners shall appoint two or more election inspectors, with an equal number from each major political party to the Receiving Board prior to each election;

NOW THEREFORE, BE IT RESOLVED:

The Election Commission authorizes the establishment of a Receiving Board and the appointment of two or more election inspectors, with an equal number from each major political party, for all future elections beginning [insert upcoming election date].

Motion by _____, seconded by _____ to adopt the Resolution authorizing the formation of a Receiving Board for Elections held in [insert jurisdiction name].

Ayes:

Nays:

Absent:

RESOLUTION DECLARED ADOPTED.

[insert Clerk name], Clerk

Recommended Oath

I Do Solemnly Swear (or affirm) that I will support the Constitution of the United States and the Constitution of this State, and that I will faithfully discharge the duties of the Office of Receiving Board Inspector at the Election held on **Tuesday**, the ____ day of _____, _____, according to the best of my ability.

Signatures of Persons Taking Oath and Certifying Preparation Certificate

X

Taken, subscribed and sworn to before me this
____ day of _____, _____.

X

X

Signature of Person Administering Oath

**NOTICE OF LAST DAY OF REGISTRATION
FOR THE ELECTION TO BE HELD ON
TUESDAY, MAY 5, 2015
SAMPLE TOWNSHIP, MICHIGAN**

TO THE QUALIFIED ELECTORS OF SAMPLE TOWNSHIP:

PLEASE TAKE NOTICE that an election will be held in Sample Township on Tuesday, May 5, 2015. The last day to register for the election is Monday, April 6, 2015 by 5:00 p.m. Persons residing in Sample Township registering after the deadline will not be eligible to vote at the election.

Persons planning to register may do so in person at the Sample Township Clerk, Sample County Clerk's office, or the Secretary of State drivers license bureau during regular business hours. Registration may also be made at the specified agency for clients receiving services through the Human Services Department, the Department of Community Health, Michigan Works and some offices of the Commission for the Blind and at the military recruitment offices for persons enlisting in the armed forces. Registration by mail may be used by obtaining and completing a Mail Voter Registration Application at www.mi.gov/vote and forwarding to the election official as directed on the application by the close of registration deadline. Lastly, those already registered may update their voter registration at www.expressSOS.com.

Regular business hours for Sample Township Hall, located at 123 First St., Sample, MI 49123, are Monday, Wednesday, and Friday between the hours of 8:00 a.m. and 5:00 p.m.

PERSONS ENTITLED to be registered voters in Sample Township must possess the following qualifications on or before the day of the election: (1) a citizen of the United States; (2) not less than 18 years of age; (3) a resident of the State of Michigan and Sample Township for not less than 30 days prior to the election (MCL 168.492). In addition, qualified electors must be registered to vote not less than 30 days prior to the election (MCL 168.497).

PLEASE TAKE NOTICE that the Acme School district will be voting on the following millage proposal as presented and listed below:

ACME PUBLIC SCHOOLS:

ACME PUBLIC SCHOOLS GENERAL OBLIGATION UNLIMITED TAX BOND PROPOSAL FOR
BUILDING AND SITE PURPOSES IN THE AMOUNT OF NOT TO EXCEED \$475,000

Full text of the ballot proposal may be obtained at the administrative offices of Acme Public Schools, 650 Third St., Acme, MI 49123, telephone: 616/555-1222.

Persons with special needs as defined by the Americans with Disabilities Act should contact the clerk's office.

**Mary Smith
Sample Township Clerk**

**NOTICE OF ELECTION
SAMPLE TOWNSHIP, MICHIGAN
MAY 5, 2015 ELECTION**

TO THE QUALIFIED ELECTORS OF SAMPLE TOWNSHIP:

NOTICE IS HEREBY GIVEN THAT AN ELECTION WILL BE HELD IN SAMPLE TOWNSHIP ON TUESDAY, MAY 5, 2015. THE POLLS WILL BE OPEN FROM 7:00 A.M. to 8:00 P.M.

AT THE FOLLOWING POLLING LOCATIONS

Precinct 1 Township Hall, 123 First. St.
Precinct 2 East Fire Station, 8700 E. Michigan Ave.
Precinct 3 Sunset Elementary School, 203 Holmes Dr.
Precinct 4 Yorkville Community Church, 1152 East Fifth Ave.

