

Military and Overseas Voters Manual for Election Administrators



Michigan Department of State
Bureau of Elections

July 2016

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 handing of voter registrations, absentee ballot requests, and absentee ballots for military and overseas voters.

Military and Overseas Voters Manual - Table of Contents	2
Introduction to Military and Overseas Voters	3
Registering Military and Overseas Voters.....	4
Entering the Registration into QVF*	5
Issuing Absent Voter Ballots	6
Receipt Deadline Extension/MOVE Compliance Report	6
Generating the EMP ballot	6
Printing or Faxing a Ballot Request	8
E-mailing a Ballot Request	8
Receiving Applications and Sending Ballots - Ballot Tracking.....	10
Recording actions in QVF/QVF Lite	10
Recording actions in EMP	12
Mailing of Military and Overseas Ballots	14
Receiving Absent Voter Ballots – Ballot Tracking.....	14
Recording actions in QVF/QVF Lite	14
Recording actions in EMP	15
Federal Write-In Absentee Ballot – (FWAB)	17
Recording actions in QVF/QVF Lite	18
Recording actions in EMP	19
Processing Electronic Ballots on Election Day	19
Frequently Asked Questions	20
Glossary	22

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

☆ *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 Elections Management Portal ballot should be printed and mailed when physical ballots are not available. The Elections Management Portal (EMP) 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 sent by a protected voter who has already requested an absentee 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 the Elections Management Portal (EMP), 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). The FPCA serves as **both** a voter registration form and an absentee ballot application. Local Clerks must register a UOCAVA voter submitting this form and send an absentee ballot immediately. **If a military or overseas voter submits another type of registration form, all rules in this manual still apply.**

Voters who may use the FPCA 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

The protected voter must be absent from his or her jurisdiction of residence and all but the civilian voter living outside of the United States can be 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 or fax as well. In fact, many FPCA's will be sent to the local jurisdiction's MERIT email account.

Obtaining the FPCA form

Protected voters may obtain the FPCA form at www.fvap.gov. This form is postage paid and provided by the federal government for use by protected voters. There are variations of the form, all of which are acceptable for use. The form to the right is the most current version. Clerks must provide this 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 registration is submitted 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 via QVF or EMP.

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

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

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

Please print in black ink.

Classification <small>Make only 1 selection.</small>	1	I request an absentee ballot for all elections in which I am eligible to vote AND: <input type="checkbox"/> I am a member of the Uniformed Services or Merchant Marine on active duty OR <input type="checkbox"/> I am an eligible spouse or dependent. <input type="checkbox"/> I am an activated National Guard member on State orders. <input type="checkbox"/> I am a U.S. citizen residing outside the United States, and I intend to return. <input type="checkbox"/> I am a U.S. citizen residing outside the United States, and my return is not certain. <input type="checkbox"/> I am a U.S. citizen and have never resided in the United States.
Political party	2	Your State may require you to specify a political party to vote in primary elections: _____
Legal name	3	Last name _____ Suffix _____ First name _____ Middle name _____ Previous name (if applicable) _____
Identification	4	State Drivers License or ID _____ OR Social Security Number _____ Birth date _____ Sex <input type="checkbox"/> M <input type="checkbox"/> F Race _____ <small>Some States require your full SSN. Check your State's pages in the Voting Assistance Guide on FVAP.gov.</small>
Contact information	5	Telephone _____ Fax _____ Email _____ <small>Include international prefixes. No DSN numbers.</small>
Ballot receipt	6	Rank from 1-3 in order of preference; be sure appropriate contact information is provided above. I prefer to receive my ballot, as permitted by my State, by: <input type="checkbox"/> Email/Online <input type="checkbox"/> Mail <input type="checkbox"/> Fax
Voting residence address	7	Street Address (not P.O. Box) _____ Apt. # _____ City/Town/Village _____ County _____ State _____ Zip Code _____
Where to send my ballot	8	This is your current mailing address and should be different from above, if required, place a forwarding address in Box 9.
Additional requirements for your State	9	Such as: mail forwarding address, additional email address/phone number, or other State required information. See Voting Assistance Guide.

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

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

Signature **X** _____ You must sign and send in.

Today's date _____

Witness signature / date if required by your state.

Signature _____ Date _____

This information is for official use only. Any unauthorized release may be punishable by law. PREVIOUS EDITIONS ARE OBSOLETE. Standard Form 76 (Rev. 06-2013), OMB No. 0754-0203

Entering the Registration into QVF*

The protected voter's registration should be entered into QVF just like any other registration using Registration Location "Clerks Office and Other." The only difference is the need to select whether the voter is a military voter (spouse included) or overseas civilian and if necessary, post dating the Reg Date to the Close of Registration if the voter has submitted the application after the registration deadline. Overseas (Legacy) should not be used; that category identifies a voter that was marked as Overseas prior to QVF Software release 2.73 (8/2012).

The screenshot shows the Michigan Qualified Voter File (QVF) software interface. The window title is "Michigan Qualified Voter File - [Voter Registration]". The menu bar includes File, Action, View, Reports, Sys Admin, Elections, Data Maint., Window, and Help. The main form area contains various fields for voter information, including Jurisdiction, County, Ward/Precinct, Polling Location, Status, Reg Date, Entry Date, Voter Id, and Registration Location. A dropdown menu for "Mailing Address" is open, showing options: NON-UOCAVA, NON-UOCAVA, MILITARY, OVERSEAS CIVILIAN, and OVERSEAS (LEGACY). The "NON-UOCAVA" option is highlighted. The status bar at the bottom indicates "Test Version 2.72.24" and "UOCAVA Status".

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 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.

*Non-QVF or QVF-Lite 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 application, they may submit any application form normally accepted of an absent voter. By Federal law, any request received more than 45 days prior to an election **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, 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 an 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 the Qualified Voter File (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 accomplish this requirement. Non-QVF/QVF Lite users must use the Election Management Portal (EMP) or, if the local Clerk does not have internet access, they should work with their County Clerk to enter this information. The Bureau of Elections recommends recording the dates ballots were issued on the applications in addition to tracking via QVF or EMP.

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.

The Elections Management Portal (EMP) can be used to generate an email or faxable ballot. **In addition, this ballot may be 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 EMP ballot

Using your internet browser go to www.mi.gov/emp and log into the Elections Management Portal (EMP). 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.

