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MCQVF, ANDERSON JAMES

4654 KEMPPA RD
TOIVOLA MI 49965

Name (Last, First, Middle)	Residence Address	Wd/Pct	00002

DL No: M456654456654

Birth Date: 08/07/1981

Reg Date: 10/05/2000

Gender: M

County: ONTONAGON

City/Twp: BOHEMIA TOWNSHIP

School: ADAMS TOWNSHIP SCHOOL DISTRICT

Village:

Telephone:

Mailing Address	School Pct	00001

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

Applicant Signature or Mark

Transfer to New Address			
No.	Street	Date	Wd/Pct

Former Name

Cancel Date	Cause	Note

004003985503

MCQVF, ANDERSON JAMES

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

ELSIE SULKANEN - CLERK

FOLD

Polling Location:

MISERY BAY TOWN HALL
MISERY BAY ROAD

ANDERSON JAMES MCQVF
4654 KEMPPA RD
TOIVOLA MI 49965

State of Michigan Voter Registration Application

and Michigan Driver's License/State Identification Card Address Change Form Instructions

qualifications

To register to vote in Michigan you must be:

- A Michigan resident (at the time you register) and a resident of your city or township for at least 30 days (when you vote).
- A United States citizen.
- At least 18 years of age (when you vote).
- Not currently serving a sentence in jail or prison.

residential & mailing address

You may only register to vote in one place. If you have more than one place of residence, you may register to vote in the place where you are currently located or the place you intend to return. For example, students attending college may register in their hometown or at their campus address, and temporary in-patient residents of nursing homes may register at their home address or at the medical facility.

If you would prefer to receive mail related to your voter registration or driver's license/state 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 won't appear on your voter information card or driver's license/state identification card.

criminal convictions and registering to vote

If you have a past criminal conviction and are no longer in jail or prison, you **can** register and vote. You also can register and vote if you are in jail and awaiting trial or sentencing. If you are currently serving a sentence in jail or prison you **can't** register or vote.

deliver to your city or township clerk

Mail or deliver this completed application directly to your city or township clerk. Find your city or township clerk's address at Michigan.gov/Vote.

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 or through a voter registration drive, you must meet the federal identification requirement as explained below.

federal requirement – provide identification

To comply with the identification requirement, you must:

(1) Enter your Michigan-issued driver's license number or Michigan-issued state ID card number where requested on this form.

or

(2) If you do not have a Michigan-issued driver's license or Michigan-issued state ID card, provide the last four digits of your Social Security number.

or

(3) 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's license or state ID card from any state) or a COPY of a paycheck stub, utility bill, bank statement or a government document that lists your name and address.

*****DO NOT SEND ORIGINAL ID DOCUMENTS BY MAIL*****

If this requirement applies to you and you don't provide the information identified above, you must provide an acceptable form of identification before you vote in the first election in which you wish to participate.

Note: The identification requirement **doesn't** apply if you: (1) personally hand-deliver this form to your county, city or township clerk's office instead of mailing this form or submitting it through a voter registration drive, (2) are disabled or (3) are eligible to vote under the federal Uniformed and Overseas Citizens Absentee Voting Act.

questions?

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

Your application isn't valid until accepted by your city or township clerk. If your application is accepted, your clerk will mail you a voter information card within 3 weeks. You can verify your voter registration status by going to Michigan.gov/Vote.

ED-121 (1-2020)

Track your registration status, find your city/township clerk, view your polling location, and more at Michigan.gov/Vote.

1

instructions

If you have a Michigan driver's license or state ID card, **you can register to vote online.** Start the process at Michigan.gov/Vote.

Complete this form to register to vote or update your registration information[1].

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

Find your city/township clerk and more information at Michigan.gov/Vote.

Phone number/email provided will be used for official election purposes only.

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

The voter registration deadline is **15 days** before election day, **IF** you submit this form through a voter registration drive or deliver it to a county clerk or secretary of state office. If you mail the form, it must be postmarked at least 15 days before the election.

You can register any time up through Election Day by going to your city or township clerk office with residency verification.

If you have a Michigan driver's license (DL) or state identification card (SID), you must use the same address for voter registration and DL/SID.

This form will also change your DL/SID address. You'll be mailed a sticker with your new address to put on your DL/SID.

If you have never voted in person in Michigan and choose to submit this form by mail or through a voter registration drive, **review the instructions on page 1**. You might need to provide additional ID.

More instructions can be found on page 1.

State of Michigan Voter Registration Application

and Michigan Driver's License/State Identification Card Address Change Form

qualifications

❍ yes ❍ no I am a United States citizen.
❍ yes ❍ no I am at least 17.5 years old and will vote only after I turn 18.

If you are not a US citizen, DON'T complete this form

Michigan-issued driver's license/Michigan-issued state ID card

☐-☐☐☐-☐☐☐-☐☐☐-☐☐☐

If you don't have a *Michigan*-issued driver's license or Michigan-issued state ID card, provide the last four digits of your Social Security number:

x x x – x x – ☐☐☐☐

☐ I don't have a valid Michigan-issued driver's license, a Michigan-issued state ID card, or a Social Security number.

personal information **required information*

last name* first* middle suffix

☐☐-☐☐-☐☐☐☐ ☐ male ☐ female
date of birth*

address where you live – house number & street name* apt/lot #

MI
city* zip

( )
phone email

mailing address (if different than where you live) city state zip

Complete to join permanent absent voter application list: ☐ I want to vote absentee in all future elections. Automatically send me an application for every election.

signature

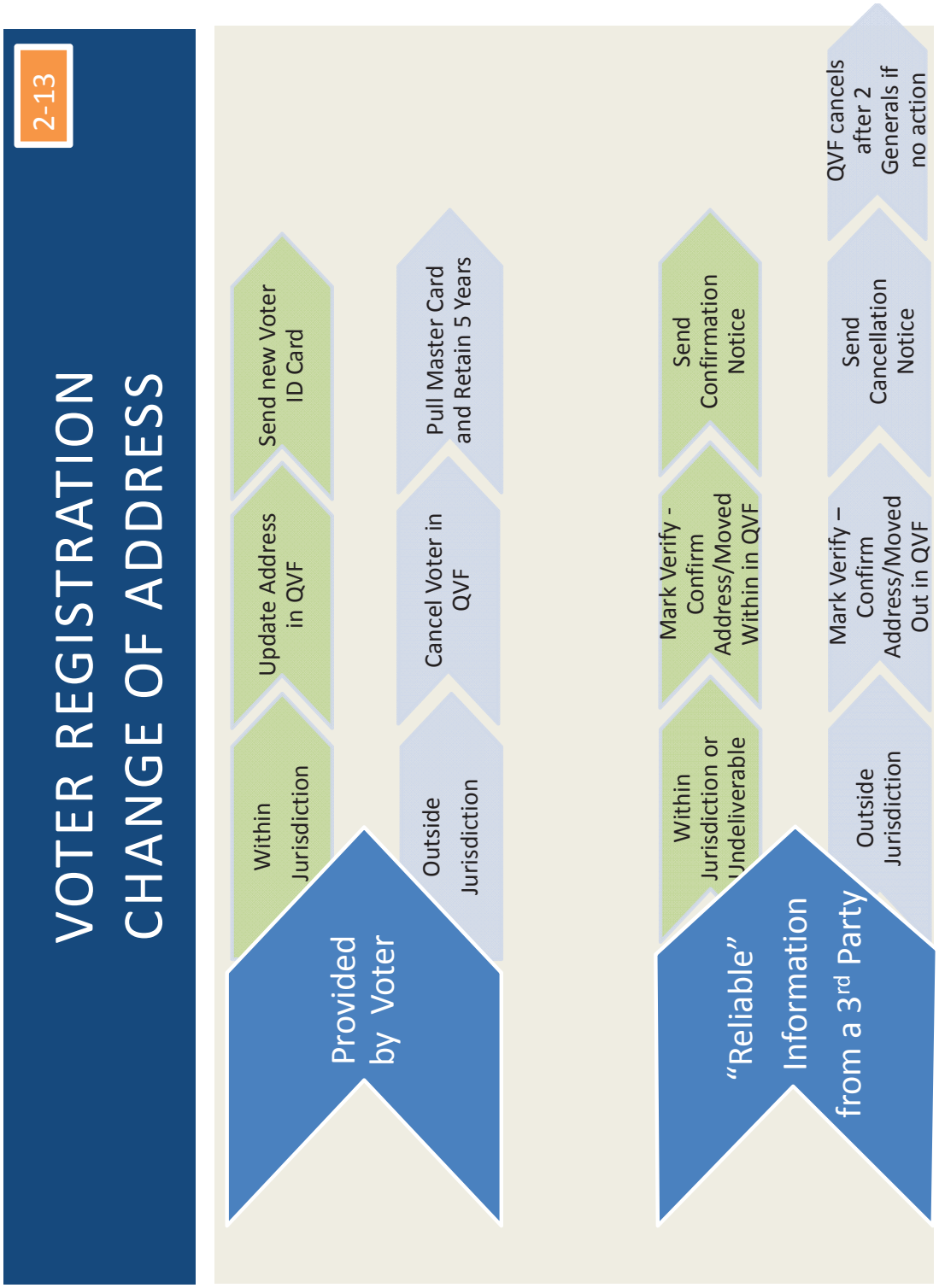
I certify that:

- I am a United States citizen.
- I am a Michigan resident and will vote only after I have lived in my city or township for at least 30 days.
- I am at least 17.5 years old and will vote only after I turn 18.
- 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