PLEASE TAKE NOTICE that the Acme School district will be voting on the following millage proposal as presented and listed below:

ACME PUBLIC SCHOOLS:

ACME PUBLIC SCHOOLS GENERAL OBLIGATION UNLIMITED TAX BOND PROPOSAL FOR
BUILDING AND SITE PURPOSES IN THE AMOUNT OF NOT TO EXCEED \$475,000

Full text of the ballot proposal may be obtained at the administrative offices of Acme Public Schools, 650 Third St., Acme, MI 49123, telephone: 616/555-1222.

COUNTY TREASURER'S STATEMENT – SAMPLE COUNTY

(Insert County Treasurer's Statement if election is required)

Absentee ballots are available for all elections; registered voters may contact the local clerk to obtain an application for an absent voter ballot. You may vote by absentee ballot if you:

- Are unable to attend the polls without assistance;
- Are 60 years of age or older;
- Expect to be absent from your city or township for the entire time the polls are open on election day;
- Are in jail, awaiting arraignment or trial;
- Have been assigned to work as a precinct inspector in a precinct other than where you are registered; or
- Are unable to attend the polls because of religious beliefs.

All electors who are registered with the township clerk in which they reside are eligible to vote at this election. Sample ballots can be found at www.mi.gov/vote. To comply with the Help America Vote Act (HAVA), voting instructions will be available in audio format and in Braille. Arrangements for obtaining the instructions in these alternative formats can be made by contacting the township clerk in advance of the election. All polling locations are accessible for voters with disabilities.

**Mary Smith
Sample Township Clerk
123 First. St.
Sample, MI 49123
(616) 555-1222**

*Election Document Retention Schedule
Provided by the Michigan Bureau of Elections
Updated as of 2.26.2013*

Document Retention Schedule

The following lists the length of time election records and materials must be retained. It merits note that the retention schedules are separated into two categories: Election Administration, County Records, and City/Township/Village Records. This listing follows the State of Michigan's General Schedule #23 unless a new law has changed the retention period. Changes from General Schedule #23 are highlighted in yellow.

Election Administration

Item #	Item	Retention Period
100	Bureau of Elections Correspondence	Creation date + 2 years
101	Transitory Correspondence	30 days after receipt
102	Post Election Reports	Day after November General Election + 2 years
103	Certification	While serving as an election official

County Records

Item #	Item	Retention Period
200	Affidavits of Candidacy	Until the election is held + 2 years
201	Affidavits of Constitutional Qualification	Until the election is held + 2 years
202	Affidavits of Identity	Until the election is held + 2 years
203A	Applications to Vote	Until the election is held + 6 years (PA 271 of 2012)
203B	Applications to Vote – gubernatorial Elections	Until the election is held + 6 years
204	Apportionment	From the first election that the plan was in effect + 11 years
205	Ballots (Select School District Elections)	Until 30 days after the canvass of the election is completed, or <ul style="list-style-type: none"> • until a recount is completed, • until a court order or a Secretary of State order to suspend destruction is lifted, or • until an investigation into defective ballots or voting equipment is completed

*Election Document Retention Schedule
Provided by the Michigan Bureau of Elections
Updated as of 2.26.2013*

206	Board of County Canvassers Meeting Materials	Permanent
207A	Campaign Finance Statements of Organization – Committees Receiving Less Than \$50,000	Until the official date of dissolution + 5 years
207B	Campaign Finance Statements of Organization – Committees Receiving More Than \$50,000	Until the official date of dissolution + 15 years
208A	Campaign Finance Reporting – Committees Receiving Less Than \$50,000	Creation Date + 5 years
208B	Campaign Finance Reporting – Committees Receiving More Than \$50,000	Creation Date + 15 years
209	Candidate Filing Fee Refunds	Until Audit
210	Candidate Listing	Until the election is held + 2 years
211	Certificates of Acceptance	Until the term of office expires
212	County Election Commission Meeting Materials	Permanent
213	County Election Results	Permanent
214	Declaration of Intent	Until the election is held + 2 years
215	Election Challengers	Until the election is held + 2 years
216	Election Inspector Certificates	Creation date + 2 years
217	Election Inspector Training	Retain the most current training materials (older materials may be kept for reference purposes)
218	Election Notices	Until canvass of the election is completed + 2 years
219	Electronic Voting Systems	30 days following the canvass and certification of the election
220	Nominating and Qualifying Petitions	Until January 1 following the election
221	Nominating Petition Record	Until petitions are disposed of + 2 years