Look up the voter:

1. Enter the voter's name
2. Click Search
3. Click the correct voter's name

The screenshot shows the Michigan Department of State Elections Management Portal. The page title is "Elections Management Portal" and it includes a navigation menu with options like "Michigan.gov Home", "SOS Home", "Site Map", "FAQ", "Online Services", "Forms", and "Contact SOS". The user is logged in as "VANDERROESTV" and is in the "BOHEMIA TOWNSHIP - 09460" jurisdiction. The search criteria are set to "Active", "Challenged", and "To Be Verified". The basic search criteria include VoterID/DLN, County, Last Name (mcqvf), First Name (leroy), Middle Name (is), and DOB. The search results table shows three voters: MCQVF, LEE ANNE; MCQVF, LEIGH ANN; and MCQVF, LEROY JAMES. The third result is highlighted in yellow.

Voter Name	VoterID/DLN	DOB	Status
MCQVF, LEE ANNE	M123456789012	03/07/1945	V
MCQVF, LEIGH ANN	M655655655655	09/27/1969	A
MCQVF, LEROY JAMES	M333333333333	06/07/1987	A

Voter Status: **ACTIVE**

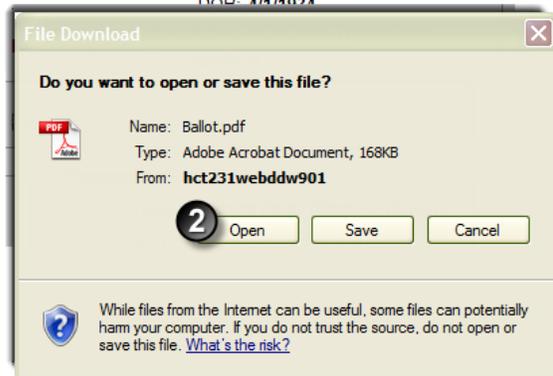
1 **MOVE Ballot**

Edit **Signature** **Dymo Label**

Voter ID: 4001209416 DLN: M456789123012
 Full Name: GEORGE DAVID MCQVF DOB: 4/1/1924
 County: ONTONAGON
 Registered Date: 12/9/2002

To create the EMP ballot:

1. In the voter's information screen, click MOVE Ballot
2. Click Open

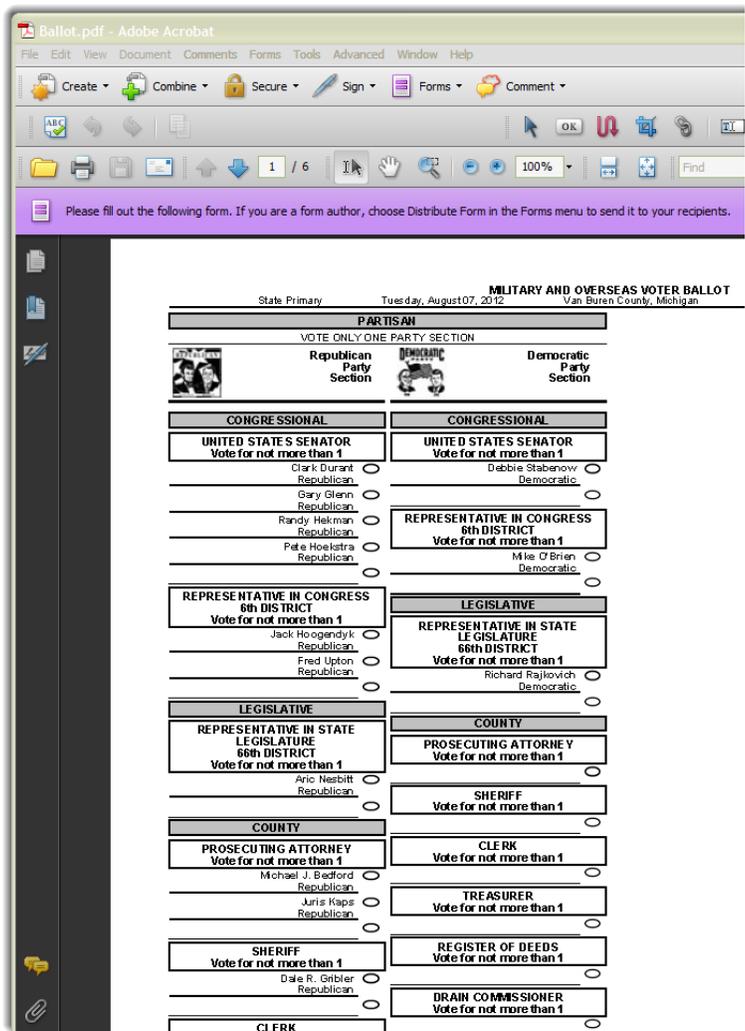


Reviewing the EMP ballot

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 e-wizard.

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



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 the EMP. After following the steps provided on page 7, print the ballot by:

1. Click the Printer button 
2. Click OK

After the ballot has printed, place all six 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.

