

Military and Overseas Voters Manual for Election Administrators



Michigan Department of State
Bureau of Elections

March 2018

Military and Overseas Voters Manual - Table of Contents

The Military and Overseas Voters Manual for Election Administrators is designed to cover all aspects of the handling of voter registrations, absentee ballot requests, and absentee ballots for military and overseas voters.

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Introduction to Military and Overseas Voters

In 1986, the federal government passed the Uniformed and Overseas Citizens Absentee Voting Act (UOCAVA) providing special registration and absentee voting provisions for military and overseas civilians. In addition UOCAVA authorized the use of the Federal Write-In Absentee Ballot (FWAB). The Federal Voting Assistance Program (FVAP) was created by the Department of Defense to oversee UOCAVA. In 2009 the federal Military and Overseas Empowerment Act (MOVE Act) and corresponding state legislation was passed expanding UOCAVA by further allowing a UOCAVA voter to submit one AV application for a calendar year, ballot(s) to be sent to the UOCAVA voter via email or fax, establishing a 45-day absent voter ballot delivery requirement, and expanding the use of the FWAB. In 2012, the state legislature passed PA 279 of 2012 further expanding the use of the FWAB to local and state offices.

Key Points

☆ *Protected Voters*

- *Members of a uniformed service on active duty or their dependent
- *Members of the Merchant Marine or their dependent
- *Civilian voter living overseas
- *National Guardsman activated on State orders

☆ *Waiver of Voter Registration Deadline*

Registrations received from protected voters after the close of registration deadline should be processed. Protected voters do not have a registration deadline.

☆ *One Application Applies to All Elections in a Calendar Year*

A protected voter's application must be honored for the entire calendar year. One application allows the protected voter to receive a ballot for all elections whether federal, state, or local for the entire year without having to submit a new application. Applications received after the last election of the year apply to the following calendar year.

☆ *Absentee Ballots Available and Sent at Least 45 Days Prior to the Election*

All protected voters must be sent an absentee ballot at least 45 days prior to an election if their request has been received. The Qualified Voter File (QVF) ballot should be printed and mailed when physical ballots are not available. The QVF ballot ensures all protected voters will be sent a ballot on time.

☆ *Delivery of Absent Voter Ballots via Email or Fax when Requested*

The MOVE Act allows the protected voter to request their ballot be sent via email or fax, in addition to postal mail. Ballots sent via email or fax must be returned by the protected voter via postal mail.

☆ *FWAB Use for Local, County, State and Federal Offices*

The Federal Write-In Absentee Ballot (FWAB) may be used by a protected voter as a Backup Ballot. The FWAB allows a protected voter to write their candidate selections on a form and submit it as their ballot in case they don't receive their physical ballot with time to return the ballot. In these situations, the FWAB would be counted if the physical ballot is not returned by the close of polls on Election Day.

Important Considerations

When reviewing this Military and Overseas Voter manual, it's important to understand priority must be given to a military or overseas voter's absentee application and the requirements must be strictly adhered to when processing the request. Through QVF, the Bureau of Elections provides all Clerks with an acceptable ballot to use to comply with these federal requirements. Clerks will always be able to provide a protected voter an absentee ballot 45 days prior to an election. Any request received after the 45th day prior to the election should be processed immediately upon receipt and no later than the next business day.

Registering Military and Overseas Voters

Many military and overseas voters register to vote using the Federal Post Card Application (FPCA) or the Federal Write-In Absentee Ballot (FWAB) Voter Information page. (**NOTE:** The ability for the FWAB Voter Information page to be utilized for voter registration purposes is new and only applicable if the voter uses the newest form with a revision date of 09-2017.) The FPCA/FWAB serves as **both** a voter registration form and an absentee ballot application. Local Clerks must register a protected voter submitting these forms and send an absentee ballot immediately. **If a military or overseas voter submits another type of registration form and/or absentee ballot application, all rules in this manual still apply.**

Protected voters who may use the FPCA/FWAB form:

- *a member of the uniformed service on active duty
- *a member of the Merchant Marine
- *a spouse or dependent of a member of a uniformed service or the Merchant Marine
- *a civilian voter who is outside the United States
- *National Guardsman activated on State orders

The protected voter must be absent from his or her jurisdiction of residence and with the exception of the civilian voter living outside of the United States, the voter may be living inside or outside the United States. **Each voter must submit his or her own form.**

Registration is allowed at the voter's last known U.S. address, even if someone else is residing at that address or the physical residence is no longer there. The registration form may be received via email, fax, or postal mail.

Obtaining the FPCA/FWAB form

Protected voters may obtain the FPCA or FWAB forms at www.fvap.gov. These forms are postage paid and provided by the federal government for use by protected voters. There are variations of both forms. All variations of the FPCA are acceptable for use. The FWAB Revised 09-2017 is the only version that may be used for voter registration and absentee ballot request. The form to the right is the most current version of the FPCA (see page 12 for the FWAB). Clerks must provide the forms to a voter upon request.

Registration deadline

The registration deadline for protected voters is waived. Protected voters may submit their voter registration at any time, even Election Day.

Incomplete registrations

If a submitted registration is incomplete, the local Clerk must notify the voter of the rejection, the reason for the rejection, and attempt to correct the discrepancy. The notification can be issued by letter, fax or email. FVAP.gov also provides a response card that may be used.

Tracking

The Bureau of Elections recommends recording the receipt of all registrations and applications on the documents in addition to tracking in QVF.

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) ____/____/____

Entering the Registration into QVF*

The protected voter's registration should be entered into QVF just like any other registration using Registration Location "Federal Post Card Application." The only difference is the additional need to select whether the voter is a military voter (spouse included) or overseas.