*Election Document Retention Schedule
Provided by the Michigan Bureau of Elections
Updated as of 2.26.2013*

222	Oaths of Office – Election Officials	Until canvass of the election is completed + 2 years
223	Poll Books	Until canvass of the election is completed + 2 years
224	Precinct Delegates	Until the election is held + 2 years
225	Precinct Tabulation Data	Until the election is held + 2 years
226A	Preliminary Accuracy Testing – Federal Offices	Until the election is held + 2 years
226B	Preliminary Accuracy Testing – State and Local Offices	Until the election is held + 30 days
227A	Proof Ballots – State and Local Offices	Until the election is held + 30 days
227B	Proof Ballots – Federal Offices	Until the election is held + 22 months
228	Proposal Petitions	Until canvass of the election is completed + 2 years
229	Recalls	Creation date + 2 years
230	Recounts	Until the recount is completed + 2 years
231A	Sample Ballots – State and Local Offices	Until the election is held + 30 days
231B	Sample Ballots – Federal Offices	Until the election is held + 22 months
232	School Election Coordinating Committee	Expiration + 6 years
233	Statement of Vote	Until the election is held + 2 years
234	Tally Sheets/Books	Until the election is held + 2 years
235	Tie votes	Until the tie vote is broken + 2 years
236	Voting Equipment Acquisition	Life of equipment + 6 years

*Election Document Retention Schedule
Provided by the Michigan Bureau of Elections
Updated as of 2.26.2013*

City, Township and Village Records

Item #	Item	Retention Period
300	Absentee Ballot Envelopes	Until the election is held + 2 years
301	Absentee Voter List	Until the election is held + 2 years
302	Application for Absentee Ballot	Until the election is held + 6 years (PA 271 of 2012)
303A	Applications to Vote	Until the election is held + 6 years (PA 271 of 2012)
303B	Applications to Vote – Gubernatorial Elections	Until the election is held + 6 years (PA 271 of 2012)
304	Affidavits of Identity	Until the election is held + 2 years
305	Affidavit of Voter Unable to Meet Photo ID Requirement	Until the election is held + 6 years (PA 271 of 2012)
306	Ballots – Federal Offices	Until canvass of the election is completed + 22 months
307	Ballots – State and Local Offices (Note: This series also applies to <u>unused ballots</u> for federal, state and local offices)	Until 30 days after the canvass of the election is completed, or <ul style="list-style-type: none"> • until a recount is completed, • until a court order or a Secretary of State order to suspend destruction is lifted, or • until an investigation into defective ballots or voting equipment is completed
308	Candidate Listing	Until the election is held + 2 years
309	Declaration of Intent	Until January 1 following the election
310	Election Notices	Until canvass of the election is completed + 2 years
311	Election Inspector Applications	While the person is eligible for appointment as an inspector
312	Election Inspector Certificates	Creation date + 2 years
313	Election Inspector Training	Retain the most current training materials

*Election Document Retention Schedule
Provided by the Michigan Bureau of Elections
Updated as of 2.26.2013*

		(older materials may be kept for reference purposes)
314	Electronic Voting Systems	Until 30 days after the canvass of the election is completed, or <ul style="list-style-type: none"> • until a recount is completed, • until a court order or a Secretary of State order to suspend destruction is lifted, or • until an investigation into defective ballots or voting equipment is completed
315	Federal Post Card Application	Creation date + 6 years (PA 271 of 2012)
316	Local Election Commission Meeting Materials	Permanent
317	Local Election Results	Permanent
318	Nominating and Qualifying Petitions	Until January 1 following the election
319	Nominating Petition Record	Until petitions are disposed of + 2 years
320	Oaths of Office – Election Officials	Until the election is held + 2 years
321	Precinct Maps	Only retain current precinct maps (Any outdated maps should be sent to Archives of Michigan for permanent preservation)
322A	Preliminary Accuracy Testing – Federal Offices	Until the election is held + 2 years
322B	Preliminary Accuracy Testing – State and Local Offices	Until the election is held + 30 days
323	Proposal Petitions	Until canvass of the election is completed + 2 years
324	QVF Precinct Lists	Until the election is held + 2 years
325	School Election Coordinating Committee	Expiration + 6 years
326	Statement of Vote	Until the election is held + 2 years
327	Tally Sheets/Books	Until the election is held + 2 years