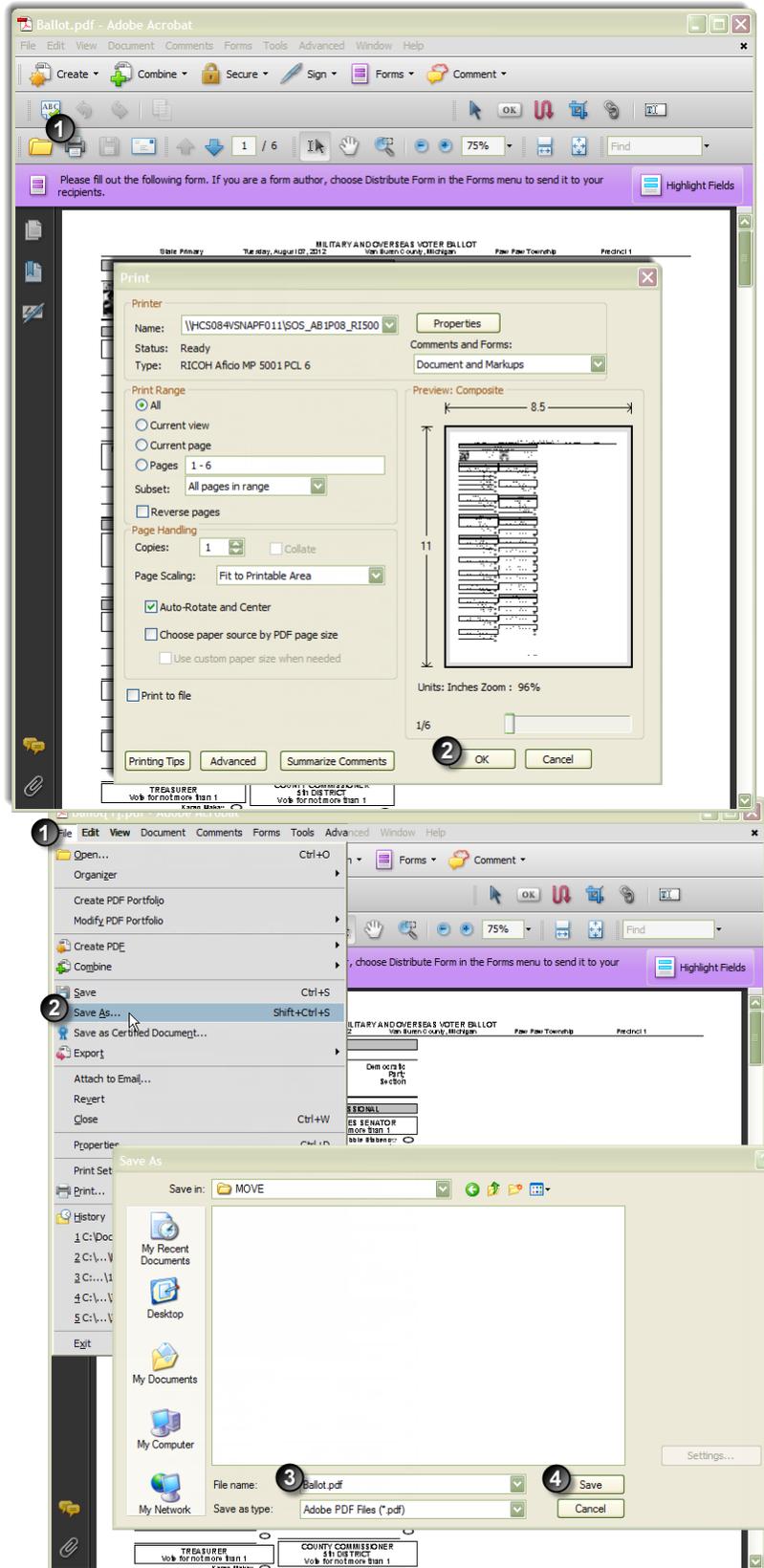
If the protected voter has requested his or her ballot via fax, follow the printing instructions above and fax all six pages to the telephone number provided by the voter. Ensure the ballot was transmitted and retain a copy of the confirmation page.

E-mailing 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 EMP 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



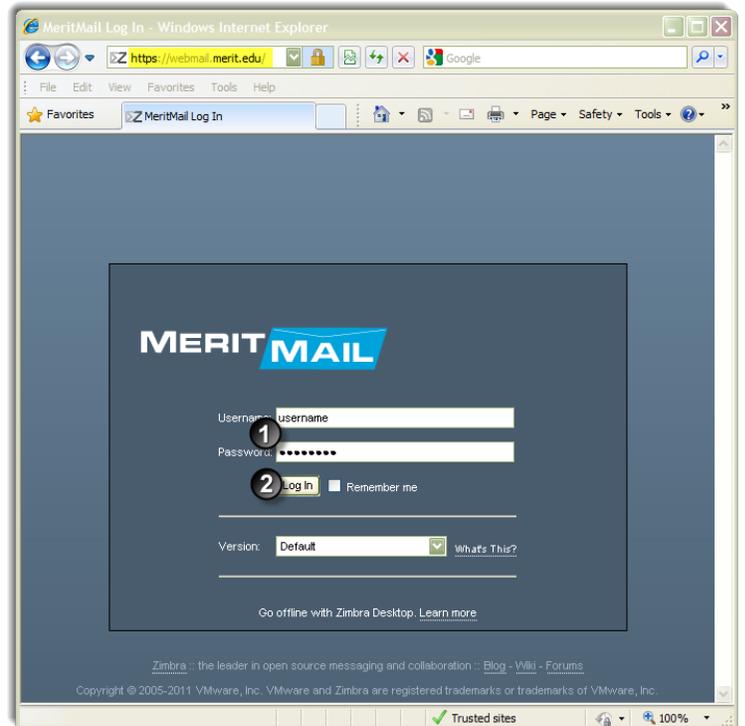
Login to MERIT Email

The MERIT e-mail system should be used to send protected voters absent voter ballots when requested by email.

Using your internet browser (Internet Explorer, Firefox, Google Chrome), go to <https://webmail.merit.edu/> and:

1. Enter the user's Username and Password
2. Click Log In

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.