To properly enter a military or overseas voter in QVF:

1. Select the UOCAVA Status
2. Select the Registration Location "Federal Post Card Application"

The screenshot shows a web form for entering a voter's registration. At the top, there are tabs for "DIGITAL SIGNATURE" and "UOCAVA STATUS". Under "DIGITAL SIGNATURE", there are "PRIMARY" and "SECONDARY" buttons. Below that is a "NO IMAGE" placeholder. The "UOCAVA STATUS" dropdown menu is open, showing options: "NON-UOCAVA", "MILITARY" (highlighted with a blue bar and a circled '1'), "OVERSEAS CIVILIAN", and "OVERSEAS - LEGACY". Below the signature section is the "REGISTRATION LOCATION" dropdown menu, which is also open, showing a "SELECT" button and several options, with "FEDERAL POST CARD APPLICATION" highlighted (circled with a '2'). To the right of the registration location is an "EMAIL" input field. At the bottom right, there is an "FPCA" checkbox and a row of links: "ABOUT", "CONTACT", "LOGOUT", and "POLICIES".

A protected voter may use an address that they no longer live at to register to vote in your jurisdiction even if that address no longer exists. Federal law allows the protected voter to register at their last known address which in many cases is not a residence they continue to maintain.

Once the voter has been entered into the QVF system, prepare a master card and send a voter identification card. Send the voter identification card in an envelope to the mailing address provided. Do not send it to the voter's residential address in the jurisdiction.

In addition to being a registration form, the FPCA/FWAB form is also an absentee ballot application. Once the registration is entered, an absentee ballot must be issued for every election in the calendar year.

*QVF Basic users must work with the County Clerk to have the registration entered immediately into QVF.

Issuing Absent Voter Ballots

Any absent voter request received by a protected voter must be handled immediately and honored for every election in the calendar year it was received. If received after the November election in a calendar year, the application applies to the following calendar year. While military and overseas voters tend to use the FPCA/FWAB application, they may submit any application form normally accepted of an absent voter. By Federal law, for any request received more than 45 days prior to an election, a ballot **must** be sent at least 45 days prior to the election. **Important Note:** If the voter is not registered and does not submit an FPCA/FWAB, a registration form must be sent as well as an AV ballot.

Receipt Deadline Extension/MOVE Compliance Report

Per MCL 168.759a(16) the Secretary of State shall extend the date of receipt of any ballot not sent in compliance with the 45 day delivery requirement. Completion of the MOVE Compliance Report via the online form found in the eLearning Center is mandatory by the Tuesday after each delivery requirement deadline even if your jurisdiction did not have a military or overseas voter.

Tracking Required

Ballots sent to and received from protected voters must be tracked in QVF. Federal law requires a "free access system" that allows a military or overseas voter to track where their ballot is in the system. QVF data is sent to the Michigan Voter Information Center (MVIC) website (www.mi.gov/vote) to fulfill this requirement. The Bureau of Elections recommends recording the dates ballots were issued on the applications in addition to tracking via QVF.

Electronic Transmission of Ballots

Protected voters may request an absentee ballot be sent via email, fax, or postal mail. City and township clerks who do not have internet access must work with the County Clerk to facilitate the emailing of blank ballots. If the voter does not select a delivery method, send the ballot via postal mail.

QVF can be used to generate an email or faxable ballot. **In addition, this ballot may be printed and used when regular absentee ballots are not available by the 45th day prior to the election.** Exception: some County Clerks provide local Clerks with .pdf's of proof ballots that may be sent via email, fax, or can be printed if ballots are not available by the 45th day prior to the election. If using this method, ensure the appropriate instructions and [Voter Certificate](#) are emailed as well. The instructions are specific to transmittal method and can be found on the [Military and Overseas Voter Information](#) webpage.

Generating the QVF Ballot

Log in to QVF and search for the voter. If you do not have a user name and/or password or your account has become inactive, contact the QVF Help Desk at 1-800-310-5697 for assistance.

The MOVE button appears only after a voter's application received date and UOCAVA status have been saved. If you recorded that information at the time of registration, it will already be populated for you. Otherwise, refer to page 10 for steps on how to receive an application.

To generate a .pdf file containing the voter's ballot and instructions, proceed with the following steps:

1. Click the Absentee Voter Ballot button in the voter record
2. Click on the MOVE Ballot button
3. A pop-up displays when the file is available to download. Click OK

The screenshot shows the QVF application interface. At the top, there are buttons for 'SAVE', 'UPDATE EAC' (checked), 'COMMENTS', 'OUT OF STATE ADDRESS', 'ABSENTEE VOTER BALLOT' (circled in red with a '1'), 'ID CARD', and 'MASTER CARD'. Below these is the 'APPLICATIONS' section with fields for 'SENT' (02/16/2018), 'RECEIVED' (02/16/2018), 'UOCAVA STATUS' (MILITARY), and 'PCA' (checked). There are also fields for 'OUTPUT FORMAT' (QVF - PRINTED FRONT) and 'PRECINCT LABEL' (WARD PRECINCT). Below this is the 'BALLOTS' section with a table showing 'SENT' (03/24/2018), 'BALLOT NUMBER' (ET1), 'RECEIVED', and 'FWAB RECEIVED'. There are also fields for 'DELIVERY METHOD' and 'EMAIL ADDRESS'. At the bottom of the 'BALLOTS' section, there are buttons for 'SAVE', 'APP ADDRESS', 'BALLOT ADDRESS', and 'MOVE BALLOT' (circled in red with a '2'). A pop-up window titled 'MOVE BALLOT' is displayed, showing the message 'The MOVE ballot is ready' and buttons for 'OK' (circled in red with a '3') and 'CANCEL'.

The file should appear at the bottom of your screen, though the appearance will vary depending upon your web browser. These instructions are for Internet Explorer 11 and Adobe Acrobat Reader DC.

4. Choose Open to view the file. Review the ballot and instructions for accuracy. The ballot generated is specific to the ballot style QVF determines that voter should receive based on their address and associated districts.