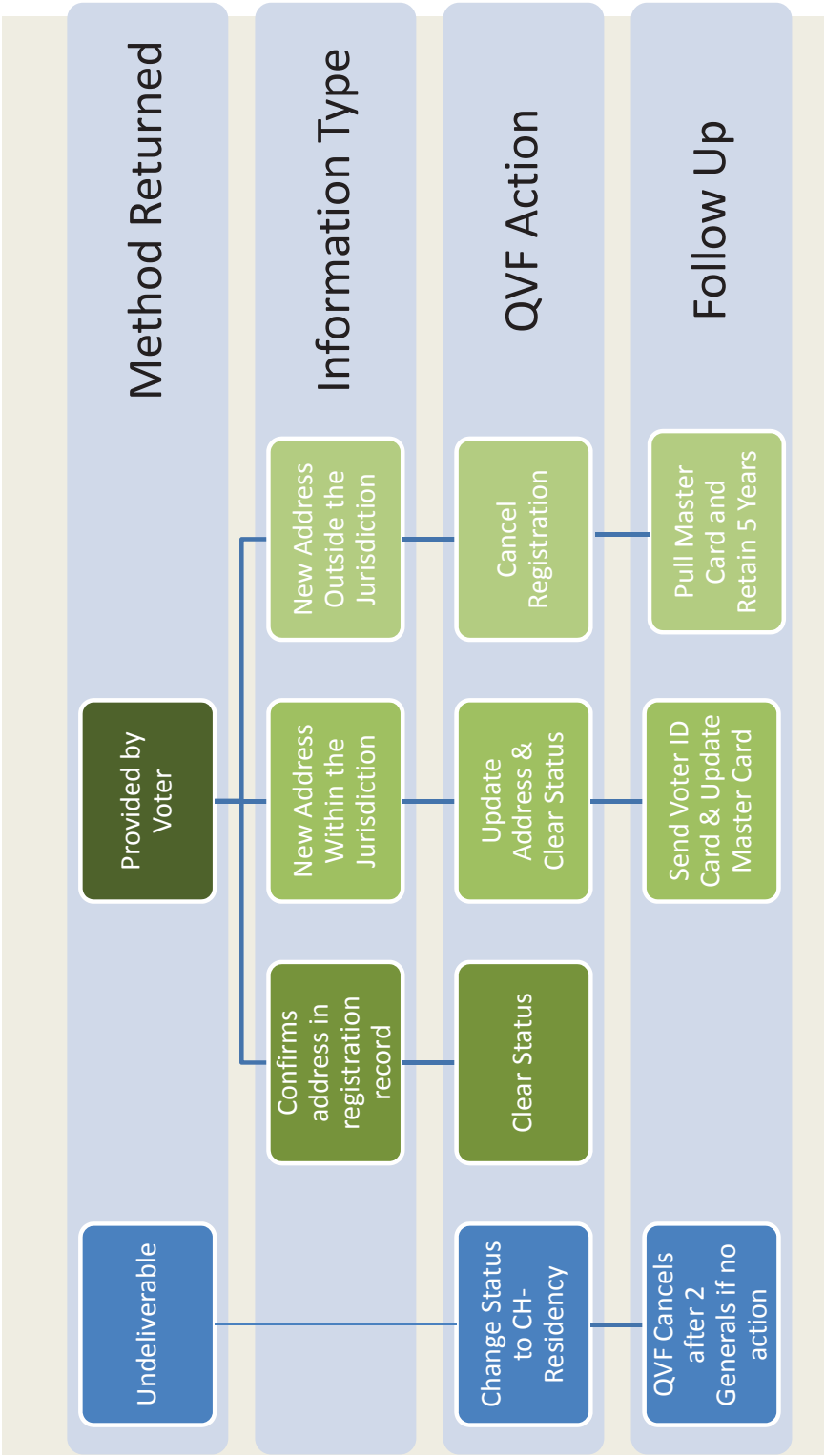
signature date


2-13
VOTER REGISTRATION
CHANGE OF ADDRESS
Provided by Voter
Within Jurisdiction
Update Address in QVF
Send new Voter ID Card
Outside Jurisdiction
Cancel Voter in QVF
Pull Master Card and Retain 5 Years
"Reliable" Information from a 3rd Party
Within Jurisdiction or Undeliverable
Mark Verify - Confirm Address/Moved Within in QVF
Send Confirmation Notice
Outside Jurisdiction
Mark Verify – Confirm Address/Moved Out in QVF
Send Cancellation Notice
QVF cancels after 2 Generals if no action

2-17

VOTER REGISTRATION

RETURNED CONFIRMATION/CANCELLATION NOTICES



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

ZACHARY LUCAS MCQVF
2021 M 38 HWY
NISULA CITY MI 49952

NOTICE OF REJECTION

his is to inform you that your voter registration application has been voided for the following eason(s):

NO SIGNATURE

the reason for rejection was for missing or incomplete information, please detach, complete nd return the reply card if you wish to have your voter registration application reconsidered.

your registration was rejected for failure to sign the application, the application cannot be orrected by completing and returning the attached card. In this case it will be necessary to ither appear in person and sign the application or submit a new application. See reverse side or information on how and where a person may register to vote or update their voter egistration due to a change of address or name.

you have any questions or wish to obtain information on how to register to vote, please ontact your local clerk's office.

If
a

If
c
e
f
r

If
c

FROM: _____

_____

_____

000440001152

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 Family Independence Agency, the Department of Community Health, Michigan Jobs Commission and some offices of the Commission for the Blind.
- 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:

- Voter registration addresses may be changed with a driver's license or personal i.d. number at www.expresssos.com as well.

NOTICE OF REJECTION RESPONSE CARD
(Please Print)

Dear Clerk:

The following is the information needed to complete my voter registration application.

My Full Name is: _____

I live at: _____
House Number, Street/Road, Apartment Number

_____
City, State, Zip Code

Year of Birth _____

_____ 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 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.

ull name: _____

ear of Birth: _____

currently reside at: _____

_____

_____

_____ _____

nature Date

NOTICE

This form complies with Michigan election law, MCL 168.488 and 168.544d. Before using this form, you are strongly encouraged to review the provisions of Michigan law which grant you the right to place your proposal on the ballot through a petitioning process to determine if any additional petition formatting requirements are specified. If additional requirements are specified under the governing statutes, this form cannot be used.

READ BEFORE CIRCULATING PETITION

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 an appropriate description of your proposal.

Make sure that all signers complete the petition. Have each signer:

- Sign and print his or her full name on the petition.
- Enter the street address or rural route where registered to vote. A P.O. Box provided in lieu of a residential address is not acceptable.
- Write the city or township of registration, which must be located within the county listed in the petition heading. (Note: for information regarding the signer's entry of the name of a post office or unincorporated place, see MCL 168.552a.)
- Write the zip code and date of signing.

Complete the circulator's certificate after circulating the petition.

- Sign and print your full name and enter the date of signing. 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, and state.
- If you do not reside in Michigan, check the box located in the lower left corner of the petition sheet and enter your county of registration (if you are registered to vote in your home state).

Remember:

- Ask potential signers whether and where they are registered to vote. Voter registration information may be found at Michigan.gov/Vote.
- Review each signer's entry for completeness. If information is omitted, ask the signer to fill in the blank(s).
- Do not leave the petition unattended.

ElectionSource, (888) 742-8037 www.electionsource.com
Form No. 840 – Revision 10/19 – *NOT* Approved by the State Director of Elections

INSTRUCTIONS ON REVERSE SIDE

NOMINATING PETITION

(CITY/TOWNSHIP PARTISAN)

We, the undersigned, registered and qualified voters in the Township of / City [Strike One] _____, in the County of _____ and State of Michigan, nominate

_____, _____, _____ as a candidate of the _____
(Name of Candidate) (Street Address or Rural Route) (City or Township)

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

Sample

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)

INSTRUCTIONS ON REVERSE SIDE

NOMINATING PETITION
(COUNTYWIDE PARTISAN)

* 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) _____ (Street Address or Rural Route)

_____ (City or Township) as a candidate of the _____ Party for the office of* _____ (Title of Office/Term Expiration Date) _____ (District, if any)

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.

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

SAMPLE

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.

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)

INSTRUCTIONS ON REVERSE SIDE

NOMINATING PETITION
(VILLAGE)

We, the undersigned, registered and qualified voters of the Village of _____, in the County of _____, and State of Michigan, nominate

_____ (Name of Candidate), _____ (Street Address or Rural Route), _____ (City or Township), as a candidate for the office

of _____ (Title of Office/Term Expiration Date) to be voted for at the Village 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.

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, a citizen of the United States citizen; that each signature on the petition was signed in his or her presence; that he or she has neither offered nor paid 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, and that the signer at the time of signing a registered elector of the Village listed in the petition and 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 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 - 2013 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)

Sample

INSTRUCTIONS ON REVERSE SIDE

NOMINATING PETITION

(CITY/TOWNSHIP NONPARTISAN)

We, the undersigned, registered and qualified voters of the City / Township of [Strike One] _____, in the County of _____ and State of Michigan, nominate

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

as a candidate for the office of _____ (Title of Office/Term Expiration Date), _____ (District, if any) 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.

SIGNATURE	PRINTED NAME	STREET ADDRESS OR RURAL ROUTE	ZIP CODE	DATE OF SIGNING		
				MONTH	DAY	YEAR
1.						
2.						
3.						
4.						
5.						
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SAMPLE

CERTIFICATE OF CIRCULATOR

The undersigned circulator of the above petition asserts that he or she is [illegible] 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)

INSTRUCTIONS ON REVERSE SIDE

NOMINATING PETITION
(COUNTYWIDE NONPARTISAN)

* 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) (Street Address or Rural Route)

_____, as a candidate for the office of* _____, _____
(City or Township) (Title of Office/Term Expiration Date) (District, if any)

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.

SIGNATURE	PRINTED NAME	STREET ADDRESS OR RURAL ROUTE	NAME OF CITY OR TOWNSHIP	ZIP CODE	DATE OF SIGNING		
					MONTH	DAY	YEAR
1.							
2.							
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6.							
7.							
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10.							

SAMPLE

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.

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)

INSTRUCTIONS ON REVERSE SIDE

QUALIFYING PETITION

CANDIDATE WITHOUT PARTY AFFILIATION (CITY/TOWNSHIP)

We, the undersigned, registered and qualified electors of the City/Township of (STRIKE ONE) _____, in the County of _____, and State of Michigan, nominate

_____ (Name of Candidate), _____ (Street Address or Rural Route), _____ (City or Township), as a candidate without party affiliation for the office

of _____ (Title of Office/Term Expiration Date), _____ (District, If Any) in order that the name of the candidate be placed without party affiliation on the ballot for the 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 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
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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 solicited nor permitted any person to sign the petition more than once and has no knowledge of a person signing the petition more than once; that, to the 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 stated 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 actions or proceedings arising out of this petition sheet executed by the circulator and agrees that legal process served on the Secretary of State or on 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. 2007 - 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)

SAMPLE

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)

_____, as a candidate without party affiliation for the office of*_____, _____
(City or Township) (Title of Office/Term Expiration Date) (District, if any)

in order that the name of the candidate be placed without party affiliation on the ballot for the 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 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	NAME OF CITY OR TOWNSHIP	ZIP CODE	DATE OF SIGNING		
					MONTH	DAY	YEAR
1.							
2.							
3.							
4.							
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6.							
7.							
8.							
9.							
10.							

SAMPLE

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 or she 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) (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)

INSTRUCTIONS ON REVERSE SIDE

RECALL PETITION

We, the undersigned, registered and qualified voters of the ❑ City ❑ Township ❑ Village of (CHECK ONE) _____, in the County of _____, and State of Michigan, petition for the calling of an election to recall _____ (Name of Officer) from the office of _____ (Title of Office), _____ (District, if Any) for the following reason(s):

_____

_____

_____

← FOR CLERK'S USE ONLY

WARNING–A PERSON WHO KNOWINGLY SIGNS A RECALL 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.						