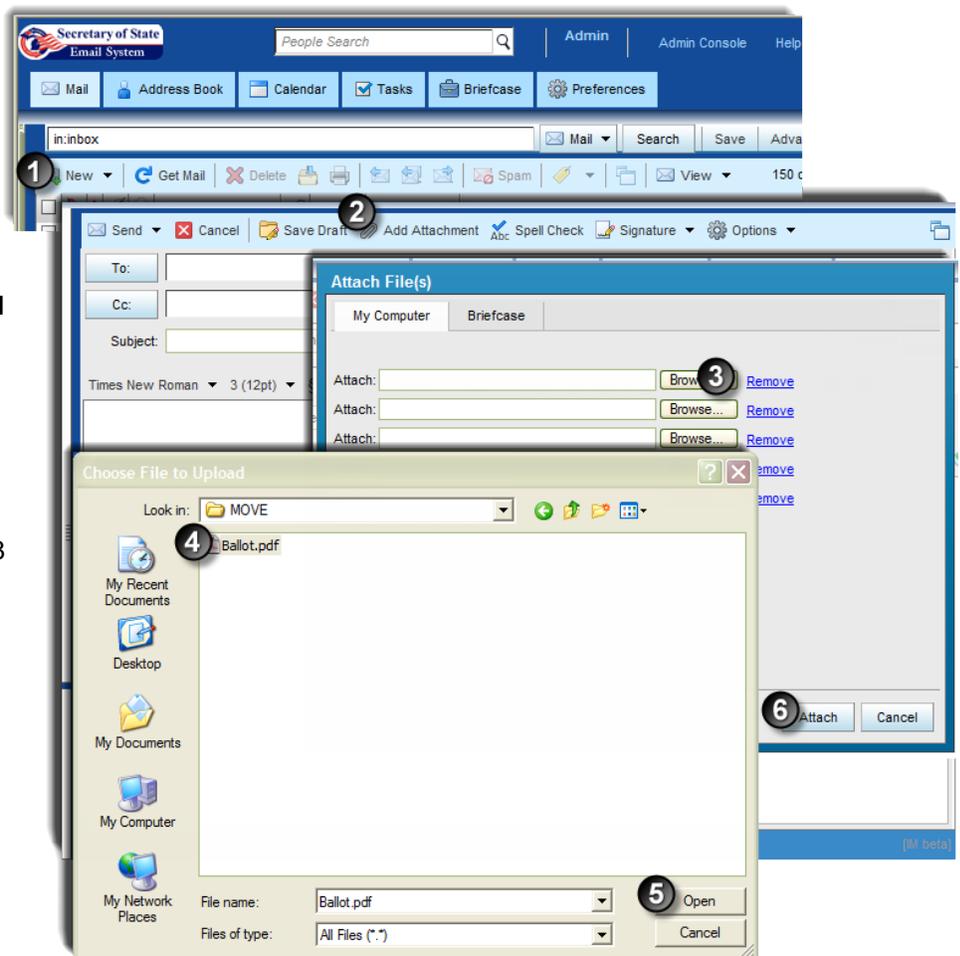


Preparing and Sending the Email

Create a new email message and attach the ballot file by:

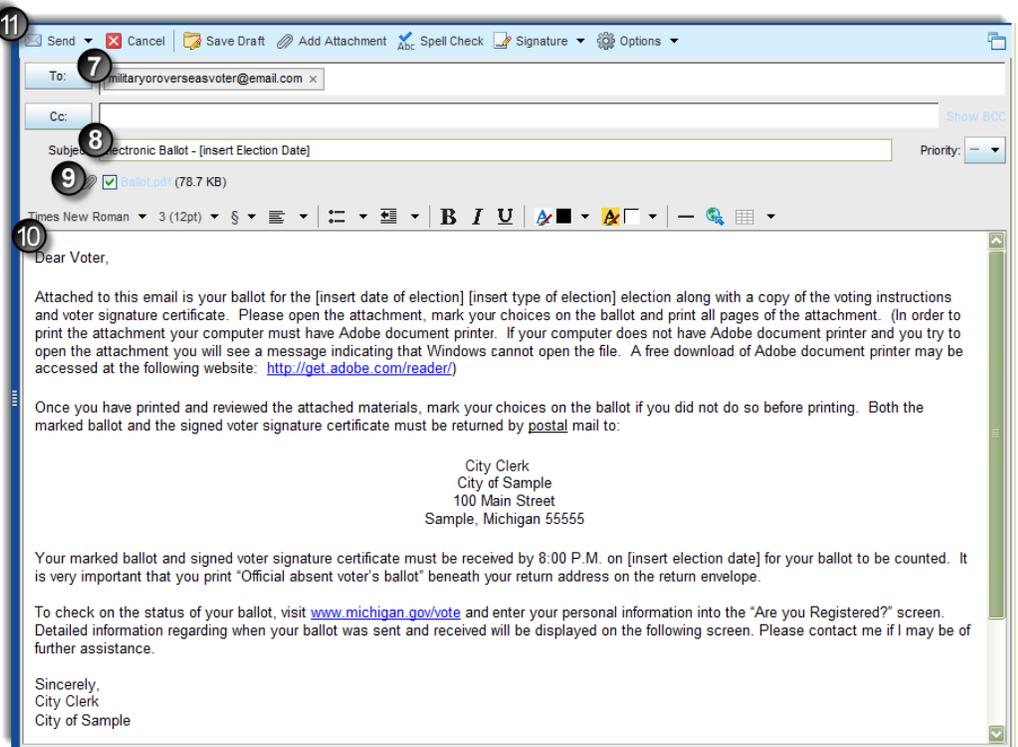
1. Click New
2. Click Add Attachment
3. Click Browse
4. Locate the file saved on page 8
5. Click Open
6. Click Attach

Continue to next page.



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.

Receiving Applications and Sending Ballots - Ballot Tracking

As stated on page 6, any ballot sent to an absent voter must be entered into the Qualified Voter File. Every jurisdiction has access to either QVF, QVF Lite, or EMP. Each of these programs allows the user to indicate whether a ballot has been sent and/or received to a voter's record. 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, QVF Lite, or EMP. Follow the instructions for the application (QVF, QVF Lite, or EMP) your jurisdiction has access to below.

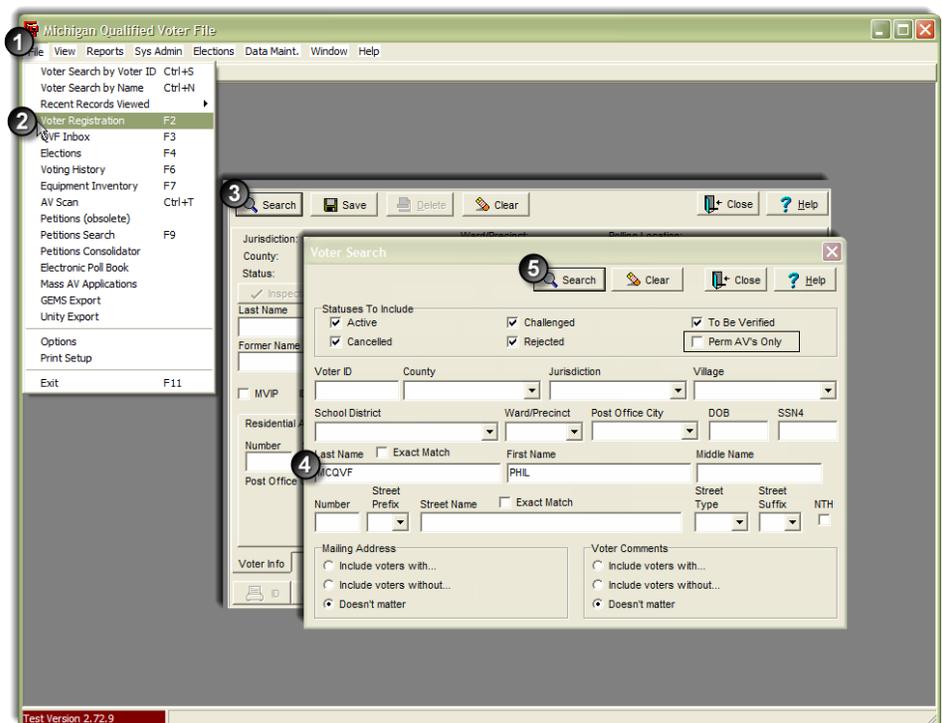
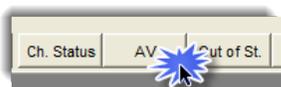
Recording actions in QVF/QVF Lite