The screenshot shows a file download dialog box. The text reads: 'Do you want to open or save Ballot.pdf (58.4 KB) from rollout-qvf.sos.state.mi.us?'. There are three buttons: 'Open' (highlighted with a red circle and the number 4), 'Save', and 'Cancel'.

5. Save the file to your computer

Reviewing the ballot generated in QVF

The ballot, voting instructions, and voter signature certificate will be created into a single .pdf file, like the example to the right.

Review the ballot to ensure it is the correct ballot for the protected voter and the offices listed are correct. If an error is found, contact your County Clerk as they'll need to make the correction in QVF's Ballot Administrator.

Continue to the next page for detailed instructions on how to email and/or print the .pdf ballot.

Ballot.pdf - Adobe Acrobat
File Edit View Document Comments Forms Tools Advanced Window Help
Create Combine Secure Sign Forms Comment
1 / 6 100% Find
Please fill out the following form. If you are a form author, choose Distribute Form in the Forms menu to send it to your recipients.

State Primary Tuesday, August 07, 2012
MILITARY AND OVERSEAS VOTER BALLOT
Van Buren County, Michigan

PARTISAN
VOTE ONLY ONE PARTY SECTION

Republican Party Section	Democratic Party Section
CONGRESSIONAL UNITED STATES SENATOR Vote for not more than 1 Clark Durant Republican Gary Glenn Republican Randy Hekman Republican Peter Hoeftstra Republican	CONGRESSIONAL UNITED STATES SENATOR Vote for not more than 1 Debbie Stabenow Democratic REPRESENTATIVE IN CONGRESS 6th DISTRICT Vote for not more than 1 Mike O'Brien Democratic
LEGISLATIVE REPRESENTATIVE IN CONGRESS 6th DISTRICT Vote for not more than 1 Jack Hoogendyk Republican Fred Upton Republican	LEGISLATIVE REPRESENTATIVE IN STATE LEGISLATURE 66th DISTRICT Vote for not more than 1 Richard Rajkovich Democratic
LEGISLATIVE REPRESENTATIVE IN STATE LEGISLATURE 66th DISTRICT Vote for not more than 1 Aric Nesbitt Republican	COUNTY PROSECUTING ATTORNEY Vote for not more than 1 SHERIFF Vote for not more than 1
COUNTY PROSECUTING ATTORNEY Vote for not more than 1 Michael J. Bedford Republican Juris Kaps Republican	CLERK Vote for not more than 1 TREASURER Vote for not more than 1
SHERIFF Vote for not more than 1 Dale R. Gribler Republican	REGISTER OF DEEDS Vote for not more than 1 DRAIN COMMISSIONER Vote for not more than 1
CLERK Vote for not more than 1	

Printing or Faxing a Ballot Request

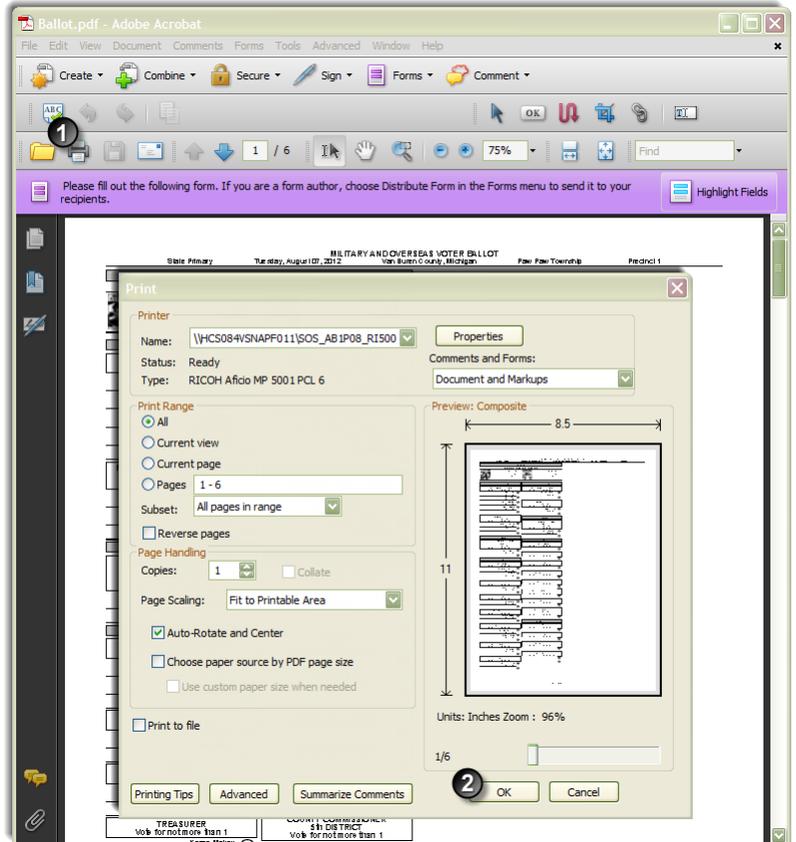
If a protected voter has requested his or her ballot via postal mail but physical ballots provided by the County Clerk will not be available prior to the 45 day mailing requirement, simply print the ballot.pdf created in QVF. After following the steps provided on page 6, print the ballot by:

1. Click the Printer button 
2. Click OK

After the ballot has printed, place all pages into a military/overseas absent voter ballot envelope, including the *return* overseas absent voter ballot envelope and mail to the voter.

If physical ballots are available follow regular absentee ballot issuance procedures.

If the protected voter has requested his or her ballot via fax, follow the printing instructions above and fax all pages to the fax number provided by the voter. Ensure the ballot was transmitted and retain a copy of the confirmation page.