Sample

CERTIFICATE OF CIRCULATOR

The undersigned circulator of the above petition asserts that he or she is 18 years of age or older, a United States citizen; that each signature on the petition was signed in his or her presence and was not obtained through deceit or misrepresentation; 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.

Michigan Election Resources - Form No. 2011 - 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)

TO BE COMPLETED BY CITY OR TOWNSHIP CLERK

Check the registration of each person whose name appears on the reverse side of this petition sheet **whose name is not coded** in the left-hand column.

If the person was registered to vote in your City or Township on the date he or she signed the sheet, place a check mark before the person's name.

If the person was not registered to vote in your City or Township on the date he or she signed the sheet, enter "NR" (not registered) before the person's name.

If the address listed by the person does not fall within your City or Township, enter "NC" (not in community) before the person's name.

Complete the following certificate after making the registration checks:

I hereby certify that the total number of persons whose names appear on the reverse side of this petition sheet who I identified as being registered in my City or Township on the date of signing the petition sheet is: _____.
(Enter Number)

_____
(Signature of City or Township Clerk)

❑ City or
❑ Township of_____
(Name of City or Township)

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, township or village and county where the petition will be circulated. Indicate whether the jurisdiction listed is a "city", "township", or a "village". Do not list more than one city, township or village.
- Enter the officer's complete name and the office he or she holds. Include the district number of the office if there is one.
- Enter the reason(s) why the recall election is being sought. The language entered must be exactly as approved by the County Election Commission or Board of State Canvassers.

Make sure that all signers properly complete the petition.

- Each signer must be registered to vote in the city, township or 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 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 fill in a signer's address or a signer's signature date. Both entries must be in the signer's own handwriting. Ditto marks are not acceptable in these two entries.
- 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 <u>not</u> affect the validity of the circulator's or signer's signature. However, a printed name located in the space designated for printed names does <u>not</u> 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 <u>not</u> affect the validity of the circulator's or signer's signature.**

Michigan Election Resources - Form No. 2011 - 2015 Revision - Approved by State Director of Elections

Affidavit of Identity and Receipt of Filing

candidate information 1

first name | middle | last

residential address | city / zip

mailing address, if applicable | city / zip

additional information 2

phone number | date of birth / /

email address | campaign website

office sought/ ballot information 3

○ **my name formally changed in the last 10 years for a reason other than marriage or divorce; if checked, print full former name:** _____

office name | jurisdiction | district/circuit/ward

political party, if a partisan office. if running without party affiliation list "No Party Affiliation."

exact name I would like printed on the ballot (**use upper and lower case letters**)

term (check one): ○ regular term ○ partial term expiring / / ○ recall

election (check one): ○ primary election / / ○ general election / /

judicial candidates only: ○ incumbent position ○ non-incumbent position ○ new judgeship

filer's acknowledge-ment (check one) 4

○ nominating or qualifying petitions (estimated number of signatures _____) to be ○ destroyed ○ returned in January

○ a filing fee of $100 (if applicable)

○ certification of party nomination and certificate of acceptance (if applicable)

judicial candidates only: ○ affidavit of constitutional qualification ○ affidavit of candidacy (incumbents only)

statements and attestation 5

○ I am a citizen of the United States and I meet the statutory and constitutional requirements for the office sought.

I swear, or affirm, that the facts I have provided and the facts contained in the statement set forth below are true.

At this date, all statements, reports, late filing fees, and fines due from me or any Candidate Committee organized to support my election to office under the Michigan Campaign Finance Act, PA 388 of 1976, have been filed or paid.

I acknowledge that making a false statement in this affidavit is perjury - a felony punishable by a fine up to $1,000.00 or imprisonment for up to 5 years, or both and may result in disqualification from the ballot (MCL 168.558, 933, and 936).

sign here | date here

notary signature _____ notary name _____

subscribed and sworn to me on the _____ day of _____, _____.

notary public, state of Michigan, county of _____ my commission expires / /

acting in the county of _____

for office use only

received by | number of petition sheets | receipt number

reviewed by | date of filing

jurisdiction/district of office sought | campaign finance number

ED-104 (8/19)

Affidavit of Identity and Receipt of Filing

how to file for elective office

when to file

Visit mi.gov/elections - Information for Candidates to confirm filing dates.

All affidavits must be received by the date and time specified. Affidavits of Identity received after, regardless of the postmark, are invalid.

where to file

File with the Michigan Bureau of Elections for a federal or state district that includes more than one county (including statewide) and all judicial races except probate or municipal.

File with the County Clerk for a federal or state district in only one county, a county or probate judge race, and precinct delegates.

File with the City or Township Clerk for all city or township offices.

Contact your County Clerk to determine the appropriate filing official for village, school, or library district offices.

You may file in person or by mail.

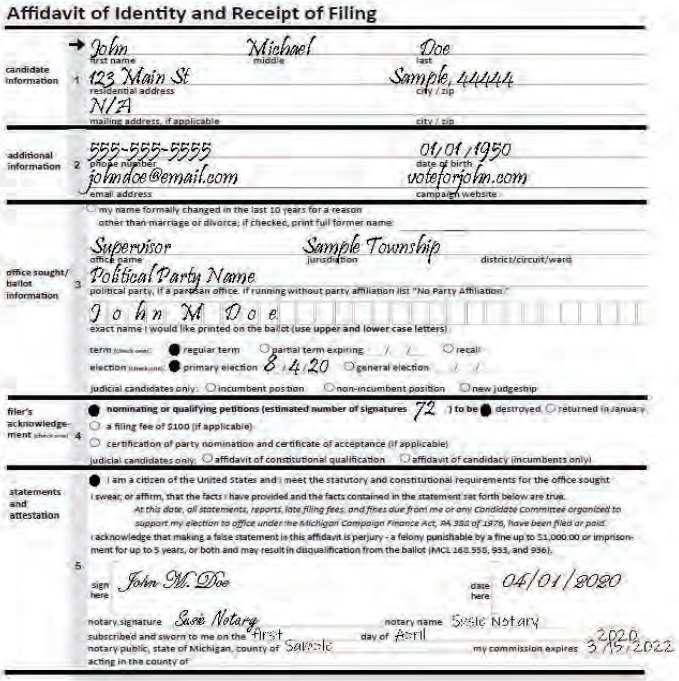
withdrawals

The deadline for withdrawing from the ballot is three days after the filing deadline. Verify time at mi.gov/elections

Once filed, an Affidavit of Identity may not be altered.

If the candidate decides during the filing period to change the Affidavit of Identity, the candidate must submit a new form.

Example:



Affidavit of Identity and Receipt of Filing

candidate information 1
→ John (first name) Michael (middle) Doe (last)
123 Main St (residential address) Sample, 44444 (city / zip)
N/A (mailing address, if applicable) (city / zip)

additional information 2
555-555-5555 (phone number) 01/01/1950 (date of birth)
johndoe@email.com (email address) votefor john.com (campaign website)

office sought/ ballot information 3
○ my name formally changed in the last 10 years for a reason other than marriage or divorce; if checked, print full former name
Supervisor (office name) Sample Township (jurisdiction) (district/circuit/ward)
Political Party Name (political party, if a partisan office. If running without party affiliation list "No Party Affiliation.")
J o h n M D o e (exact name I would like printed on the ballot (use upper and lower case letters))
term (check one): ● regular term ○ partial term expiring / / ○ recall
election (check one): ● primary election 8/4/20 ○ general election / /
judicial candidates only: ○ incumbent position ○ non-incumbent position ○ new judgeship

filer's acknowledgement (check one) 4
● nominating or qualifying petitions (estimated number of signatures 72) to be ● destroyed ○ returned in January
○ a filing fee of $100 (if applicable)
○ certification of party nomination and certificate of acceptance (if applicable)
judicial candidates only: ○ affidavit of constitutional qualification ○ affidavit of candidacy (incumbents only)

statements and attestation 5
● I am a citizen of the United States and I meet the statutory and constitutional requirements for the office sought.
I swear, or affirm, that the facts I have provided and the facts contained in the statement set forth below are true.
At this date, all statements, reports, late filing fees, and fines due from me or any Candidate Committee organized to support my election to office under the Michigan Campaign Finance Act, PA 388 of 1976, have been filed or paid.
I acknowledge that making a false statement is this affidavit is perjury - a felony punishable by a fine up to $1,000.00 or imprisonment for up to 5 years, or both and may result in disqualification from the ballot (MCL 168.558, 933, and 936).
sign here John M. Doe date here 04/01/2020
notary signature Susie Notary notary name Susie Notary
subscribed and sworn to me on the first day of April 2020
notary public, state of Michigan, county of Sample my commission expires 3/15/2022
acting in the county of

how to complete the form

1. candidate information

Print your information legibly. Provide a mailing address if you would like to receive mail at an alternate address.

2. additional information

A phone number, date of birth, email address, or website is not required, but recommended.

3. office sought/ballot information

If you are using a name not given at birth, you must complete the full former name field unless your name was formally changed because of marriage or divorce or formally changed for any reason more than 10 years ago (see MCL 168.558 & 560b).

Print the office name, the jurisdiction, and any district/circuit/ward defining the office for which you are a candidate. If a delegate candidate, put precinct number.

Print your name exactly as you wish it to appear on the ballot using upper and lower case letters. Michigan election law says that a candidate may use the following:

- first and middle name
- middle name only
- initials for first and/or middle name
- a name that is a recognized diminutive of given name
- common law name

Do not use a nickname or titles (e.g. Rev, PhD, etc.).

Fill in the appropriate circles to indicate the term and election and any associated dates.

4. filer's acknowledgement

Fill in the appropriate circle to indicate the items included in your filing. If submitting petitions, indicate the estimated number being submitted and if you'd like them destroyed or returned to you.

5. statements and attestation

Fill in the circle to indicate you meet the statutory and constitutional requirements for the office sought and are a citizen of the United States. Read, sign, and date the attestation. The affidavit is not complete until signed and notarized.

Campaign Finance Act compliance: do not sign or submit this affidavit if the appropriate campaign finance items have not been filed or paid.