*Election Document Retention Schedule
Provided by the Michigan Bureau of Elections
Updated as of 2.26.2013*

328	Tie votes	Until the tie vote is broken + 2 years
329	Voter Identification Cards – Returned	Until the voter's registration is cancelled
330	Voter Registration Applications	Until the master card is generated
331	Voter Registration Master Cards – Originals	Until cancelled + 5 years (PA 271 of 2012)
332	Voter Registration Master Cards – Duplicates	Until cancelled + 2 years
333	Voter Registration Cards – Voided	Creation date + 2 years
334	Voter Registration Cards – Change of Address	Until the official voter registration record is updated
335	Voting Equipment Acquisition	Life of the equipment + 6 years

Item # Title and Description

Administration

100 Bureau of Elections Correspondence

This correspondence is received from the Bureau of Elections and pertains to policy or housekeeping issues. This correspondence may exist in a variety of formats, including memos, letters, notes, and electronic mail messages. This does not include the Election News and the News You Can Use newsletters that are published and retained by the Bureau.

101 Transitory Correspondence

Transitory correspondence is any form of written communication with a short-term interest that has no documentary value. This type of correspondence has limited administrative and evidential value that is lost soon after the communication is received. **Transitory messages do not set policy, establish guidelines or procedures, certify a transaction or become a receipt.** Examples of transitory correspondence include letters of transmittal that do not add information to the transmitted materials, routine requests for information that require no administrative action, policy decision, special compilation or research. This type of record also includes invitations to work-related events, notifications of an upcoming meeting, and similar records.

102 Post Election Reports

The Secretary of State is required to submit a post election report to the Elections Assistance Commission detailing the State of Michigan's compliance with the National Voting Rights Act and the Help America Vote Act. Clerks are required to create and maintain data on an ongoing basis that is compiled for this report.

103 Certification

The Bureau of Elections provides training to election officials. Officials take a self-administered accreditation exam, and receive a certificate upon successful completion of the exam.

*Election Document Retention Schedule
Provided by the Michigan Bureau of Elections
Updated as of 2.26.2013*

County Records

- 200 Affidavits of Candidacy**
These are filed by incumbent judges seeking ballot access for re-election.
- 201 Affidavits of Constitutional Qualification**
These forms are filed by candidates for judicial positions.
- 202 Affidavits of Identity**
These forms are filed by all candidates for elected office, including precinct delegates.
- 203A Applications to Vote**
These forms are completed and signed by voters at the polls. They are used to confirm that the voter has a valid registration in the jurisdiction, and they are used to verify the identity of the voter. County clerks only maintain these records for select elections. MCL 168.811
- 203B Applications to Vote - Gubernatorial Elections**
These forms are completed and signed by voters at the polls during elections that include a gubernatorial race. They are used to confirm that the voter has a valid registration in the jurisdiction, and they are used to verify the identity of the voter. They may be needed if the jurisdiction needs to identify the number of signatures that are needed to support a recall petition.
- 204 Apportionment**
These records document the re-apportionment of the Board of Commissioner district boundaries after a census is completed. These files may include correspondence, litigation materials, minutes of apportionment commission meetings, maps, district descriptions, demographic information, etc.
- 205 Ballots (Select School District Elections)**
These records document votes in select school district elections and special elections that are administered by the county clerk per an agreement. They include ballots, counted absentee ballots, provisional ballots, challenged ballots, unused ballots, spoiled ballots, and ballots rejected for exposure, ballot containers containing optical scan ballots, etc.
- 206 Board of County Canvassers Meeting Materials**
These files include agendas, minutes, and supporting documentation (such as transcripts, correspondence, certificates of election, challenges) that were reviewed by the board during its meetings.
- 207A Campaign Finance Statements of Organization—Committees Receiving Less Than \$50,000**
These records document the creation of committees supporting the election/re-election of candidates for local offices (or groups supporting/opposing local ballot questions) whose campaign committee received less than \$50,000 in the election cycle.
- 207B Campaign Finance Statements of Organization—Committees Receiving More Than \$50,000**
These records document the creation of committees supporting the election/re-election of candidates for local offices (or groups supporting/opposing local ballot questions) whose campaign committee received more than \$50,000 in the election cycle.