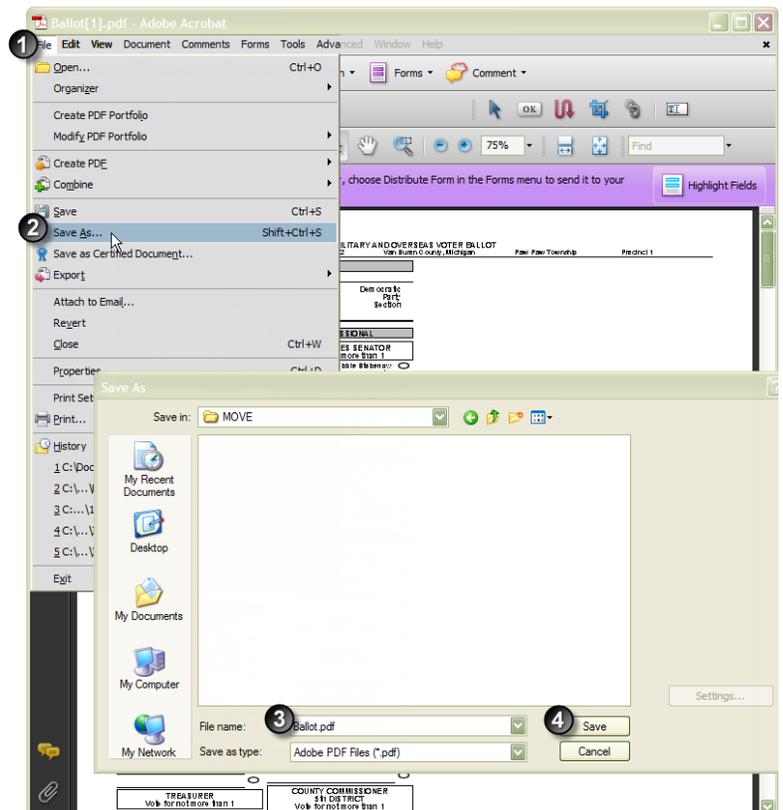


Emailing a Ballot Request

If the protected voter has requested their ballot via email, follow the instructions below to prepare and send an electronic ballot to the voter.

Save the QVF ballot:

1. Click File
2. Click Save As... (some web browsers or versions of Adobe may have something other than Save as, no matter the method, ensure the ballot is saved as a .pdf and if asked if you want to save a blank copy, click yes)
3. Select a folder to save the ballot in and name the ballot for easy identification.
4. Click Save



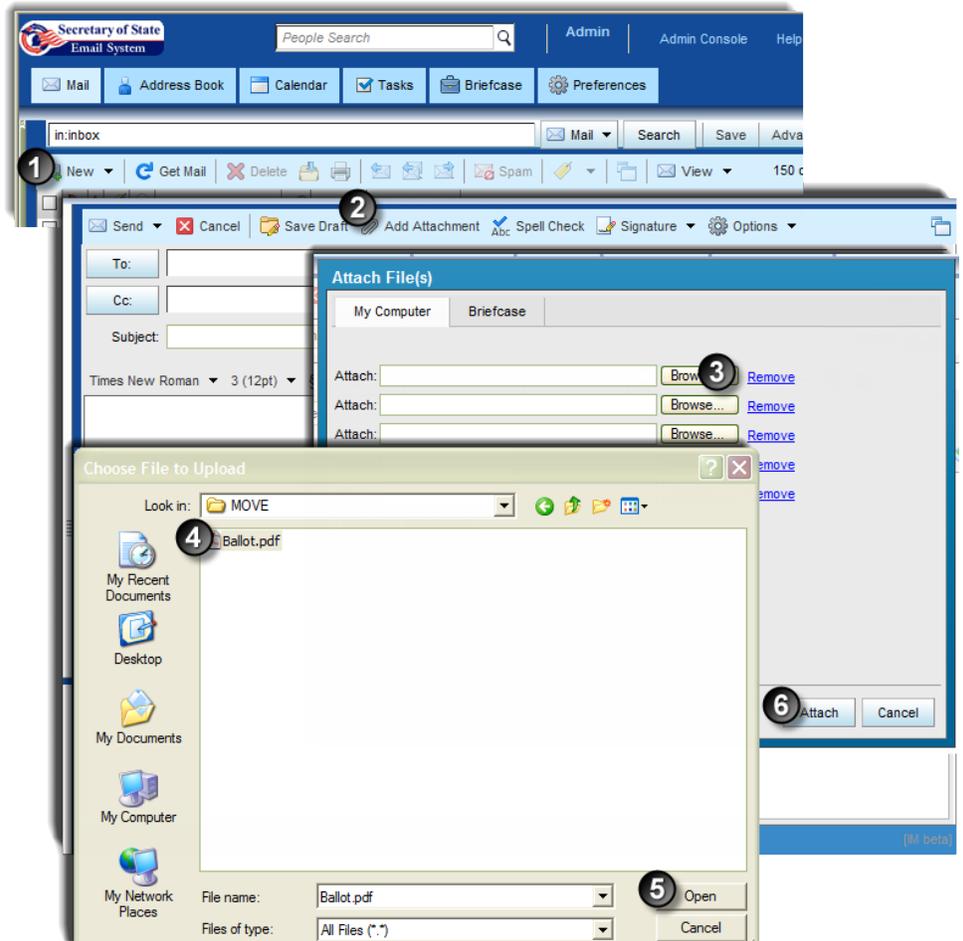
Login to Email

Using an email account that does not have the clerk's name associated with it, login and prepare an email to the voter.

Preparing and Sending the Email

Each email system is different but in general, the following steps should be similar to all systems.