2020 Precinct Delegate Affidavit of Identity and Receipt of Filing

when to file - by 4 p.m. May 5 **where to file** - County Clerk **withdrawal** - by 4 p.m. May 8

candidate information 1

first name middle last

residential address city / zip

mailing address, if applicable city / zip

additional information 2

phone number / / date of birth

email address campaign website

ballot information 3

○ **my name formally changed in the last 10 years for a reason other than marriage or divorce; if checked, print full former name:** _____

Precinct Delegate

office name jurisdiction ward/precinct number

exact name I would like printed on the ballot **(use upper and lower case letters)**

political party: ○ Democratic party ○ Republican party

statements and attestation 4

○ I am a citizen of the United States and I meet the statutory and constitutional requirements for the office sought.

I swear, or affirm, that the facts I have provided are true. I acknowledge that making a false statement in this affidavit is perjury - a felony punishable by a fine up to $1,000.00 or imprisonment for up to 5 years, or both - and may result in disqualification from the ballot (MCL 168.558, 933, and 936).

sign here date here

notary signature _____ notary name _____

subscribed and sworn to me on the _____ day of _____, _____.

notary public, state of Michigan, county of _____ my commission expires ___/___/___

acting in the county of _____

for office use only

received by date of filing

how to complete the form

1. candidate information

Print your information legibly. Provide a complete mailing address if you would like to receive mail at an alternate address.

2. additional information

A phone number, date of birth, email address, or website is not required, but recommended.

3. office sought/ballot information

If you are using a name not given at birth, you must complete the full former name field unless your name was formally changed because of marriage or divorce or formally changed for any reason more than 10 years ago (see MCL 168.558 & 560b).

Print the jurisdiction and precinct number where you are registered to vote.

Print your name exactly as you wish it to appear on the ballot using upper and lower case letters. Michigan election law says that a candidate may use the following:

- first and middle name
- middle name only
- initials for first and/or middle name
- a name that is a recognized diminutive of given name
- common law name

Do not use a nickname or titles (e.g. Rev, PhD, etc.)

4. statements and attestation

Fill in the circle to indicate you meet the statutory and constitutional requirements for the office sought and are a citizen of the United States. Read, sign, and date the attestation. The affidavit is not complete until signed and notarized.

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:

_____

RECORD OF NOMINATING PETITIONS FILED

Office	Candidate	Date of Filing	Date of Determination	Signatures		Petitions		Date of Election
				No. Required	No. Filed	Destroyed	Returned	

Write-In Candidate Declaration of Intent

write-in candidate information 1

first name | middle | last

residential address | city / zip

○ I am registered and qualified to vote at this address.

additional information 2

phone number | date of birth / /

email address | campaign website

office information 3

office name | jurisdiction | district/circuit/ward

political party, if a partisan office. If running without party affiliation list "No Party Affiliation."

term (check one): ○ regular term ○ partial term expiring / / ○ recall

election (check one): ○ primary election / / ○ general election / /

judicial candidates only: ○ incumbent position ○ non-incumbent position ○ new judgeship

statement 4

By signing this affidavit, I swear the statements made above are true and do hearby declare my intent to seek the above elective office as a write-in candidate.

sign here | date here

notary signature | notary name

subscribed and sworn to me on the _____ day of _____, _____.

notary public, state of Michigan, county of _____ my commission expires / /

acting in the county of

for office use only

received by | date of filing | campaign finance number

how to file & complete the form

when to file - by 4 p.m. on the second Friday immediately preceding the election, except precinct delegates. Delegates can file by 4 p.m. on the first Friday immediately preceding the election or on Election Day at the precinct.

where to file

File with the Michigan Bureau of Elections for a federal or state district that includes more than one county (including statewide) and all judicial races except probate or municipal. File with the county clerk for a federal or state district in only one county, a county or probate judge race, and precinct delegates.

You may file in person or by mail.

File with the city or township clerk for all city or township offices.

Contact your county clerk to determine the appropriate filing official for village, school, or library district offices.

campaign finance

You may have additional filing obligations under Michigan's Campaign Finance Act. Ask your filing official.

completing the form

1. write-in candidate information

Print your information legibly. Fill in the circle to indicate you are registered to vote at the address listed.

2. additional information

A phone number, date of birth, email address, or website is not required, but recommended.

3. office information

Print the office name, jurisdiction and any district/circuit/ward defining the office for which you are a candidate. If a delegate candidate, put precinct number.

4. statements

Read, sign, and date the attestation. The affidavit is not complete until signed and notarized.

Rev. 8/2019

Precinct Delegate Write-In Candidate Declaration of Intent

write-in candidate information **1**

first name | middle | last

residential address | city / zip

○ I am registered and qualified to vote at this address.

additional information **2**

phone number | date of birth / /

email address | campaign website

office information **3**

political party: ○ Democratic party ○ Republican party

Precinct Delegate

office name | jurisdiction | ward/precinct

statement **4**

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

sign here | date here

notary signature _____ notary name _____

subscribed and sworn to me on the _____ day of _____, _____.

notary public, state of Michigan, county of _____ my commission expires ___/___/___

acting in the county of _____

NOTE: A precinct inspector may witness the signature in lieu of a notary on Election Day.

for office use only

received by | date of filing

how to file & complete the form

how to file

You may file in person or by mail.

when and where to file

By 4 p.m. the Friday prior to the Primary with your County Clerk or on Election Day with the precinct board. vote at the address listed.

completing the form

1. write-in candidate information

Print your information legibly. Fill in the circle to indicate you are registered to

2. additional information

A phone number, date of birth, email address, or website is not required, but recommended.

3. office information

Print the jurisdiction and precinct number.

4. statements

Read, sign, and date the attestation. The affidavit is not complete until signed and notarized. NOTE: A precinct inspector may witness the signature in lieu of a notary on Election Day

Rev. 11/19

Michigan Absent Voter Ballot Application

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 in the following election(s):

❑ [ELECTION DATE]

1 Complete

Voter's Registration Information:

First Name M.I. Last Name	County
	❑City ❑Township
Street Address	Jurisdiction
MI	
City Zip	Year of Birth
	( )
Email Address	Phone #

Your e-mail address and phone number will be used only for official election purposes.

2 Sign

Voter's Signature (Power of attorney is not acceptable):

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

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.

3 Other

3a. Address to Mail Ballot [Only fill out if different from above]:

USPS will not forward your ballot. We can mail it to you where you are.

Date leaving for this address: / /

Date of return: / /

Street Address

City State Zip

3b. Future Elections:

Complete to join permanent list:

❑ I want to vote absentee in all future elections. Automatically send me an application for every election.

4 Return

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

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 applicant; 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 OTHER SIDE FOR MORE 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. You may also return the application by email or fax, as long as the signature is visible.

(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 or 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.

PRIMARY ELECTION

TO VOTE: Completely darken the oval opposite each choice as shown: **[insert graphic here]**.

--OR—

TO VOTE: Completely darken the box opposite each choice as shown: **[insert graphic here].**

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

PARTISAN SECTION: There may be multiple party sections on the ballot. 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 voting target area. 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: **[insert graphic here]**.

-- OR --

TO VOTE: Completely darken the box opposite each choice as shown: **[insert graphic here]**.

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 voting target area. **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.

NONPARTISAN ELECTION

TO VOTE: Completely darken the oval opposite each choice as shown: **[insert graphic here]**.

-- OR --

TO VOTE: Completely darken the box opposite each choice as shown: **[insert graphic here]**.

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 voting target area. 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: **[insert graphic here]**.

-- OR --

TO VOTE: Completely darken the box opposite each choice as shown: **[insert graphic here]**.

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.

INSTRUCTIONS: For the office of President, you may vote for a candidate or you may vote "uncommitted."

TO VOTE: Completely darken the oval opposite each choice as shown: **[insert graphic here]**.

--OR--

TO VOTE: Completely darken the box opposite each choice as shown: **[insert graphic here]**.

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

PARTISAN SECTION: There are three (3) separate party ballots: Republican Party, Democratic Party and Libertarian Party. **YOU MAY VOTE ONE PARTY BALLOT ONLY.**

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 voting target area. Do not cast a write-in vote for a candidate whose name is already printed on the ballot for that office.

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 _____

Ballot No. _____

Mailed _____, 20 _____

Returned _____, 20 _____

_____
Clerk

Received Ballots Herein Described

_____, 20 _____

_____
(Chairman, Board of Election Inspectors)

_____ _____
(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 REQUST 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.

Return envelope
Official ballot
To be opened only by the Precinct or Absent Voter Ballot Counting Board
Don't forget to sign on the back.
Drop off or mail your ballot so that it is returned by 8pm on Election Day.
Track your ballot at mi.gov/vote.
Sample City Elections Department
4321 Franklin Avenue
Sample, MI 44444-1234
OFFICIAL
ELECTION MAIL
Sample City
4321 Franklin Avenue
Sample, MI 44444-1234
First class postage required

Did you...

- Sign in the box below in your own handwriting?
- Put your ballot in the envelope?
- Return to local clerk before 8 p.m. on Election Day?

Keep your ballot secure.
It is a felony for anyone to be in possession of an absent voter ballot except authorized election officials, employees of postal services or other common carriers during the normal course of their job handling mail, or a member of the voter's immediate family or household who the absent voter has asked to return the ballot.

For Clerk's use only

Precinct _____

Ballot _____

Return date and time:

_____

☐ Signature verified? Initial: _____

☐ Rejected? Reason:

_____

I assert that:

- I am a United States citizen.
- I am qualified and registered to vote at the address listed.
- I am voting in conformity with state election law.
- I marked my ballot and placed it in this envelope without showing it to anyone.
- I am returning my ballot to the clerk's office by delivering it myself or a member of my immediate family or household, or sending it by public postal, express mail, or parcel post service, or other common carrier.

I understand that knowingly making a false statement is a misdemeanor.

Voter, sign here in ink. Power of attorney is not acceptable.
This box must be signed or your vote will not be counted.