*Election Document Retention Schedule
Provided by the Michigan Bureau of Elections
Updated as of 2.26.2013*

- 208A Campaign Finance Reporting--Committees Receiving Less Than \$50,000**
These records document the campaign finance activities of candidates for local offices (or groups supporting/opposing local ballot questions) whose campaign committee received less than \$50,000 in the election cycle. They may include campaign finance reports (regular reports during the election cycle and annual reports, as required), amendments, receipts for late filing fee charges, correspondence, other statements and reports.
- 208B Campaign Finance Reporting--Committees Receiving More Than \$50,000**
These records document the campaign finance activities of candidates for local offices (or groups supporting/opposing local ballot questions) whose campaign committee received more than \$50,000 in the election cycle. They may include campaign finance reports (regular reports during the election cycle and annual reports, as required), amendments, receipts for late filing fee charges, correspondence, other statements and reports.
- 209 Candidate Filing Fee Refunds**
After the primary is held some candidates are eligible for a refund of their filing fee.
- 210 Candidate Listing**
This register is used to log when a candidate files an Affidavit of Identity.
- 211 Certificates of Acceptance**
After a person is elected to a school board they have to file a certificate of acceptance with the school district. A copy is sent to the county clerk (MCL 168.309).
- 212 County Election Commission Meeting Materials**
These files include agendas, minutes, resolutions and supporting documentation that was reviewed by the commission during its meetings.
- 213 County Election Results**
These records (also known as the "canvass of votes") document the final outcome of elections, as determined by the Board of County Canvassers.
- 214 Declaration of Intent**
These forms are submitted by individuals who seek nomination or election to an office with write-in votes. Votes for write-in candidates who do not file a Declaration of Intent will not be counted.
- 215 Election Challengers**
An organization or group that intends to appoint election challengers must submit a notarized statement to the clerk of the jurisdiction that states the reason why the right to make the appointments is claimed. These records will include the statement, a copy of the identification card to be used by the challengers, and the approval or denial (and possibly appeal documents).
- 216 Election Inspector Certificates**
Election inspectors must attend training every two years. These certificates document who attended training.
- 217 Election Inspector Training**
These records include materials developed by the Bureau of Elections and the county clerk to train election inspectors.
- 218 Election Notices**
Clerks must publish a notice in local newspapers notifying the public of the close of registration to vote, of upcoming elections and of public accuracy tests of voting equipment.

*Election Document Retention Schedule
Provided by the Michigan Bureau of Elections
Updated as of 2.26.2013*

These records will include a copy of the notice, the affidavit of publication and the bill from the newspaper.