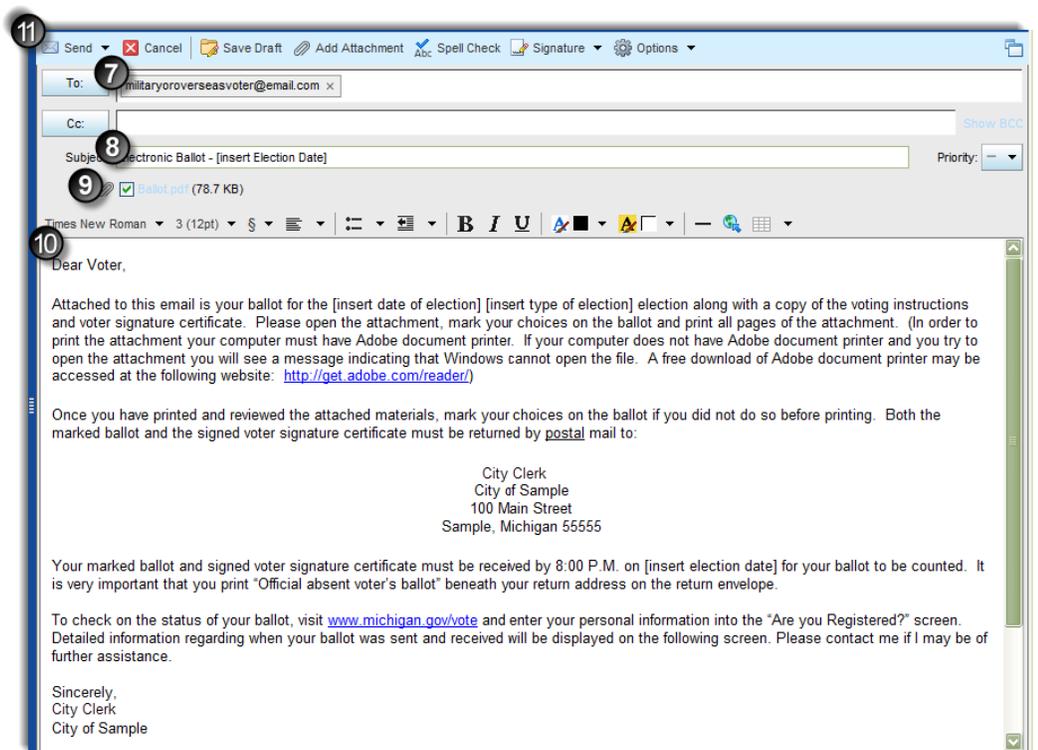
1. Create a New Email
2. Locate an Attachment button
3. Click Browse
4. Locate the file saved as described on page 8
5. Click Open or Insert
6. And possibly another step to complete the attachment process



Complete the email by:

7. Enter the voter's email address
8. Enter the subject "Electronic Ballot" and the election date
9. Verify the Ballot.pdf attachment is attached
10. Prepare a message to the voter providing further instructions and a return mailing address ([template available on the website](#)).
11. Click Send

The email ballot has been transmitted. Be sure to check the email account for any delivery errors or failures.



Once you have printed and reviewed the attached materials, mark your choices on the ballot if you did not do so before printing. Both the marked ballot and the signed voter signature certificate must be returned by postal mail to:

City Clerk
City of Sample
100 Main Street
Sample, Michigan 55555

Your marked ballot and signed voter signature certificate must be received by 8:00 P.M. on [insert election date] for your ballot to be counted. It is very important that you print "Official absent voter's ballot" beneath your return address on the return envelope.

To check on the status of your ballot, visit www.michigan.gov/vote and enter your personal information into the "Are you Registered?" screen. Detailed information regarding when your ballot was sent and received will be displayed on the following screen. Please contact me if I may be of further assistance.

Sincerely,
City Clerk
City of Sample

Ballot Tracking in QVF

Any ballot sent to an absent voter must be entered into QVF. After entry, this information is available to the voter to view at www.michigan.gov/vote (MVIC). State law requires the entry of absentee ballot information into QVF.

The protected voter's absent voter activity should be entered into QVF just like any other absent voter application. The only difference is the additional need to record UOCAVA status (if not already recorded), FPCA status (if not already recorded), FWAB Received, Delivery Method, and Email Address (if necessary).

Recording actions in QVF

Log into QVF, search for the voter, and click on the Absentee Voter Button.

When recording receipt of an absentee ballot application in a protected voter's record:

- A. Select the UOCAVA Status from the drop down menu
- B. Check the FPCA box if the FPCA is the method of application

APPLICATIONS

SENT RECEIVED **A** UOCAVA STATUS **B** FPCA

NON-UOCAVA

OUTPUT FORMAT PRECINCT LABEL

QVF - PRINTED FRONT WARD PRECINCT EXTRA LABEL

APPLICATION STATUS

When recording issuance or receipt of an absentee ballot to a protected voter in QVF:

- C. If the ballot is being sent via email or the QVF ballot had to be printed to be mailed or faxed, enter the ballot number as ET000001 (or ET000002, ET000003, etc. depending on how many you've issued). Otherwise, use the regular absentee ballot number. Note: ET = Electronic Transmission
- D. If a FWAB was received, enter the date of receipt
- E. Select the ballot Delivery Method
- F. Enter the Email Address (if applicable)
- G. Enter an Alternate Mailing Address (if applicable)

BALLOTS

SENT **C** BALLOT NUMBER RECEIVED **D** FWAB RECEIVED

*DELIVERY METHOD **E** EMAIL ADDRESS **F**

POSTAL MAIL

BALLOT STATUS

UNDELIVERABLE **SPOIL** **REJECT** **BALLOT REJECTION REASON**

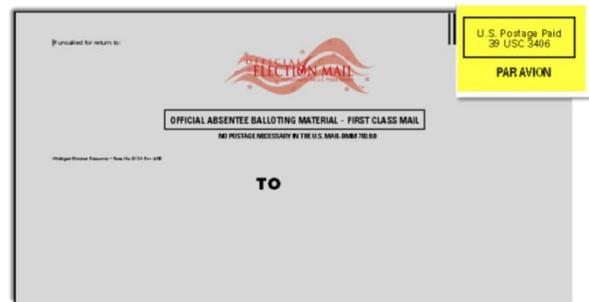
SELECT

SAVE APP ADDRESS **G** BALLOT ADDRESS

Mailing of Military and Overseas Ballots

Mailing Ballots to Military and Overseas Voters

Under UOCAVA, the FPCA, FWAB and ballots sent to a voter may be sent postage paid First Class mail with a special designation provided by the USPS. Reference the [Domestic Mail Manual \(DMM\) 703.8.2](#) when working with local postal officials. Special absentee ballot envelopes are available from vendors providing the appropriate postage code.