(see pg. 12 for EMP instructions)

Open QVF/QVF Lite and search for the absent voter by:

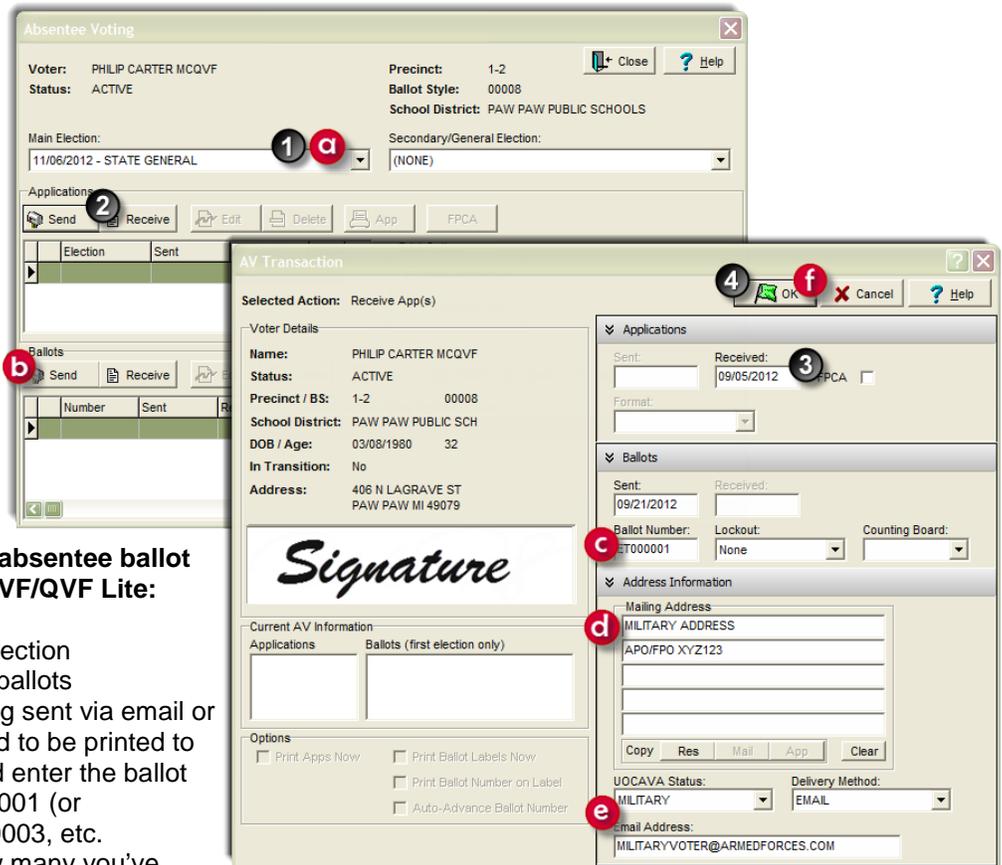
1. Click File
2. Click Voter Registration
3. Click Search
4. Enter the voter's name in the appropriate boxes
5. Click Search or press Enter

Select AV from the voter's information screen.



To show receipt of an absentee ballot application in a protected voter's record:

1. Select the Main Election
2. Click Receive under Applications
3. Update the date received and mark the FPCA box (if necessary)
4. Click OK

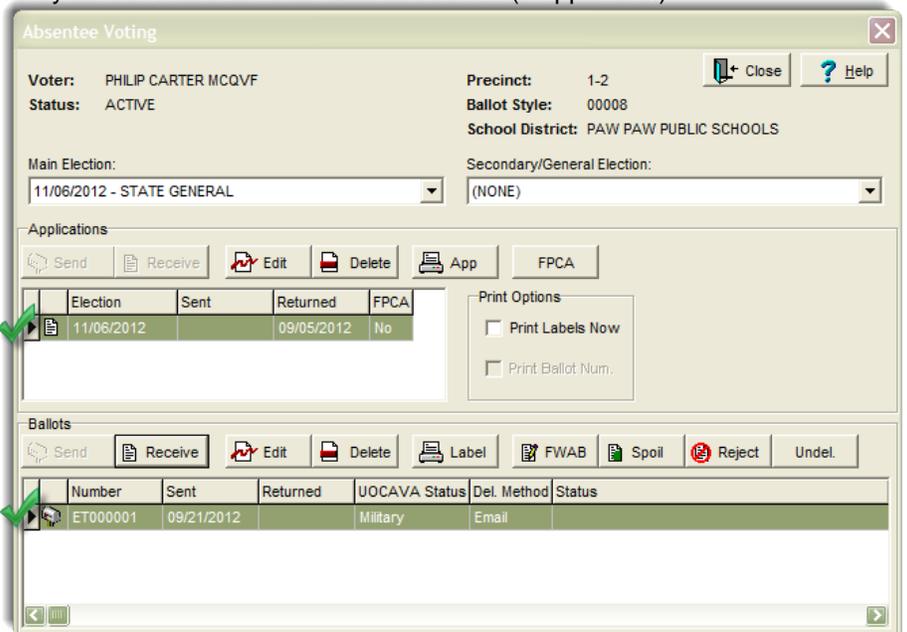


To show issuance of an absentee ballot to a protected voter in QVF/QVF Lite:

- a. Select the Main Election
- b. Click Send under ballots
- c. If the ballot is being sent via email or the EMP 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
- d. Enter the Mailing Address the voter has requested the ballot to be sent to (if applicable)
- e. Select the UOCAVA Status, Delivery Method and enter the Email Address (if applicable)
- f. Click OK

Note: ET = Electronic Transmission

Ensure the recording of the application and ballot. A completed transaction should look similar to the image on the right.