Sign Here

✖ _____ _____ *Date*

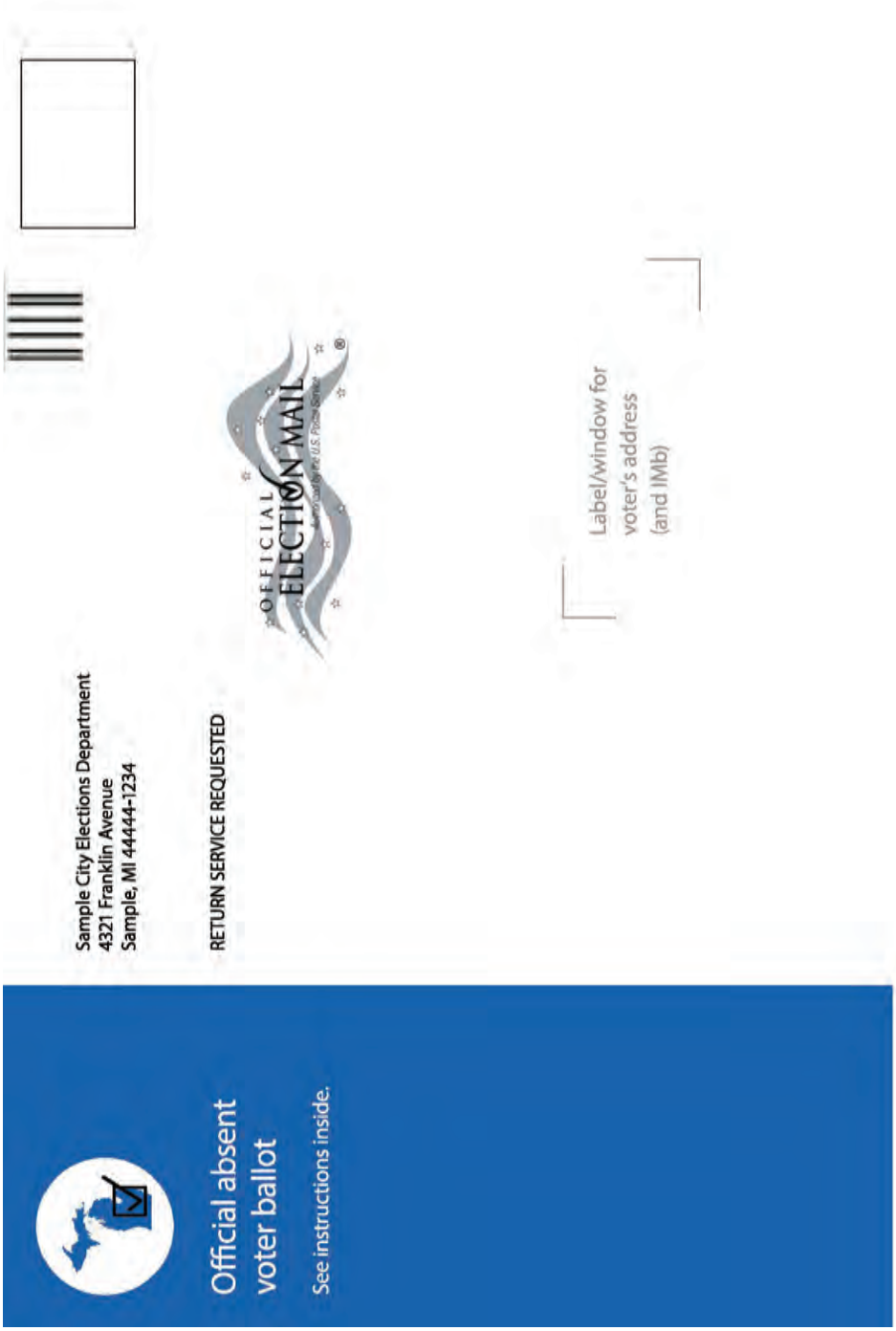
If someone assists you or helps you mark your ballot, they must sign and identify themselves.
I assisted the voter who is disabled or unable to mark his/her ballot according to his/her directions and without showing it to another person.

Assistant, sign here _____

Print name _____

Print full address _____

A person who assists an absent voter and knowingly makes a false statement is guilty of a felony.


Official absent voter ballot
See instructions inside.
Sample City Elections Department
4321 Franklin Avenue
Sample, MI 44444-1234
RETURN SERVICE REQUESTED
OFFICIAL
ELECTION MAIL
Label/window for voter's address (and IMb)

Track your ballot at mi.gov/vote

Contact information

Find your local clerk's address, email address, and phone number at mi.gov/vote

How to return your ballot

Return to local clerk's office by 8 p.m. Election Day
Drop off your ballot at your local clerk's office or drop box (if available) — no postage required.

Return by Mail
Mail your ballot so it is returned by 8 p.m. Election Day.

If you make a mistake on your ballot, contact your local clerk for a new ballot.

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)

This form is for absent Uniformed Service members, their families, and citizens residing outside the United States. It is used to register to vote, request an absentee ballot, and update your contact information. See your State's instructions at FVAP.gov.

Print clearly in blue or black ink.

1. Who are you? Pick one.

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

- ☐ I am on active duty in the Uniformed Services or Merchant Marine -**OR-** ☐ I am an eligible spouse or dependent.
- ☐ I am an activated National Guard member on State orders.
- ☐ I am a U.S. citizen living outside the country, and I intend to return.
- ☐ I am a U.S. citizen living outside the country, and my return is uncertain.
- ☐ I am a U.S. citizen living outside the country, and I have never lived in the United States.

Last name | Suffix (Jr., II) | Sex: ☐ Female ☐ Male

First name | Previous names (if applicable)

Middle name | Birth date (MM/DD/YYYY) / /

Social Security Number ___ - ___ - ___ | Driver's license or State ID #

2. What is your address in the U.S. State or territory where you are registering to vote and requesting an absentee ballot?

Your voting materials will not be sent to this address. See instructions on other side of form.

Street address | Apt #

City, town, village | State

County | ZIP

3. Where are you now? You must give your CURRENT address to receive your voting materials.

Your mailing address. (Different from above) | Your mail forwarding address. (If applicable)

4. What is your contact information? This is so election officials can reach you about your request.

Provide the country code and area code with your phone and fax number. Do not use a Defense Switched Network (DSN) number.

Email: | Phone:

Alternate email: | Fax:

5. What is your voting preference? Select One.

How do you want to receive voting materials from your election office?
- ☐ Mail
- ☐ Email or online
- ☐ Fax

What is your political party for primary elections?

6. What additional information must you provide?

The following need more information: Alaska, Arizona, Puerto Rico, Vermont, and Virginia. (Ex. Proof of residency, employer, etc.)
You may also use this space to clarify your voter information. See the *Voting Assistance Guide* at FVAP.gov.

7. You must read and sign this statement.

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.

Sign here X | **Today's date (MM/DD/YYYY)** / /

This information is for official use only. Any unauthorized release may be punishable by law. Previous editions are obsolete. Standard Form 76 (Rev.09-2017), OMB No. 0704-0503

You can vote wherever you are.

1. Fill out your form completely and accurately.

- Your U.S. address is used to determine where you are eligible to vote absentee. For military voters, it is usually your last address in your State of legal residence. For overseas citizens, it is usually the last place you lived before moving overseas. You do not need to have any current ties with this address. DO NOT write a PO Box # in section 2.
- Most States allow you to provide a Driver's License number or the last 4 digits of your SSN. Some States require a full SSN. See your State's guidelines at FVAP.gov.
- Most States require you to specify a political party to vote in primary elections. This information may be used to register you with a party.
- We recommend that you complete this form every year while you are an absentee voter.

2. Remember to sign this form!

3. Remove the adhesive liner from the top and sides. Fold and seal tightly.

- You can find the address for your election office at FVAP.gov.
- All States accept this form by mail, but they vary on email and fax. See your State's rules in the *Voting Assistance Guide* at FVAP.gov.

Questions? Email vote@fvap.gov

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: Department of Defense, Washington Headquarters Services, Executive Services Directorate, Information Management Division, 4800 Mark Center Dr., East Tower, Suite 03F09, 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. DO NOT RETURN YOUR FORM TO THE ADDRESS ABOVE.

Privacy Act Statement

Authority: The authority to collect your personal information on this form comes from 52 U.S.C. § 20301, "Uniformed and Overseas Citizens Absentee Voting Act (UOCAVA)."

Principal purpose: This form serves as an application for registration and/or request for an 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 mailing address)

U.S. Postage Paid
39 USC 3406

PAR AVION

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

OFFICIAL ELECTION MAIL
Authorized by the U.S. Postal Service

OFFICIAL ABSENTEE BALLOTING MATERIAL – FIRST CLASS MAIL

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

To
(Fill in the address of your election office.
The address can be found online at FVAP.gov.)

Voter Information

Federal Write-In Absentee Ballot (FWAB)

Have you already registered and requested an absentee ballot? ☐ Yes ☐ No

Some States allow you to use this form to register and request ballots for future elections. Visit FVAP.gov for more details.

Print clearly in blue or black ink.

1. Who are you? Pick one.

For absent Uniformed Service members, their families, and citizens residing outside the United States.

☐ I am on active duty in the Uniformed Services or Merchant Marine -**OR**- ☐ I am an eligible spouse or dependent.
☐ I am an activated National Guard member on State orders.
☐ I am a U.S. citizen living outside the country, and I intend to return.
☐ I am a U.S. citizen living outside the country, and my return is uncertain.
☐ I am a U.S. citizen living outside the country, and I have never lived in the United States.

Last name | Suffix (Jr., II) | Sex ☐ Female ☐ Male
First name | Previous names (if applicable)
Middle name | Birth date (MM/DD/YYYY) / /
Social Security Number ___ - ___ - ___ | Driver's license or State ID #

2. What is your U.S. voting residence address?

Your voting materials will not be sent to this address. See instructions on other side of form.

Street address | Apt #
City, town, village | State
County | ZIP

3. Where are you now? You must give your CURRENT contact information.

Your mailing address. (Different from above) | Your mail forwarding address. (If applicable)

4. What is your contact information? This is so election officials can reach you about your request.

Provide the country code and area code with your phone and fax number. Do not use a Defense Switched Network (DSN) number.

Email: | Phone:
Alternate email: | Fax:

5. What is your voting preference for future elections?

Do you want to register and request a ballot for all elections you are eligible to vote in? ☐ Yes ☐ No

How do you want to receive voting materials from your election office? ☐ Mail ☐ Email or online ☐ Fax

What is your political party for primary elections?

6. What additional information must you provide?

The following need more information: Alabama, Alaska, Arizona, Puerto Rico, Virginia, and Wisconsin. (Ex. Witness signature, etc.)
You may also use this space to clarify your voter information. See the Voting Assistance Guide online at FVAP.gov.

7. You must read and sign this statement.

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 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.
- In voting, I have marked and sealed this ballot in private and have not allowed any person to observe the marking of this ballot, except those authorized to assist voters under State and Federal law.

Sign here X | **Today's date (MM/DD/YYYY)** / /

This information is for official use only. Any unauthorized release may be punishable by law. Previous editions are obsolete. Standard Form 186 (Rev.09-2017), OMB No. 0704-0502

Official Backup Ballot

Federal Write-In Absentee Ballot (FWAB)

Print clearly in blue or black ink.

Vote by writing the NAME or PARTY of the candidates you choose. To find out about specific candidates and races go to FVAP.gov.