For more information visit <http://www.fvap.gov/eo/overview/sending-ballots/creating-envelopes>

Mailing APO/FPO Absentee Ballots

The US Postal Service (USPS) requests all APO/FPO absentee ballots be separated from regular mail and delivered directly to a USPS clerk or mail carrier and not a collection box. Ensure APO/FPO ballots are addressed according to the USPS Domestic Mail standards. Full information on proper addressing can be found on the USPS website at <https://www.usps.com/ship/apo-fpo-dpo.htm>.

Express Mail for Military Voters Returning Absentee Ballots

For November General elections, the USPS provides a unique Express Mail label (11-DOD) for use by overseas military members at overseas military postal locations. This unique label gives the voter the ability to track their ballot via USPS as it's returned. For more information on the Express Mail label visit the USPS website at http://about.usps.com/postal-bulletin/2016/pb22443/html/cover_018.htm.

Receiving Absent Voter Ballots from the Protected Voter

Protected voters may NOT return their ballots via email or fax. Absent voter ballots returned by protected voters must be sent to the Clerk via postal mail and be received by 8 p.m. on the day of the election. If a ballot is received after 8 p.m. on Election Day, the ballot cannot be counted unless the Secretary of State extended your receipt deadline. However, the receipt of the ballot should still be recorded on the ballot envelope and in QVF along with a rejection reason of "Ballot returned after 8PM Election Day."

Clerks should note the date the ballot was received on the envelope and application as with other absentee ballots. Absentee ballots must be kept secured until they are delivered to the precinct or Absent Voter Counting Board on Election Day for processing.

Federal Write-In Absentee Ballot – (FWAB)

The Federal Write-In Absentee Ballot (FWAB) is available for protected voters to use as a ballot to be counted on Election Day. The protected voter must have applied for an absentee ballot by 2 p.m. the Saturday prior to the election. The voter can do that by using an FPCA, a regular absent voter ballot application, or the FWAB Voter Information page. If a protected voter did not apply for an absentee ballot and a FWAB is received after 2 p.m. the Saturday prior to the election, the FWAB is invalid.

The FWAB can be obtained on the FVAP website at <https://www.fvap.gov/uploads/FVAP/Forms/fwab2013.pdf>.

The FWAB has two parts. The first part is the *Voter Information page* seen at the right. The voter's information must be completed by the voter and will likely be mailed in a regular envelope. If the protected voter is not already registered, use the *Voter Information page* to register the voter and send an absentee ballot. Also inside the envelope should be another envelope marked "Official Ballot – Federal Write-In Absentee Ballot." That envelope will be sealed; **do not open the sealed envelope!** That envelope contains the second part of the FWAB, the voter's *Official Backup Ballot*.

If there is no signature, the FWAB is invalid.

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



New - a protected voter that did **not** apply for an absentee ballot before submitting the FWAB, can be registered using the FWAB Voter Information page if the FWAB is received by 2 p.m. the Saturday prior to the election. A regular absentee ballot should be sent to the voter via their preferred method.

Official Federal Write-In Absentee Backup Ballot

The second part of the FWAB is the *Official Backup Ballot*. The *Official Backup Ballot* allows the protected voter to write-in the candidate of his or her choice for any office or ballot initiative that is on the official ballot for that election. The voter may write-in either the candidate's name or the candidate's political party for each office. **A military or overseas voter using the FWAB may write-in votes for any federal, state or local office, or proposal on the ballot.**

A Backup Ballot must be counted by precinct or AVCB inspectors if the voter's regular ballot is not received by Election Day. Follow normal duplication procedures. No oval or box is required on the Backup Ballot and name variations are acceptable as long as intent is clear.

The FWAB is required to be tracked and entered into QVF.

Official Backup Ballot

Federal Write-In Absentee Ballot (FWAB)

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

Print clearly in blue or black ink.

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

Processing Electronic Ballots and FWAB's on Election Day

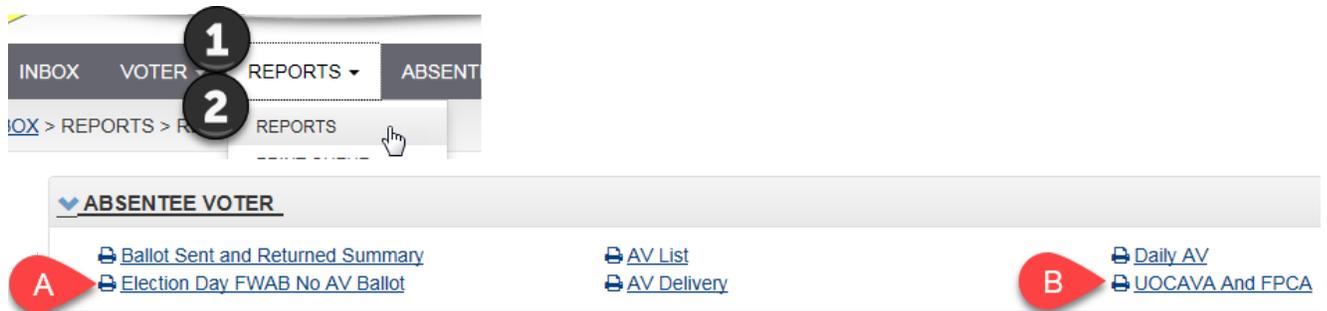
Regular absentee ballots sent by postal mail to protected voters should be processed as usual. If the returned ballot is an electronic ballot that was either printed by the voter or the Clerk, the ballot must include the voter signature certificate. Election inspectors will need to verify that the voter signed the signature certificate and compare the signature to the application. If there is no certificate, the ballot must be rejected and may not be processed. Retain the signature certificate with the application. Applications should be retained with the rest of the applications to vote for the election at hand. **DO NOT** attach the application to the electronic ballot or FWAB Backup Ballot as attaching compromises the secrecy of the ballot.

