

**INSTRUCTIONS FOR ABSENT UNIFORMED SERVICES VOTERS AND OVERSEAS VOTERS
RECEIVING AN ABSENTEE BALLOT BY E-MAIL OR FAX**

- Step 1. Before marking your ballot, carefully read the voting instructions provided below.
- Step 2. You may mark your votes on the ballot in one of two ways:
- 1) Electronically mark your ballot: If you received the ballot by email, you may click on the oval or space to the right of the candidate name or to the right of “Yes” or “No” on proposals. Print the ballot and the certificate sent with the ballot on paper that is at least 8 ½” x 11” or “A4” in size.
 - 2) Manually mark your ballot: Print the ballot and the certificate sent with the ballot on paper that is at least “8 ½” x 11” or “A4” in size. (This step is not necessary if you received your ballot by fax.) Mark your votes on the printed ballot.
- Step 3. Read the certificate sent with the ballot. After reading the certificate, sign and date the certificate where indicated.
- Step 4. If you are disabled or otherwise unable to mark the ballot and required assistance in voting the ballot, have the person who assisted you complete the section in the certificate entitled “TO BE COMPLETED ONLY IF VOTER IS ASSISTED IN VOTING BY ANOTHER PERSON.”
- Step 5. Fold the ballot to conceal your votes.
- Step 6. Place the folded ballot and the signed certificate in an envelope and securely seal the envelope. If you do not enclose the signed certificate with your ballot, your ballot will not be counted.

Step 7. Write your name and return address on the outside of the sealed envelope. Print “OFFICIAL ABSENT VOTER’S BALLOT” beneath your return address. Be sure to enclose the signed certificate in the envelope with your voted ballot.

- Step 8. Address the envelope to the clerk, place the necessary postage on the envelope and deposit the envelope in the United States mail or with another public postal service, express mail service, parcel post service, or common carrier. If you are outside the United States, write “USA” below the clerk’s address. *Mail your ballot as soon as possible to ensure that it arrives in time to be counted!*

The ballot must reach the clerk or an authorized assistant of the clerk no later than 8 p.m. on election day. An absent voter ballot received by the clerk or assistant of the clerk after 8 p.m. on election day will not be counted.

-- IMPORTANT NOTE --

The ballot and signed certificate cannot be returned to the clerk by e-mail or fax. A voted ballot that is returned to the clerk by e-mail or fax will not be counted.

VOTING INSTRUCTIONS

To Vote: Completely darken the oval opposite each choice. Any type of pen or pencil may be used to mark your choices.

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

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

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

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

Nonpartisan Offices: If nonpartisan offices appear on the ballot, the offices must be voted by casting individual votes for the candidates of your choice.

Avoid “Overvoting”: When voting the partisan and nonpartisan sections of the ballot, do not cast a vote for more candidates than are indicated under the office title.

Proposals: If proposals appear on the ballot, the proposals must be voted by casting a “Yes” vote or a “No” vote on each question.

Write-In Candidates: To vote for a candidate whose name is not printed on the ballot, write or place the name of that candidate in the blank space provided and completely darken the oval. Do not cast a write-in vote for a candidate whose name is already printed on the ballot for that office.

WARNING

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

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