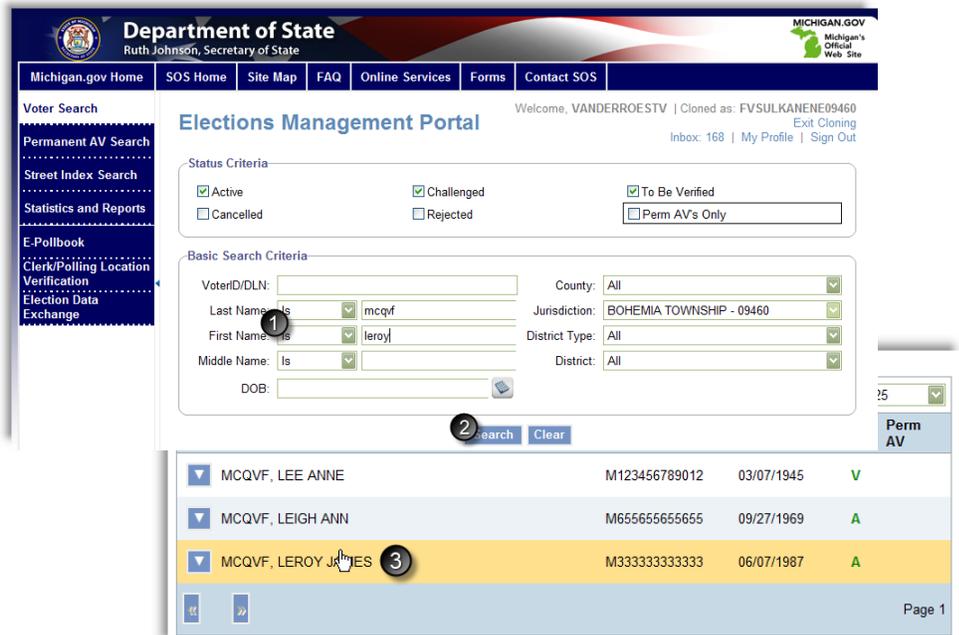


Recording actions in EMP (see page 10 for QVF Instructions)

Using your internet browser go to www.mi.gov/emp and log into the Elections Management Portal (EMP). If you do not have a user name and password or your account has become inactive, contact the QVF Help Desk at 1-800-310-5697 for assistance.

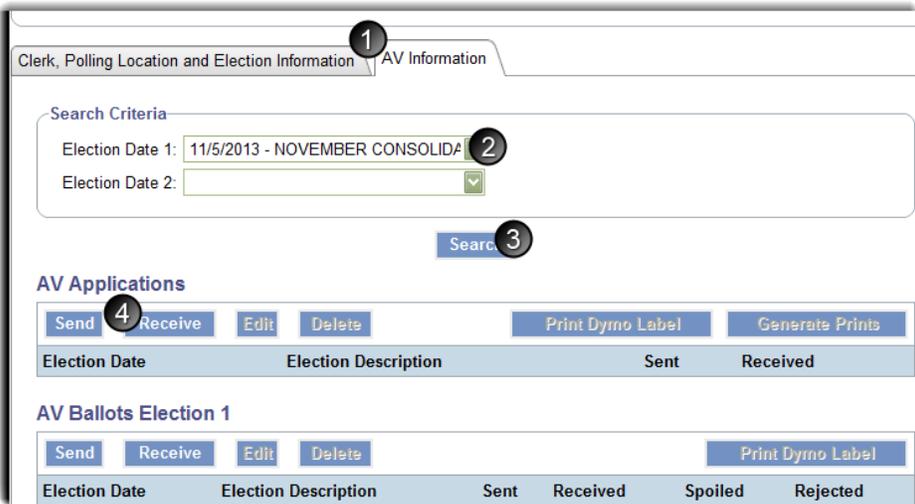
Look up the voter:

1. Enter the voter's name
2. Click Search
3. Click correct voter's name



To receive an absentee ballot application and show issuance of a ballot in a protected voter's record in the EMP:

1. Click the AV Information tab
2. Select the election
3. Click Search
4. Click Receive in the AV Applications box



Continue to next page.

Receive AV Application

Application Information

1. Is FPCA:

Sent: [Calendar]

2. Received: 09/5/13 [Calendar]

App 1 Reason: [Dropdown]

UOCAVA Status 3

None Military Overseas Civilian Overseas (Legacy)

4. Save Save and Send Ballot Cancel

Send To Address

Line 1:

Line 2:

Line 3:

Line 4:

Line 5:

To show receipt of an absentee ballot application in a protected voter's record in the EMP:

1. Select "is FPCA" (if applicable)
2. Enter date application was received
3. Select the application reason
4. Click Save and Send Ballot

To show issuance of an absentee ballot to a protected voter in the EMP:

5. If the ballot is being sent via email or the EMP 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
6. Enter the date the ballot was sent
7. Select the Sent Format
8. Enter a Send to Address if sending via postal mail
9. Click Save

Send AV Ballot

Election Date: 11/5/2013 - NOVEMBER CONSOLIDATED Lockout: [Dropdown]

UOCAVA Status

None Military Overseas Civilian Overseas (Legacy)

Ballot Status

Spoiled Rejected

Ballot Information 5

Ballot #: ET000001

6. Sent: 09/21/2013 [Calendar]

7. Sent Format: In Person Mail Fax Email

FWAB Received: [Calendar]

Received: [Calendar] Undeliverable

Send To Address 8

Line 1: Military Address

Line 2: APO/FPO XYZ123

Line 3:

Line 4:

Line 5:

9. Save Cancel

Note: ET = Electronic Transmission

Ensure the recording of the application and ballot. A completed transaction should look similar to the image on the right.

Clerk, Polling Location and Election Information AV Information

Search Criteria

Election Date 1: 11/5/2013 - NOVEMBER CONSOLIDATED [Dropdown]

Election Date 2: Select [Dropdown]

Search

AV Applications

Send Receive Edit Delete Print Dymo Label Generate Prints

Election Date	Election Description	Sent	Received
Nov 05, 2013	NOVEMBER CONSOLIDATED		✓

AV Ballots Election 1

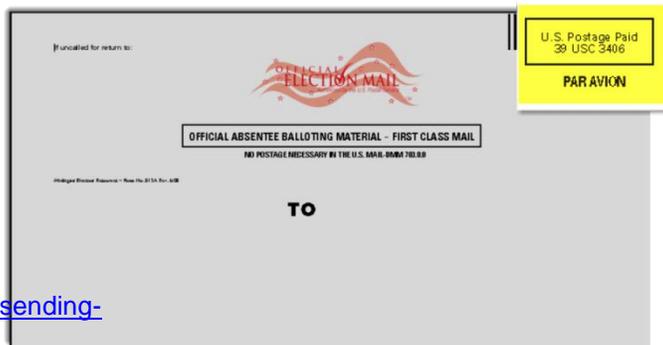
Send Receive Edit Delete Print Dymo Label

Election Date	Election Description	Sent	Received	Spoiled	Rejected
Nov 05, 2013	NOVEMBER CONSOLIDATED	✓			

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 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 – Ballot Tracking

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, QVF Lite, or EMP along with a rejection reason of “Ballot returned after 8 p.m. by Election Day.”