If absent voter ballots are being processed in the precinct, the QVF printed ballots and FWAB Backup Ballots must be placed in the auxiliary bin until the close of polls to wait for duplication. If there are multiple pages, ensure election inspectors staple or clip them together before placing in the auxiliary bin. Regular duplication procedures should be followed. The original electronic ballots must be placed in the Original Ballot envelope after duplication.

See the Processing Absentee Ballots section of the [Managing Your Precinct on Election Day – Election Inspectors' Procedure Manual](#) flipchart for full rules on the duplication process.

QVF Reports

QVF has two reports for reviewing military and overseas voter absentee activity. To access the reports, login to QVF and 1. Click on Reports and 2. Click on Reports in the drop down menu.



A. Election Day FWAB Report

The Election Day FWAB No AV Ballot Report will provide a listing of all Federal Write-In Absentee Ballots (FWABs) received into QVF where the voter did not return a physical ballot.

This report can be sorted in multiple ways and exported in either .pdf or .csv format. Make your selections, click Continue, and the Election Day FWAB NO AV Report will open in a new window in the format you requested.

ELECTION DAY FWAB NO AV BALLOT

<p>*REGION TYPE JURISDICTION <input type="text"/></p> <p>*ELECTION DATE 05/08/2018 - MAY CONSOLIDATED <input type="text"/></p> <p>*PRECINCT 00001 <input type="checkbox"/> All <input type="checkbox"/> None 00002 <input type="checkbox"/> JURIS Selected Count =2</p>	<p>*REGION BOHEMIA TOWNSHIP (09460) <input type="text"/></p> <p>*PRECINCT TYPE COMBINED <input type="text"/></p> <p>*SORT BY FULL NAME <input type="text"/></p> <p>*REPORT FORMAT PDF <input type="text"/></p>
--	--

ELECTION DATE FWAB NO AV BALLOT RECEIVED REPORT FOR BOHEMIA TOWNSHIP (09460)
 05/08/2018 - MAY CONSOLIDATED

Voter Name / Mailed To Address	COMBINED	Voter Status & Reason(s)	FWAB Received	AV Ballot Received
MCQVF, FAY 10006 OLD LAKE ROAD GRAYLING, MI 49738	00001	ACTIVE - ACTIVE	01/12/2018	
MCQVF, FINN FLINT 10007 OLD LAKE RD GRAYLING, MI 49738	00001	ACTIVE - ACTIVE	01/12/2018	

Total 2

B. UOCAVA & FPCA Report

The UOCAVA & FPCA report will provide a listing of all AV voters entered into QVF as Military or Overseas Voters.

This report can be sorted in multiple ways and exported in either .pdf or .csv format. Make your selections, click Continue, and the UOCAVA and FPCA Report will open in a new window in the format you requested.

2/23/2018 4:51:58 PM

UOCAVA AND FPCA VOTERS REPORT

FOR THE YEAR 2018

JURISDICTION

Voter Name / Residential Address	Mailing Address	RECEIVED DATE	IS FPCA
[REDACTED]	[REDACTED]	01/16/2018	NO
[REDACTED]	[REDACTED]	01/18/2018	NO

Frequently Asked Questions

1. What if my regular absentee ballots are not available to meet the 45 day mailing requirement?

Answer: Use QVF to print a ballot that may be mailed. Follow the instructions on page 7.

2. What if the protected voter is on my permanent AV list?

Answer: Requirements for a protected voter on a permanent AV list do not change. Once a protected voter returns an application for an absentee ballot, that application is good for the remainder of the calendar year.

3. What if the ballot comes back as undeliverable via email or the fax fails?

Answer: If possible, contact the voter for an alternate email address, fax number or transmittal method. If you are unable to contact the voter for an alternate email address or fax number, send a ballot via postal mail.

4. What if the ballot comes back as undeliverable via postal mail?

Answer: If possible, contact the voter for an alternate mailing address or transmittal method. Updated mailing addresses for military voters can be obtained by contacting FVAP. Election officials should submit requests to FVAP via email (vote@fvap.gov) or fax (703-696-1352) and include the name of the Clerk and jurisdiction requesting, as well as the citizen's full name and date of birth or the last four digits of his/her Social Security Number. If you are unable to contact the voter for an alternate mailing address and/or FVAP is unable to assist, mark the ballot as Undeliverable in QVF and retain.

5. What if Election Day is really close? Is there a special way for protected voters to return their ballots?

Answer: Express mail may be available for overseas military voters at overseas military post offices via the DOD-11 label.

6. Are protected voters required to submit an absent voter ballot application for every election?

Answer: No. Protected voters need only submit one application for a calendar year. An absent voter ballot application submitted by a protected voter must be honored for every election conducted in the voter's jurisdiction through the end of the calendar year.

7. Can a protected voter change the manner in which he or she wishes to receive ballots from one election to the next?

Answer: Yes, as long as the protected voter communicates the change in transmission preference to the Clerk in an email, letter, or fax.

8. Can a protected voter change the email or postal address he or she wishes to receive ballots from one election to the next?

Answer: Yes, as long as the protected voter communicates the change in address preference to the Clerk in an email, letter, or fax.

9. What if I do not have the capabilities to email or fax a ballot to a protected voter that has requested email or fax?

Answer: Assistance must be obtained through the County Clerk's office. A request must be processed without delay.

10. What actions should be taken if a protected voter submits two ballot return envelopes?

Answer: The ballot return envelope that carries the most recent postmark should be forwarded to the precinct or AVCB for processing. If the postmark dates cannot be determined, the return envelope that arrived last should be used. If the envelope opened does not contain a signed voter certificate, the other return envelope should be sent for processing. To ensure proper handling, attach a note to the first ballot sent for processing that advises election inspectors to contact the Clerk if it does not contain a ballot and/or signed voter certificate.