- 219 Electronic Voting Systems**
These systems are used to conduct select school district elections and special elections that are administered by the county clerk per an agreement. They include voting devices, ballot containers, optical scan ballots, etc.
- 220 Nominating and Qualifying Petitions**
All candidates (both partisan and non-partisan) for countywide offices must file nominating or qualifying petitions with the clerk. These petitions contain signatures of registered voters living within the office's jurisdiction stating that they want to have the candidate's name placed on the ballot. These records may be returned to the candidate or destroyed as requested by candidate at the end of their retention period.
- 221 Nominating Petition Record**
This record lists which candidates submitted nominating petitions for each election cycle. It contains the office, candidate, filing date, determination date, number of signatures required and filed, date the petitions were returned or destroyed, and the date of the election.
- 222 Oaths of Office—Election Officials**
This affidavit is signed by election officials who serve on Absent Voter Counting Boards, as Election Inspectors, etc. who affirm that they will lawfully fulfill the duties to which they have been appointed. Poll watchers who observe the action of the absent voter counting board must also take and sign an oath of secrecy.
- 223 Poll Books**
These books identify which registered voters participated in an election. They identify which voters were issued provisional ballots and which voters were challenged. This record includes Absent Voter Poll Books that identify which absent voters were mailed ballots. These books are received from cities and townships for maintenance by the county clerk. MCL 168.811
- 224 Precinct Delegates**
These records document the certification of election results for precinct delegates and notification to political parties. They may include tally sheets, certificates of election, lists, etc.
- 225 Precinct Tabulation Data**
This data documents the programming (burning) of removable data storage devices for precinct tabulators. It will include definitions, vote totals, an audit of voting activity. The data may be transferred to other storage media for retention.
- 226A Preliminary Accuracy Testing**
These records document tests of voting equipment prior to the election. They include data containing voting formulas for the election that is used to test the equipment's accuracy, AutoMARK testing, test ballots, test decks, documents and certification, edit listings, etc.
- 226B Preliminary Accuracy Testing (State and Local Offices)**
These records document tests of voting equipment prior to the election. They include data containing voting formulas for the election that is used to test the equipment's accuracy, AutoMARK testing, test ballots, test decks, documents and certification, edit listings, etc.
- 227A Proof Ballots (State and Local Offices)**
Proof ballots are produced to proofread the wording and formatting of each style of ballot that will be used in the election. They are reviewed by the candidates, Bureau of Elections and the

*Election Document Retention Schedule
Provided by the Michigan Bureau of Elections
Updated as of 2.26.2013*

County Election Commission prior to printing. These records may include hard copy or electronic proof ballots (one of each style) and related correspondence.

- 227B Proof Ballots (Federal Offices)**
Proof ballots are produced to proofread the wording and formatting of each style of ballot that will be used in the election. They are reviewed by the candidates, Bureau of Elections and the County Election Commission prior to printing. These records may include hard copy or electronic proof ballots (one of each style) and related correspondence.
- 228 Proposal Petitions**
Groups or individuals wishing to place a question on the countywide ballot for an upcoming election must also submit petitions. These petitions contain signatures of registered voters living within the jurisdiction stating that they want to have the proposal placed on the ballot.
- 229 Recalls**
Voters may initiate a recall of elective officers in the state. These records will contain petition language submissions, clarity review documents, public meeting notices, signed petitions, signature challenges, petition review notices, correspondence, etc.
- 230 Recounts**
These records document the administration of election recounts. They may include tally sheets, application forms, financial documents, petitions, counter petitions, objections, sign-in sheets, correspondence, and personnel records for the workers, etc.
- 231A Sample Ballots (State and Local Offices)**
These ballots are produced and marked "sample" for posting for public information.
- 231B Sample Ballots (Federal Offices)**
These ballots are produced and marked "sample" for posting for public information.
- 232 School Election Coordinating Committee**
The school election coordinating committee identifies the duties and responsibilities of parties that administer school elections. Their agreements are renewed every two years. These records may include meeting records, agreements, maps, resolutions, correspondence, etc.
- 233 Statement of Vote**
These documents are certified on Election Day by election inspectors. They summarize the votes for write-in candidates and the number of ballots issued (used and unused). The statement may be part of the poll book. MCL 168.811
- 234 Tally Sheets/Books**
These documents are used to calculate the number of write-in votes. These sheets may be part of the poll book. MCL 168.811
- 235 Tie Votes**
These records document that proper procedures were followed when breaking a tie vote. These records include notices, sign-in sheets, and the name slips, etc.
- 236 Voting Equipment Acquisition**
These records document the acquisition and maintenance of voting equipment. They include contracts, HAVA grants, maintenance agreements, serial numbers, resolutions, correspondence, etc.