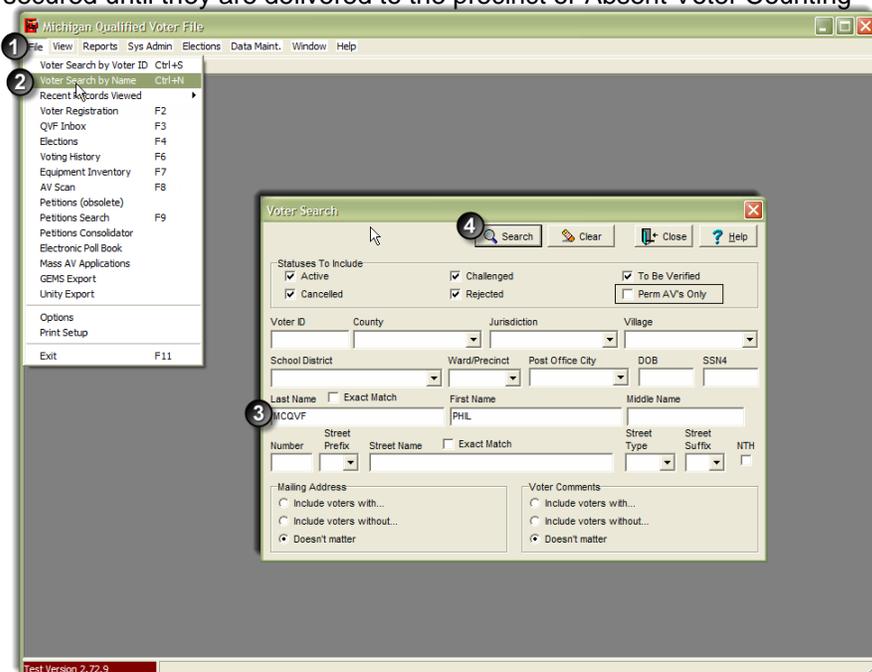
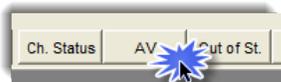
Clerks should note the date the ballot was received on the envelope and application as with other absentee ballots. Absentee ballots must be kept secured until they are delivered to the precinct or Absent Voter Counting Board on election day for processing.

Recording actions in QVF/QVF Lite (see page 15 for EMP instructions)

Open QVF/QVF Lite and search for the absent voter by:

1. Click File
2. Click Voter Search by Name
3. Enter the voter's name in the appropriate boxes
4. Click Search or press Enter

Select AV from the voter's information screen.



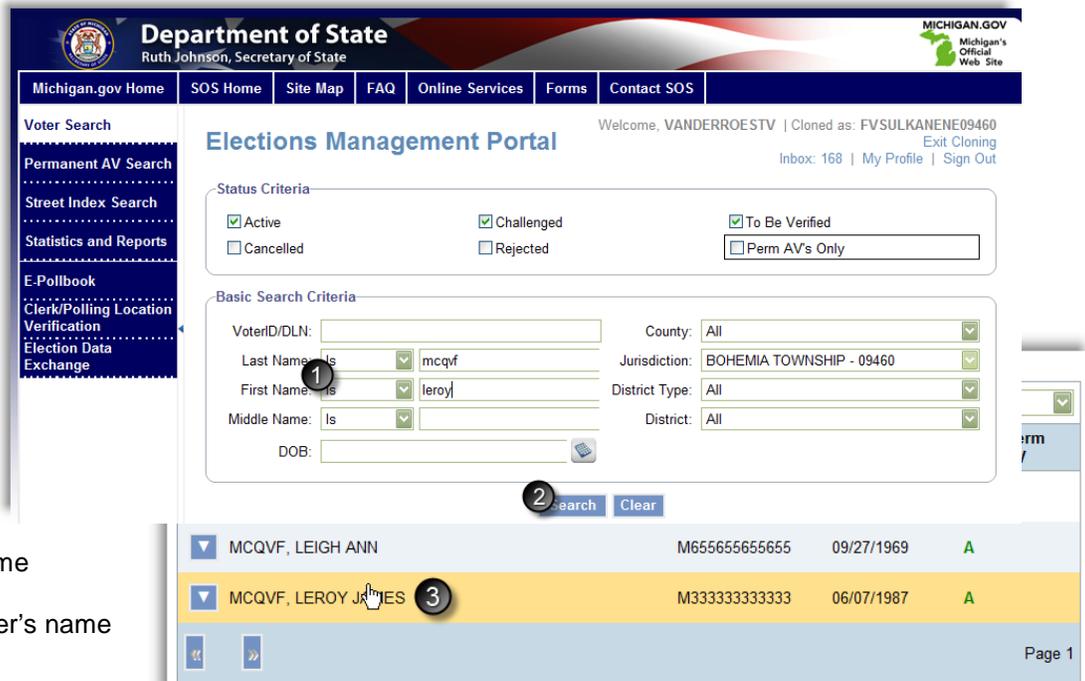
To show receipt of an absentee ballot in a protected voter's record in QVF/QVF Lite:

1. Select the Main Election
2. Click Receive under Ballots
3. Update the date received (if necessary)
4. Click OK



Recording actions in EMP (see page 14 for QVF instructions)

Using your internet browser go to www.mi.gov/emp and log into the Elections Management Portal (EMP). If you do not have a user name and password or your account has become inactive, contact the QVF Help Desk at 1-800-310-5697 for assistance.