11. What actions should be taken if a protected voter submits his or her voted ballot or FWAB Backup Ballot by email or fax?

Answer: An attempt must be made to contact the voter to advise that the ballot or FWAB Backup Ballot must be returned by postal mail with a signed voter certificate. A ballot or FWAB Backup Ballot returned by email or fax cannot be processed or counted. Such ballots must be marked "REJECTED" and secured in the Clerk's office.

12. What actions should be taken if a protected voter who was sent a QVF printed ballot returns the regular absentee ballot without signing the outside of the envelope?

Answer: The election inspectors processing the absentee ballot should open the return envelope and look for a signed voter certificate. If the voter certificate was returned and signed, they should continue processing. If there is no voter certificate or the voter certificate is not signed, the ballot should be rejected.

13. Are ballots that have been emailed or faxed to protected voters subject to standard ballot return deadlines?

Answer: Yes. Ballots whether emailed, faxed, or postal mailed, must be returned to the Clerk's office by 8 p.m. on the date of the election. Ballots received after that deadline are void and cannot be counted unless the Secretary of State has extended the return deadline for that voter

due to the ballot not being issued by the delivery requirement deadline when the protected voter applied prior to the delivery requirement deadline.

14. Are Federal Write-In Absentee Ballots (FWABs) submitted by protected voters who receive an emailed or faxed ballot treated any differently?

Answer: No. If a protected voter returns both a FWAB and an absent voter ballot sent to the voter by email or fax by 8 p.m. on the day of the election, the absent voter ballot counts and the FWAB does not count.

15. How do I proceed if the voter indicates that he or she wishes to receive a blank Federal Post Card Application (FPCA) form by email or fax?

Answer: The FPCA form may be obtained at www.fvap.gov. Email the website link to the voter or print the application from the website and fax it to the voter. Such requests must be honored without delay. If you do not have the capability to email or fax, assistance must be received through the County Clerk's office.

16. What if the protected voter is uniformed but not military? For reporting purposes what selection should be used?

Answer: For reporting purposes, use the Military designation in QVF. The Election Assistance Commission (EAC) requests all uniformed voters and their spouses be counted together.

17. What if the protected voter is a uniformed voter's spouse? For reporting purposes what selection should be used?

Answer: For reporting purposes, use the Military designation in QVF. The Election Assistance Commission (EAC) requests all uniformed voters and their spouses be counted together.

18. Why is absentee information I've entered into QVF not showing up on the MVIC website?

Answer: There may be a delay in relaying information entered due to server update schedules. If your information has not appeared on the MVIC site within 24 hours, please contact the Help Desk.

19. What if regular absentee ballots are not available 45 days prior to the election and the protected voter has insisted they wish to receive a regular absentee ballot?

Answer: Federal law requires a ballot be sent at least 45 days prior to the election. In this scenario, send the protected voter the EMP ballot by the 45th day prior to the election and follow up with the regular absentee ballot as soon as they are available.

20. What if the military voter provided an address within the US and is not out of the country?

Answer: All active duty military and their spouses are protected voters. A US mailing address is not indicative of the voter's location.

21. What if a voter provides an address in a U.S. territory (e.g. Puerto Rico, Guam, Northern Mariana Islands, US Virgin Islands, American Samoa)?

Answer: Only military voters are protected under UOCAVA if they are in a US territory.

22. What if the overseas citizen has never lived in the US?

Answer: A US citizen who has never resided in the US and has a parent, legal guardian or spouse that was last domiciled in Michigan is eligible to vote in Michigan as long as he or she has not registered or voted in another State.

Glossary

FPCA (Federal Post Card Application) – a form provided by the federal government to protected voters to use as both a voter registration application and an absent voter application.

FVAP (Federal Voting Assistance Program) – a government agency created by the Department of Defense to assist protected voters. Their website is www.fvap.gov.

FWAB (Federal Write-In Absentee Ballot) – a ballot provided by FVAP for protected voters to use as a back-up ballot in the event they do not receive their official ballot in time to vote and return before Election Day.

Merchant Marine - is the fleet of U.S. civilian-owned merchant vessels, operated by either the government or the private sector, that engage in commerce or transportation of goods and services in and out of the navigable waters of the United States. The Merchant Marine is responsible for transporting cargo and passengers during peace time. In time of war, the Merchant Marine is an auxiliary to the Navy, and can be called upon to deliver troops and supplies for the military.

MOVE (Military and Overseas Voter Empowerment) Act – a federal law designed to protect military and overseas voters and expand upon UOCAVA. Full text of the law can be found at <http://www.fvap.gov/uploads/FVAP/Policies/moveact.pdf>.

MVIC (Michigan Voter Information Center) – a website maintained by the Michigan Bureau of Elections to provide military and overseas voters access to their clerk contact information, voter registration information, sample ballot, and absent voter ballot activity. The website is www.mi.gov/vote.

Protected Voter – a protected voter is defined as a member of a uniformed service on active duty or their dependent, a member of the Merchant Marine or their dependent, a National Guardsman activated by the state, or a civilian voter living overseas.

Uniformed Service - is defined in section 101 (a)(5) of title 10 United States Code. Uniformed service is defined to include the (A) armed forces; (B) the commissioned corps of the National Oceanic and Atmospheric Administration; and (C) the commissioned corps of the Public Health Service. The term “armed forces” means the Army, Navy, Air Force, Marine Corps, and Coast Guard.

UOCAVA (Uniformed and Overseas Citizens Absentee Voting Act)– a federal law designed to protect military and overseas voters. Full text of the law can be found at <http://www.fvap.gov/uploads/FVAP/Policies/uocavalaw.pdf>.

QVF/QVF Lite (Qualified Voter File) – software for use by local Clerks to maintain the statewide voter registration database and absent voter activity.