Instructions

- This ballot can be used to vote for federal offices.
- DO NOT write your name or any identifying number (SSN, driver's license) on this ballot.
- Photocopy this page if you require additional room for candidates or ballot initiatives.
- If you are voting in American Samoa, Guam, Puerto Rico, or the U.S. Virgin Islands, you may vote for Delegate or Resident Commissioner, and in presidential primaries. State laws vary about using the FWAB for other offices like Governor or Mayor. Learn more online at FVAP.gov.

Federal offices

President and Vice President	
U.S. Senator	
U. S. Representative, Delegate, or Resident Commissioner to Congress	

Non-federal offices

Office	Candidate name	Political party

Ballot initiatives

Standard Form 186 (Rev.09-2017), OMB No. 0704-0502

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.

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.

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

TABULATOR PROGRAM TESTING AND SECURITY CERTIFICATION

_____ _____ Election Date:_____
Jurisdiction County

PRELIMINARY ACCURACY TEST: (The Preliminary test is the responsibility of the Election Commission. The Election Commission may delegate the administration of the Preliminary 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 zero tape.

Precinct #	Tabulator Serial #	Memory Device Seal #	Memory Device Seal # (Dominion Only)	Prelim Test Date	Public Test Date (if tabulator was tested at Public Test)

Further the zero tapes, 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 Election Commission, hereby certify that notice of this test was published in accordance with Michigan Election Law 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 above 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. In addition, the tabulators were reset to zero and memory devices were sealed with the seal numbers recorded on this form and on the Clerk's Preparation Certificate in the Poll Book of the precinct to which the tabulator was assigned.

Further the zero tapes, 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

NOTE: If a vendor completed the preliminary testing and that vendor also programmed the election, the Election Commission Certification form is required to be completed.

ELECTION COMMISSION CERTIFICATION
PUBLIC ACCURACY TEST

(to be completed if same vendor has completed both tabulator programming and testing)

NOTE: This certification form must be completed as an addendum to the TABULATOR PROGRAM TESTING AND SECURITY CERTIFICATION FORM (both forms are required when a vendor is used to complete both tabulator programming and testing)

_____ _____
Name of City or Township County

❒Primary ❒General ❒Special ❒Regular Date of Election:_____

In jurisdictions that have used the same vendor to conduct testing as the county used to program memory devices, election officials must take extraordinary care and exercise the necessary level of oversight during the entire testing process. **The Election Commission bears the ultimate responsibility for certifying that the testing process complies with applicable laws, is rigorous, and yields reliable results; clerks remain solely and completely responsible for the proper conduct of the election.**

We, the Election Commission certify:

- ❑ that we examined the test deck chart created by the vendor and verified that it was prepared in compliance with the "Test Procedure Manual for Tabulators and Voter Assist Terminals" manual issued by the Bureau of Elections; and
- ❑ that we personally compared the predetermined totals from the test deck chart prepared by the vendor with the tabulator totals for each candidate, write-in position, and proposal, and verified that all totals agree; and
- ❑ that an errorless test was successfully completed; and
- ❑ that the Public Accuracy test was performed using tabulator(s) owned by our jurisdiction that will be used on Election Day.

Our vendor's name and contact information is: _____

_____

Signed:

_____
Clerk or authorized assistant*

_____
Member of Election Commission or authorized assistant*

_____
Member of Election Commission or authorized assistant*

_____
Date

*Note: A vendor is *not* an authorized assistant within the meaning of the Election Law or corresponding administrative rules.

Voter Assist Terminal (VAT)
TESTING & SECURITY CERTIFICATION FORM

_____ _____ Election Date:_____
Jurisdiction County

VAT ACCURACY TEST: (This 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 terminals were properly tested as required by Promulgated Rule and prescribed by the Bureau of Elections. Further, the program was completely tested for each ballot style and matches the official ballot, the hardware was found to be fully functioning, and the Vote Position Test results agree with the predetermined results. Finally, the proper program was installed into each terminal using the seal number recorded below and on the Clerk's Preparation Certificate in the Poll Book of the precinct to which the terminal was assigned.

Precinct #	Terminal Serial #	Memory Device Seal #	Date of Prelim Test

Further the test deck(s) were secured and sealed in an approved ballot container with seal number _____ on ____/____/____.

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

Procedure for Handling Ballots Rejected in the Polls

It is improper for an election official or any member of a board of election inspectors to view a voter's marked ballot if the identity of the voter is known. Issues regarding ballot secrecy typically involve the mishandling of ballots that are rejected by the tabulator. To ensure the secrecy of all marked ballots, the election inspector assigned to monitor the tabulator must remain at least *10 feet away* from the tabulator whenever it is in use. This policy is referred to as the "10-foot rule."

In addition, it is important that the instructions and options that are offered to a voter whose ballot is rejected by the tabulator are accurate and consistent. The following scripts are offered to ensure uniformity in the interactions that take place between election inspectors and voters whose ballots have been rejected by the tabulator. The script is designed to be read to any voter who experiences the rejection of his or her ballot due to a voting error. Once the rejected ballot is secure in a secrecy sleeve, the election inspector may approach the tabulator to give the following instructions.

STEP I: An election inspector reads one of the following statements to a voter whose ballot has been rejected by the tabulator due to a voting error:

Overvoted Statement – The voter has overvoted one or more offices or proposals on the ballot:

- The tabulator has rejected your ballot because it is improperly marked. According to the tabulator, *you have cast more votes* for an office or proposal *than allowed*.
- *If you wish to correct this error,* we will be happy to provide you with a replacement ballot.
- *If you **do not** wish to correct this error,* your ballot may be accepted as presented. Please be aware, however, that *any invalid marks* on your ballot *will not* be counted.

Crossover Statement – The voter has crossover voted in a partisan primary:

- The tabulator has rejected your ballot because it is improperly marked. According to the tabulator, *you have cast votes for* candidates of *more than one political party*.
- *If you wish to correct this error,* we will be happy to provide you with a replacement ballot.
- *If you **do not** wish to correct this error,* your ballot may be accepted as presented. Please be aware, however, that any *invalid marks* on your ballot *will not* be counted.

Blank Ballot Statement – The voter has not cast any votes (blank ballot):

- The tabulator has rejected your ballot because it appears that *you did not cast any votes*.
- *If you wish to re-mark your ballot,* you may return to the voting station. Instructions on the voting process will be provided upon your request.
- *If you **do not** wish to re-mark your ballot,* your ballot may be accepted as presented. Please be aware, however, that *no votes will count*.

Ambiguous Mark Statement – The voter has not made complete marks:

- The tabulator has rejected your ballot because it *does not fully detect all the votes on the ballot*.
- You must return to the voting station and *fill the ovals in completely*. Instructions on the voting process will be provided upon your request.

STEP II: If the voter requests that his or her ballot be accepted as presented (this is not an option for ambiguous marks), the election inspector should re-emphasize that one or more votes will not be counted and offer the voter a second opportunity to obtain a replacement ballot:

Overvoted Statement – The voter has overvoted one or more offices or proposals on the ballot:

- *If your ballot is accepted as marked, no votes cast for any office or proposal* that is *overvoted* will count. *Are you certain* that you do not wish to receive a replacement ballot?

Crossover Statement – The voter has crossover voted (voted for candidates of more than one political party):

- If your ballot is accepted 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?

Blank Ballot Statement – The voter has not cast any votes (blank ballot):

- If your ballot is accepted as marked, *no votes* will count *for any offices 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
☐ AFFIDAVIT ON REVERSE COMPLETED
ELEC. INSP. INITIAL
BALLOT STYLE
BALLOT NO.
VOTER NO.

PRINT NAME: _____

DATE OF BIRTH:_____

RESIDENCE ADDRESS:_____

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.

SIGN HERE **X**_____
SIGNATURE OF VOTER

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_____

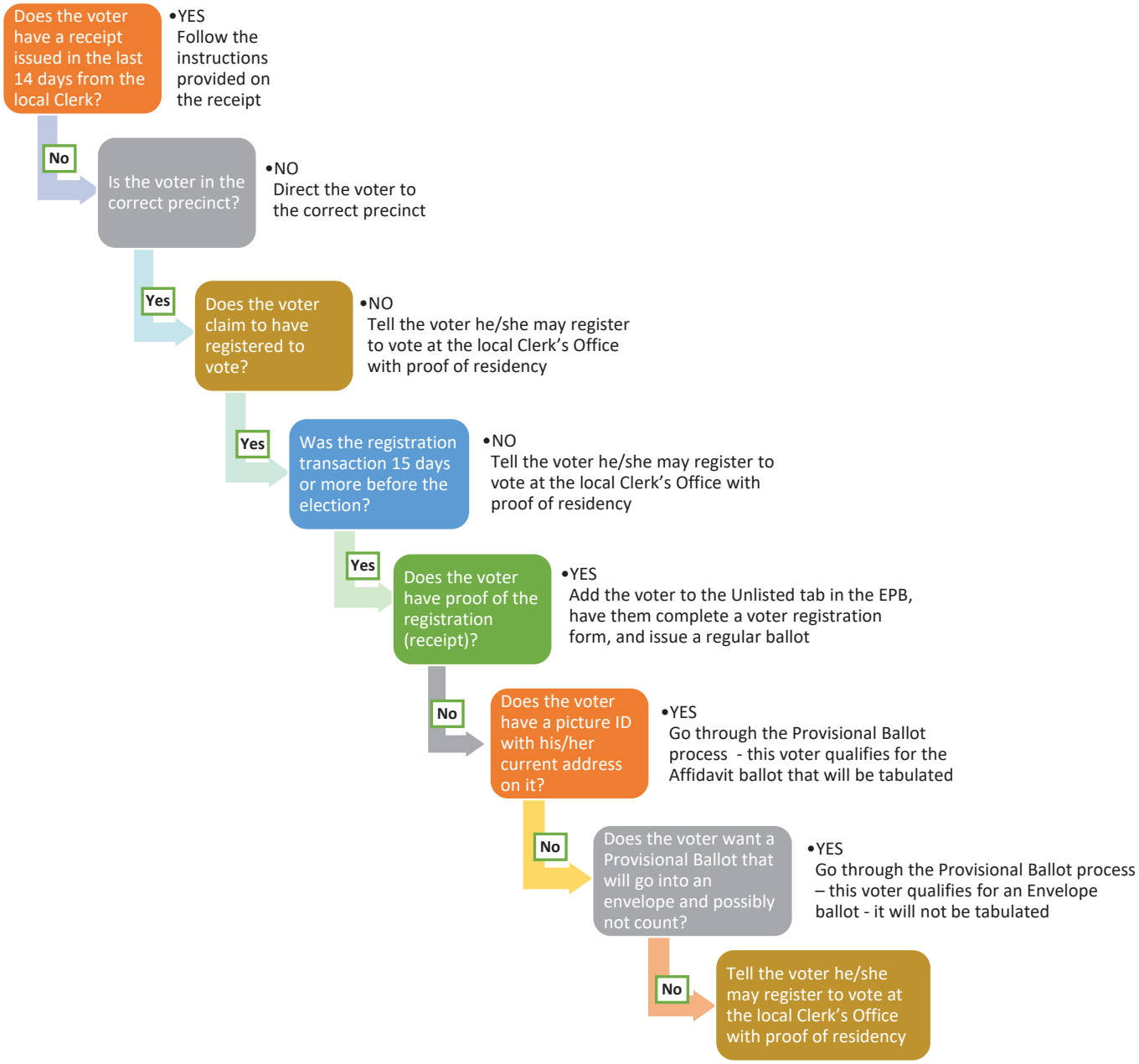
Penalty: Making a false statement in this affidavit is perjury, punishable by a fine up to $1,000.00 or imprisonment for up to 5 years, or both.