Look up the voter:

1. Enter the voter's name
2. Click Search
3. Click the correct voter's name

To show receipt of an absentee ballot in a protected voter's record in the EMP:

1. Click the AV Information tab
2. Select the election (if necessary)
3. Click Search (if necessary)
4. **Select the Election Date of the ballot sent**
5. Click Receive

Clerk, Polling Location and Election Information | AV Information **1**

Search Criteria

Election Date 1: 11/5/2013 - NOVEMBER CONSOLIDATED **2**

Election Date 2: Select

3 Search

AV Applications

Send Receive Edit Delete Print Dymo Label Generate Prints

Election Date	Election Description	Sent	Received
Nov 05, 2013	NOVEMBER CONSOLIDATED		✓

AV Ballots Election 1

Send **5** Receive Edit Delete Print Dymo Label

Election Date	Election Description	Sent	Received	Spoiled	Rejected
Nov 05, 2013 4	NOVEMBER CONSOLIDATED	✓			

6. Correct the Received date (if necessary)
7. Click Save

Receive AV Ballot X

Election Date: 11/5/2013 - NOVEMBER CONSOLIDATED

UOCAVA Status

None Military Overseas Civilian Overseas (Legacy)

Ballot Status

Spoiled Rejected

Ballot Information

Ballot #: ET000001

Sent: 9/21/2013

Sent Format: In Person Mail Fax Email

FWAB Received:

Received: 10/21/2012 **6** Undeliverable

Send To Address

Line 1: MILITARY ADDRESS

Line 2: APO/FPO XYZ123

Line 3:

Line 4:

Line 5:

7 Save Cancel

Federal Write-In Absentee Ballot – (FWAB)

The Federal Write-In Absentee Ballot (FWAB) is available for protected voters to use in the event that they apply for a ballot and have concerns that they will not be able to receive and return the official ballot in time to be counted. To use the FWAB, the protected voter must have applied for an absentee ballot by 2 p.m. the Saturday prior to the election. If a protected voter did not apply for an absentee ballot and a FWAB was received, 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 a voter's declaration/affirmation seen at the right. The voter's declaration/affirmation must be completed by the voter and will be found when opening mail from the voter. Also inside the envelope should be another envelope marked "Security envelope." That envelope will be sealed; **do not open the sealed envelope!** That envelope contains the second part of the FWAB, the voter's Write-In Absentee Ballot.

If there is no signature, the FWAB is invalid.

Voter's Declaration/Affirmation

Federal Write-in Absentee Ballot (FWAB)

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

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

Re-use print in black ink.

Qualification & Voter Registration Voting Assistance Officer must sign and return this portion of the form with the completed ballot to the Voting Assistance Officer.	1	Have you already registered and requested an absentee ballot? My answer: No, you can do this via the Federal Post Card Application, or in the States, by marking the box below. Check your State's page in the Voting Assistance Guide on FVAP.gov to see if your State allows registration via this form. <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> I do want to register, vote and/or request an absentee ballot for all elections in which I am eligible to vote.
Classification Make only 1 selection.	2	<input type="checkbox"/> I am a member of the Uniformed Services or Merchant Marine on active duty OR <input type="checkbox"/> I am an eligible spouse or dependent. <input type="checkbox"/> I am an activated National Guard member on State orders. <input type="checkbox"/> I am a U.S. citizen residing outside the United States, and I intend to return. <input type="checkbox"/> I am a U.S. citizen residing outside the United States, and my return is not certain. <input type="checkbox"/> I am a U.S. citizen and have never resided in the United States.
Legal name	3	Last Name <input type="text"/> Suffix <input type="text"/> First Name <input type="text"/> Middle Name <input type="text"/> Previous Name (if applicable) <input type="text"/>
Identification Some States require your full SSN. Check your State's pages in the Voting Assistance Guide on FVAP.gov.	4	State Driver's License or ID: <input type="text"/> OR Social Security Number: <input type="text"/> Birth Date: <input type="text"/> / <input type="text"/> / <input type="text"/> Sex: <input type="checkbox"/> M <input type="checkbox"/> F Race: <input type="text"/> See instructions
Contact information Include internal and prefixes. No P.O. numbers.	5	Telephone: <input type="text"/> Fax: <input type="text"/> Email: <input type="text"/> Alternate Email: <input type="text"/>
Political party	6	Your State may require you to specify a political party to vote in primary elections: <input type="text"/>
Voting residence address Usually your last U.S. residence or your legal U.S. residence. See instructions.	7	Street Address (no P.O. Box) <input type="text"/> Apt.# <input type="text"/> City/Town/Village <input type="text"/> County <input type="text"/> State <input type="text"/> Zip Code <input type="text"/> - <input type="text"/>
Where to send my voting materials This is your current mailing address and should be different from above. If required, place forwarding address in Box 9.	8	<input type="text"/>
Additional requirements for your State Such as: take ballot to a polling place, mail forwarding address, additional phone, or other State required information. See your State's pages in the Voting Assistance Guide on FVAP.gov.	9	<input type="text"/>

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

Signature X You must sign and send in.
 Today's date / /
 WITNESS SIGNATURE (not required by your state):
 Signature
 Date

This information is for informational purposes only. Any additional restrictions may be applicable by law. PPE/MCU SECTIONS ARE OBSOLETE. Standard Form 199 (Rev. 03-2013), OMB No. 0544-0022



If a protected voter did **not** apply for an absentee ballot and a FWAB was received, the FWAB is invalid.

Continue to next page.

Recording actions in EMP

Election Date	Election Description	Sent	Received	Spoiled	Rejected
Nov 05, 2013	NOVEMBER CONSOLIDATED				

To show receipt of a FWAB in a military or overseas voter's record:

1. Select the Election Date
2. Click Receive
3. If the ballot sent to the voter has not been received, **delete** the received date from that field as it pre-populates
4. Enter the FWAB Received date
5. Click Save
6. Click OK

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. Attaching the application to the electronic ballot or FWAB compromises the secrecy of the ballot.

If absent voter ballots are being processed in the precinct, the EMP printed ballots and FWABs 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.

Frequently Asked Questions

1. What if I cannot access MERIT email?

Answer: If your MERIT email account is down, you do not have a user name and password, or your account has become inactive, contact the QVF Help Desk at 1-800-310-5697 for assistance. If you do not have access to the internet, you must request assistance from your County Clerk.

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

Answer: Use the Elections Management Portal (EMP) to print a ballot that may be mailed. Follow the instructions on page 7.

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 either QVF, QVF Lite, or EMP 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 by email or fax?

Answer: An attempt must be made to contact the voter to advise that the ballot or FWAB must be returned by postal mail with a signed voter certificate. A ballot or FWAB 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 an EMP 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, QVF Lite, and EMP 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 with 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.

Glossary

EMP (Elections Management Portal) – formerly called the state wide look up, the EMP is an internet based program that allows all jurisdictions to generate ballots for emailing, faxing, or mailing to protected voters. In addition, the EMP allows non-QVF/QVF Lite jurisdictions to track absentee ballot information.

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 fail-safe 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, 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.