*Election Document Retention Schedule
Provided by the Michigan Bureau of Elections
Updated as of 2.26.2013*

City, Township and Village Records

- 300 Absentee Ballot Envelopes**
These envelopes were used to transmit absentee ballots. Envelopes containing valid ballots will be opened and emptied so the ballot can be counted (see items #304-305). Invalid/rejected ballots remain inside the envelope, and the envelope may remain sealed. In this case, the ballot is not counted. MCL 168.811
- 301 Absentee Voter List**
This list identifies which voters in each precinct were mailed absentee ballots. It contains the name of the voter, address where the ballot was mailed, date the application was received, date the ballot was mailed, date the ballot was received, etc. This record includes the absentee ballots information posting. The list may be part of the poll book. MCL 168.811
- 302 Application for Absentee Ballot**
These applications are submitted by voters wishing to receive an absentee ballot for upcoming primary and/or general elections. These records also include "emergency" absentee ballot requests. MCL 168.811
- 303A Applications to Vote**
These forms are completed and signed by voters at the polls. They are used to confirm that the voter has a valid registration in the jurisdiction, and they are used to verify the identity of the voter. MCL 168.811
- 303B Applications to Vote—Gubernatorial Elections ACT**
These forms are completed and signed by voters at the polls during elections that include a gubernatorial race. They are used to confirm that the voter has a valid registration in the jurisdiction, and they are used to verify the identity of the voter. They will be used if the jurisdiction needs to identify the number of signatures that are needed to support a recall petition.
- 304 Affidavits of Identity**
These forms are filed by all candidates for elected office, including precinct delegates. ACT = until the election is held.
- 305 Affidavit of Voter Unable to Meet Photo ID Requirements**
This form is signed by voters who do not possess photo identification when attending the polls.
- 306 Ballots (Federal Offices)**
These records document votes in elections where the office of U.S. President, U.S. Senate, or Representative in Congress appears on the ballot (including proof ballots, sample ballots, uncounted ballots, counted absentee ballots, provisional ballots, challenged ballots, spoiled ballots, and ballots rejected for exposure). They include optical scan ballots and the programs used to tabulate them, and Federal Write-In Absentee Ballots. Optical scan ballots shall be stored in sealed ballot bags in a secure place during this retention period, after the retention requirements specified under Michigan law have been met (see item #305 and 311).
- 307 Ballots (State and Local Offices)**
These records document votes in elections for state and local offices, some school district elections, and special elections in which candidates for federal offices did not appear on the ballot (including proof ballots, sample ballots, uncounted ballots, unused ballots, counted absentee ballots, provisional ballots, challenged ballots, spoiled ballots, and ballots rejected for exposure). They include voting devices/tabulators, ballot containers containing optical scan ballots, programs, edit listings, etc. **Note: this series also applies to unused ballots for federal, state and local offices.**

*Election Document Retention Schedule
Provided by the Michigan Bureau of Elections
Updated as of 2.26.2013*

- 308 Candidate Listing**
This register is used to log when a candidate files an Affidavit of Identity.
- 309 Declaration of Intent**
These forms are submitted by individuals who seek nomination or election to an office with write-in votes. Votes for write-in candidates who do not file a Declaration of Intent will not be counted.
- 310 Election Notices**
Clerks must publish a notice in local newspapers notifying the public of the close of registration to vote, of upcoming elections and of public accuracy tests of voting equipment. These records will include a copy of the notice, the affidavit of publication and the bill from the newspaper.
- 311 Election Inspector Applications**
These applications are submitted by people who are interested in serving as election inspectors. Inspectors are appointed by the local election commission.
- 312 Election Inspector Certificates**
Election inspectors must attend training every two years. These certificates document who attended training.
- 313 Election Inspector Training**
These records may include materials developed by the Bureau of Elections, the county clerk and the local clerk to train election inspectors.
- 314 Electronic Voting Systems**
These records document elections for state and local offices, some school district elections, and special elections. They include voting devices, ballot containers, optical scan ballots, programs, edit lists, etc.
- 315 Federal Post Card Application**
These voter registration/absent voter ballot applications are produced and distributed by the federal government to permit eligible individuals to vote while outside of the country.
- 316 Local Election Commission Meeting Materials**
These files include agendas, minutes, resolutions and supporting documentation that was reviewed by the commission during its meetings.
- 317 Local Election Results**
These records (also known as the "canvass of votes") document the final outcome of elections, as determined by the Board of County Canvassers.
- 318 Nominating and Qualifying Petitions**
All candidates (both partisan and non-partisan) for local offices must file nominating or qualifying petitions with the clerk. These petitions contain signatures of registered voters living within the office's jurisdiction stating that they want to have the candidate's name placed on the ballot. These records may be returned to the candidate or destroyed as requested by candidate at the end of their retention period.
- 319 Nominating Petition Record**
This record lists which candidates submitted nominating petitions for each election cycle. It contains the office, candidate, filing date, determination date, number of signatures required and filed, date the petitions were returned or destroyed, and the date of the election.