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


Does the voter have a receipt issued in the last 14 days from the local Clerk?
•YES
Follow the instructions provided on the receipt
No
Is the voter in the correct precinct?
•NO
Direct the voter to the correct precinct
Yes
Does the voter claim to have registered to vote?
•NO
Tell the voter he/she may register to vote at the local Clerk's Office with proof of residency
Yes
Was the registration transaction 15 days or more before the election?
•NO
Tell the voter he/she may register to vote at the local Clerk's Office with proof of residency
Yes
Does the voter have proof of the registration (receipt)?
•YES
Add the voter to the Unlisted tab in the EPB, have them complete a voter registration form, and issue a regular ballot
No
Does the voter have a picture ID with his/her current address on it?
•YES
Go through the Provisional Ballot process - this voter qualifies for the Affidavit ballot that will be tabulated
No
Does the voter want a Provisional Ballot that will go into an envelope and possibly not count?
•YES
Go through the Provisional Ballot process – this voter qualifies for an Envelope ballot - it will not be tabulated
No
Tell the voter he/she may register to vote at the local Clerk's Office with proof of residency

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.

Start

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 am a resident of the State of Michigan and will be at least a 30-day resident of my city or township by election day.
- I will be at least 18 years of age by election day.
- I authorize 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

Next, election inspector complete the review checklist on the other side.

election inspector review checklist

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

- ❑ completed the affidavit & voter registration form on the other side of this envelope
- ❑ is in the correct precinct or refuses to go to the correct precinct
- ❑ registered prior to the close of registration (see date box on the other side)

STOP If any of the above are not checked, the voter cannot vote a provisional ballot. Do not continue.

Ask the voter for picture ID and proof of their current address. 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 that confirms his or her address in the precinct?** ❑Yes ❑No

3. Were all answers above Yes? **❑Yes ❑No**

Next, complete the appropriate ballot section to the right.

election inspector - issuing a ballot – determining the correct type

If you answered **YES to Question 3**, issue an **Affidavit** ballot :

- ❑ Enter ID type and #: _____
- ❑ 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***
- ❑ Allow voter to mark the ballot & put their ballot in the tabulator
- ❑ Place this empty envelope in the *Provisional Ballot Storage Envelope*

If you answered **NO to Question 3**, issue an **Envelope** ballot:

- ❑ Enter ID type and # _____ or ❑ Not provided
- ❑ Enter residency proof (current utility bill, bank statement, paycheck, or any other government document) : _____ or ❑Not provided
- ❑ 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
- ❑ **Give voter the *Notice to Voter***
- ❑ Instruct voter to place the ballot in the secrecy sleeve and then this envelope after voting, **the ballot must NOT be put in to the tabulator today** and must be returned to an election inspector
- ❑ Allow voter to mark the ballot & 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 #** _____ Pct # _____

Election date: _____ **Initials of inspector sealing envelope (if ballot enclosed)** _____

Comments: _____

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

❑ **Counted: Reason**
- ❑ Reactivated
- ❑ Registered
- ❑ Provided ID
- ❑ Residency confirmed

Action
- ❑ Registered
- ❑ Notice sent on _____

Initials of processor: _____

Comments:

other envelope ballot reasons – affidavit and voter registration form NOT required – do not use this box unless instructed by the local Clerk

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

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.

BUREAU OF ELECTIONS

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 ID[1]
    - Showing an acceptable form of proof of residency[2]

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.

- In an instance where the elector was unable to identify himself or herself with acceptable form of picture ID[1] and/or an acceptable form of proof of residency[2] (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 ID[1] and/or residence confirmation[2] 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 ID[1] and/or an acceptable form of proof of residency[2]. 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 ID[1] **OR** an acceptable form of proof of residency[2] (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.

PROVISIONAL BALLOT / NOT IN POSSESSION of ID WORKSHEET

Use this worksheet as a tool to help gather your data before typing into the online form in the Elections eLearning Center. County offices have immediate access through the eLearning Center to the reports submitted online.

Within 7 days after the election, cities and townships must report totals **by precinct** of voters appearing at the poll who:

- were not listed in the ePollbook or Precinct List and completed a Provisional Ballot Form
- signed the Affidavit of Voter Not in Possession of Picture ID (back of the Application to Vote)
- **No** Absentee Ballots are included in this report

NOTE - This report is different from the actual **vote totals** of provisional envelope ballots determined to be valid *after* the election. Those still need to be **sent to your county office to be included in the canvass**.

City or Township Jurisdiction Code:	
# of In-person Precincts in this election:	

Jurisdictions with many precincts can **upload a spreadsheet** of these numbers into the online form in the eLearning Center. Please use the BOE formatted PVB ID Spreadsheet to ensure your data can be imported into our system.

Enter A to E for each precinct on the next page. No Absentee Ballots are included.		
Enter your 5 digit jurisdiction code for each line in the online form; this allows the numbers to be tallied correctly.		
A) **Precinct** number or name		
B) **Affidavit Ballots** - after a voter completes the Provisional Ballot Form and they were deemed able to have their ballot tabulated on election day. These are NOT Absentee ballots.		
Provisional Envelope Ballots - ballots secured in Provisional Ballot **Storage Envelopes** after the voter completes a Provisional Ballot Form and information is reviewed ***after election day:***		
C) # of **Envelope Ballots** that were determined valid and **counted**		
D) # of **Envelope Ballots** that were determined invalid and **not counted**		
	Reasons Envelope Ballots were Not Counted (as listed on the Provisional Ballot Form)	**Complete this section with Totals for the whole jurisdiction**
	No ID provided w/in 6 days	
	No residency confirmation w/in 6 days	
	Voted out of precinct	
	Original application rejected	
	Registered after deadline	
	Cancelled	
	Unreadable/Incomplete	
E) For each precinct, the number of voters who signed the ***Affidavit of Voter Not in Possession of Picture ID*** (on the back of the Application to Vote)		

PROVISIONAL BALLOTS / NOT IN POSSESSION of IDS BY PRECINCT

A) Precinct Name or #	B) # of Provisional Affidavit Ballots Tabulated in Precinct	C) # of Envelope Ballots Reviewed after Election deemed Valid - Counted	D) # of Envelope Ballots Reviewed after Election deemed Invalid – Not Counted	E) # of Voters Not in Possession of Picture ID Affidavit

Jurisdictions with many precincts can **upload a spreadsheet** of these numbers into the online form in the eLearning Center. Please use the BOE formatted PVB ID Spreadsheet to ensure your data can be imported into our system.

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/Authorization to Transfer Voter Registration
for use by voters that are listed in the ePollbook with an address change

Michigan driver license/state personal ID #

- - - -

❑ I do not have a Michigan driver license/state personal ID # or it is not in my possession

address change

❑ I have moved within the same city or township, please update my record.
❑ I have moved to a new city or township within the last 60 days, please forward this form to the new clerk.

personal information **required information*

last name* first* middle suffix

– –

date of birth*

MI

new address – house number & street name* apt/lot # city* zip

( )

phone email

authorization

By signing below, I authorize the transfer of my voter registration record to the new address listed above. I understand that this address may be in a new jurisdiction and that I will receive a new voter registration card confirming the transaction.

X

signature date

NOTE: Voters who moved outside of the jurisdiction more than 60 days prior to the election should be directed to their new clerk to register on Election Day.

Election Inspector: Place this form in the Local Clerk Envelope.

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 2007due 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)

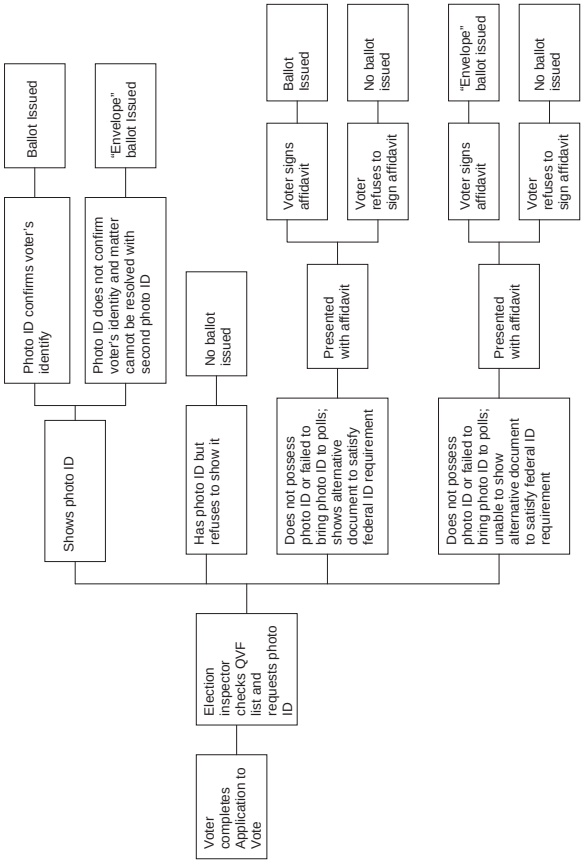
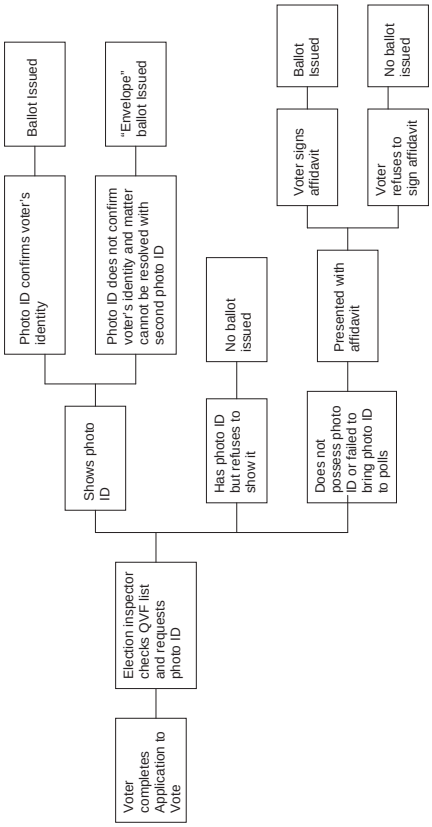


Photo Identification at Polls
(Voter not subject to additional federal identification requirement)



State of Michigan Election Inspector Application

(Complete in your own handwriting and return to your local City/Township Clerk - find your local Clerk at mi.gov/vote)

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 ❒ Working Class

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

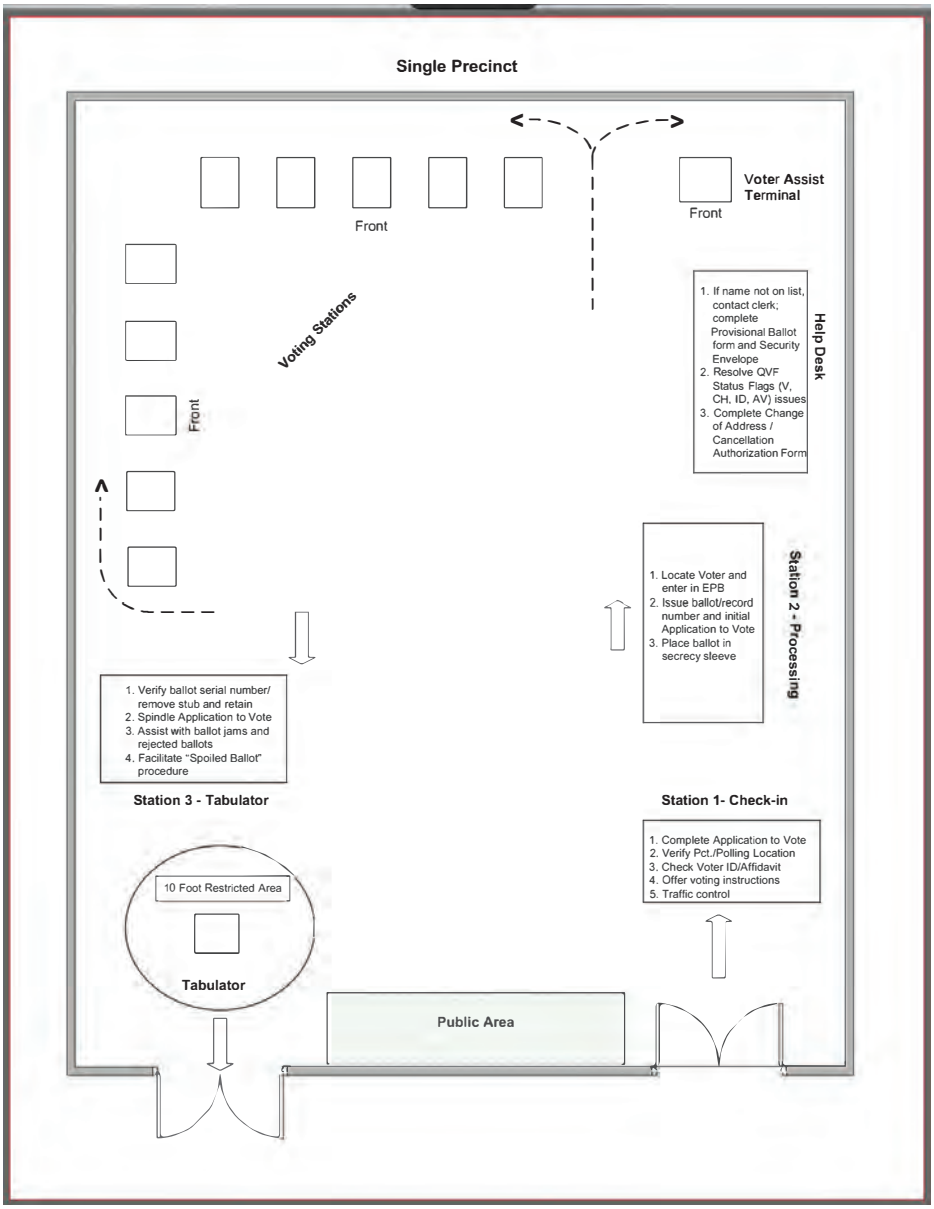
I CERTIFY THAT I am not a member or a known active advocate* of a political party other than the party identified above. I FURTHER CERTIFY THAT the foregoing statements are true to the best of my knowledge and belief.

_____ _____/_____/_____
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)


Single Precinct
Voter Assist Terminal
Front
Front
Voting Stations
Front
Help Desk
1. If name not on list, contact clerk; complete Provisional Ballot form and Security Envelope
2. Resolve QVF Status Flags (V, CH, ID, AV) issues
3. Complete Change of Address / Cancellation Authorization Form
Station 2 - Processing
1. Locate Voter and enter in EPB
2. Issue ballot/record number and initial Application to Vote
3. Place ballot in secrecy sleeve
1. Verify ballot serial number/ remove stub and retain
2. Spindle Application to Vote
3. Assist with ballot jams and rejected ballots
4. Facilitate "Spoiled Ballot" procedure
Station 3 - Tabulator
Station 1- Check-in
1. Complete Application to Vote
2. Verify Pct./Polling Location
3. Check Voter ID/Affidavit
4. Offer voting instructions
5. Traffic control
10 Foot Restricted Area
Tabulator
Public Area

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.

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, a 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

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_____ X_____

Taken, subscribed and sworn to before me this

_____ day of _____, _____. X_____

Signature of Person Administering Oath

NOTICE OF REGISTRATION FOR THE ELECTION TO BE HELD ON TUESDAY, MAY 7, 2019 SAMPLE TOWNSHIP, MICHIGAN

TO THE QUALIFIED ELECTORS OF SAMPLE TOWNSHIP:

PLEASE TAKE NOTICE that any qualified elector of Sample Township who is not already registered, may register to vote at the office of the Township Clerk; the office of the County Clerk; a Secretary of State branch office, or other designated state agency. Registration forms can be obtained at mi.gov/vote and mailed to the Township Clerk. Voters who are already registered may update their registration at www.expressSOS.com.

The last day to register in any manner other than in-person with the local clerk is **Monday, April 22, 2019**

After this date, anyone who qualifies as an elector may register to vote in person with proof of residency (MCL 168.497) at the Sample Township Clerk's office, located at 123 First St., Sample, MI 49123 at the following times:

- Regular business hours: Monday, Wednesday, and Friday from 8:00 a.m. to 5:00 p.m.
- Saturday, May 4th from 8:00 a.m. to 12:00 p.m. and Sunday, May 5th from 12:00 p.m. to 4:00 p.m.
- Election Day, Tuesday May 7th from 7 a.m. to 8 p.m.

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 Sample Township Clerk's office, 123 First St., Sample, MI 49123, telephone: 616/555-1222. A sample ballot may be viewed at mi.gov/vote.

Persons with disabilities needing accommodations should contact the clerk's office.

Mary Smith
Sample Township Clerk

NOTICE OF ELECTION
SAMPLE TOWNSHIP, MICHIGAN
May 7, 2019 ELECTION

To the qualified electors of Sample Township:

Notice is hereby given that a (indicate whether regular, special or primary) election will be held in Sample Township on Tuesday, May 7, 2019. The polls will be open from 7:00 a.m. to 8:00 p.m.

At the following locations:

Precinct 1	Township Hall, 123 First Street
Precinct 2	East Fire Station, 8700 Michigan Avenue
Precinct 3	Sunset Elementary School, 203 Holmes Drive
Precinct 4	Yorkville Community Church, 1152 East Fifth Avenue

For the purposes of electing a candidate to the following office:

- Township Treasurer

Please take notice that the Acme School district will be voting on the following millage proposal as presented and listed below:

Note: this is the applicable cite in law regarding required elements of the notice – it is recommended that the treasurer and bond counsel be consulted as to the wording.

If the Notice of Election is for an election for an increase in the total tax limitation, the notice must "include a statement that includes the amount in dollars per thousand dollars of taxable value by which . . . the total tax rate limitation on property" will be increased and the number of years the increase would be effective. (MCL 211.203)

Full text of the ballot proposal may be obtained at the Sample Township office located at 123 First Street, Sample, MI, 49123. Sample ballots can also be found at www.mi.gov/vote.

Absentee ballots are available for all elections; registered voters may contact the local clerk to obtain an application for an absent voter ballot.

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
(616) 555-1222

[Jurisdiction]
Notice of Public Accuracy Test of Voting Equipment

To the qualified electors of the [Jurisdiction], [County], State of Michigan: Notice is hereby given that a Public Accuracy Test for the electronic equipment that will be used in Precincts 1 & 2 for the [election date and type] Election is scheduled for [date and time] in the [location name], located at [address]. The Public Accuracy Test is conducted to demonstrate that the computer programming used to tabulate the votes cast at the election meets the requirements of Michigan election law.

[Clerk Name], Clerk
[Jurisdiction Name] Township

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
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 • 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
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
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

City and Township 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
303	Applications to Vote	Until the election is held + 6 years
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
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 unused ballots for federal, state and local offices)	Until 30 days after the canvass of the election is completed, or • 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 (older materials may be kept for reference purposes)

314	Electronic Voting Systems	Until 30 days after the canvass of the election is completed, or • 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
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
328	Tie votes	Until the tie vote is broken + 2 years
329	Voter Identification Cards – Returned	Until the voter's registration is cancelled

330A	Voter Registration Applications	Until the master card is generated
330B	Voter Registration Applications of those that register in-person with their local clerk in the final 14 days before an election, including election day, ***who do not provide*** residency verification with a Driver's License or Personal ID.	Until the election is held + 6 years
331	Voter Registration Master Cards – Originals	Until cancelled + 5 years
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.

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.

203 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

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.

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 registration requirements, 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.

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, Voter Assist Terminal (VAT)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, VAT testing, test ballots, test decks, documents and certification, edit listings, etc.
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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 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.

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

303 **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

304 **Affidavits of Identity**
These forms are filed by all candidates for elected office, including precinct delegates.

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.**

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 registration requirements, 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.

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, VAT 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, VAT 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.

330A **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.

330B **Voter Registration Applications**
Applications of those that register in-person with their local clerk in the final 14 days before an election, including election day, ***who do not provide*** residency verification with a Driver's License or Personal ID, must be retained according to the retention schedule.

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.