*Election Document Retention Schedule
Provided by the Michigan Bureau of Elections
Updated as of 2.26.2013*

- 320 Oaths of Office—Election Officials**
This affidavit is signed by election officials who serve on Absent Voter Counting Boards, as election inspectors, etc. who affirm that they will lawfully fulfill the duties to which they have been appointed. Poll watchers who observe the action of the absent voter counting board must also take and sign an oath of secrecy. These oaths may be part of the poll book.
- 321 Precinct Maps**
These maps define the boundaries of precincts within a jurisdiction. Superseded maps should be sent to the Archives of Michigan for permanent preservation.
- 322A Preliminary Accuracy Testing (Federal Offices)**
These records document tests of voting equipment prior to the election. They include data containing voting formulas for the election that is used to test the equipment's accuracy, AutoMARK testing, test ballots, test decks, documents and certification, edit listings, etc.
- 322B Preliminary Accuracy Testing (State and Local Offices)**
These records document tests of voting equipment prior to the election. They include data containing voting formulas for the election that is used to test the equipment's accuracy, AutoMARK testing, test ballots, test decks, documents and certification, edit listings, etc.
- 323 Proposal Petitions**
Groups or individuals wishing to place a question on the local ballot for an upcoming election must also submit petitions. These petitions contain signatures of registered voters living within the jurisdiction stating that they want to have the proposal placed on the ballot.
- 324 QVF Precinct Lists**
These lists are generated from the Qualified Voter File to identify who is registered to vote at each precinct within the jurisdiction. MCL 168.811
- 325 School Election Coordinating Committee**
The school election coordinating committee identifies the duties and responsibilities of parties that administer school elections. Their agreements are renewed every two years. These records may include meeting records, agreements, maps, resolutions, correspondence, etc.
- 326 Statement of Vote**
These documents are certified on Election Day by election inspectors. They summarize the votes for write-in candidates and the number of ballots issued (used and unused). The statement may be part of the poll book. MCL 168.811
- 327 Tally Sheets/Books**
These documents are used to calculate the number of write-in votes. These sheets may be part of the poll book. MCL 168.811
- 328 Tie Votes**
These records document that proper procedures were followed when breaking a tie vote.
- 329 Voter Identification Cards—Returned**
These voter identification cards were returned by the post office as undeliverable.
- 330 Voter Registration Applications**
Applications to become a registered voter are received in a variety of ways. The information from the application is entered into QVF and a master card is generated.

*Election Document Retention Schedule
Provided by the Michigan Bureau of Elections
Updated as of 2.26.2013*

- 331 Voter Registration Master Cards—Originals**
These cards identify who is registered to vote in elections. The signatures on the cards are used to verify the identity of the voter. Per MCL 168.514, the registration records, if combustible, shall be destroyed by burning.
- 332 Voter Registration Master Cards—Duplicates**
These cards identify who is registered to vote in elections. Per MCL 168.514, if the original card is reproduced in accordance with the Records Reproduction Act (MCL 24.401-24.406), the original becomes the duplicate record, and the reproduction becomes the original.
- 333 Voter Registration Cards—Voided**
Clerks will void a voter registration application if the application's deficiency cannot be resolved. A notice of rejection is sent to the applicant. Per MCL 168.514, the registration records, if combustible, shall be destroyed by burning.
- 334 Voter Registration Cards--Change of Address**
Clerks may receive written notice signed by the voter that he/she has changed addresses. The address change may need to be communicated to a village clerk. These records also include Election Day Change of Address Notices, and Address Confirmation Notices.
- 335 Voting Equipment Acquisition**
These records document the acquisition and maintenance of voting equipment. They include contracts, HAVA grants, maintenance agreements, serial numbers, resolutions, correspondence, etc.