

## 2016 Presidential Primary – QVF Addendum

The March 8, 2016 Michigan Presidential Primary requires tracking the voter's ballot selection (Republican, Democratic, or a ballot without a Presidential Primary). This requires temporary changes to certain election and QVF procedures listed below.

### Summary of QVF software changes and procedure:

- **Absent Voter Ballot Application:** approved forms are available from print vendors, online at [www.mi.gov/vote](http://www.mi.gov/vote), and the QVF-printed application has been updated for this Presidential Primary as well.

**MI Absent Voter Ballot Application – March 8, 2016 Presidential Primary**  
I am a United States citizen and a qualified and registered elector of the County and jurisdiction in the State of Michigan listed below, and I apply for an official ballot, to be voted by me at the above indicated election.

**Applicant Registration Information:**

1 Complete

2 Check

3 Check

4 Sign

**Select ballot type here (required):**

Republican Party Presidential Primary Ballot  
 Democratic Party Presidential Primary Ballot  
 Ballot without Presidential Primary (if available)  
Note: This ballot choice is for voters not voting in the presidential primary who wish to

**The reason for my request is (required):**

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

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

**Check Ballot Type**

REPUBLICAN PARTY Presidential Primary Ballot  
 DEMOCRATIC PARTY Presidential Primary Ballot  
 Ballot without Presidential Primary (if available). Note: This ballot choice is for voters not voting in the presidential primary who wish to vote on other proposals or candidates (if on ballot).

**Check Reason**

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

**REQUIRED**  
If you do not select a ballot type, a ballot will not be issued.

**SIGN HERE**  
I certify that I am a United States citizen and I declare the foregoing statement(s) to be true

- **Ballot Type:** must be recorded when the ballot is assigned: Republican Party Presidential, Democratic Party Presidential, or Ballot Without Presidential Primary.
- **Lockout:** will default to None; however, clerks whose ballots are numbered in accordance with closed presidential primary ballot production standards should select a Lockout of Ballot Style. Ballot types with identical number sequences must leave the Lockout set to None in order to be able to record repeated ballot numbers. For example:

| Lockout – By Ballot Style (recommended by BOE) |           | Lockout – None                  |           |
|------------------------------------------------|-----------|---------------------------------|-----------|
| Republican ballots                             | 1001-1500 | Republican ballots              | 1001-1500 |
| Democratic ballots                             | 2001-2500 | Democratic ballots              | 1001-1500 |
| Ballot w/o Presidential Primary                | 3001-3500 | Ballot w/o Presidential Primary | 1001-1500 |

- **Auto Advance:** should be used with caution. If you choose to auto-advance ballot numbers while processing, absent voter applications must be *pre-sorted* by ballot style and ballot type first.

- **Voting History:** manually updating history will include an additional step of selecting a ballot type. **The procedures for importing voting history for the Electronic Poll Book are unaffected.**

## Recording Absent Voter Applications and Ballots

### To Record Absent Voter Ballots in QVF:

1. Bring up the voter as you normally would to record a ballot

|                           |                 |                                                                                                          |
|---------------------------|-----------------|----------------------------------------------------------------------------------------------------------|
| Ballots                   |                 |                                                                                                          |
| 2 Sent: 12/07/2015        | Received:       | Primary Ballot Type: <input checked="" type="checkbox"/>                                                 |
| 4 Ballot Number: 00000125 | 5 Lockout: None | 3<br>REPUBLICAN PARTY PRESIDENTIAL<br>DEMOCRATIC PARTY PRESIDENTIAL<br>BALLOT WITHOUT PRESIDENTIAL PARTY |

2. Enter the date the ballot is sent
3. Select Primary Ballot Type from the drop down menu
  - a. Adding a check to the Primary Ballot Type box will make the current selection the default selection
4. Enter the ballot number being sent to the voter (**do not** include R or D with the ballot number since information about ballot type can only be retained for 22 months)
5. Select a Lockout option (see table on pg. 1 for example)
  - a. Choose None if the Republican and Democratic ballot types are numbered identically
  - b. Choose an appropriate lockout option if the Republican and Democratic ballot numbers are staggered – this will vary by jurisdiction
6. Record additional information (address, UOCAVA status, delivery method...) and click OK

**Note:** Using the Auto-Advance option is not recommended for this election. If you choose to auto-advance ballot numbers while processing, *please use extreme caution, and pre-sort* the absent voter applications by ballot style and ballot type first.

Any corrections to the ballot type documented in QVF must be changed by *deleting* the ballot and reissuing it with the correct number and ballot type requested by the voter.

## MOVE Ballots

The following are instructions for recording MOVE ballots for Military and Overseas voters in accordance with the Presidential Primary changes.

If a Military or Overseas voter indicated ballot type on their absent voter application, process as usual following MOVE ballot procedures found in the [Military and Overseas Voters Manual](#), while also documenting the ballot type selection.

However; if a military or overseas voter requests a ballot sent by postal mail, but has not submitted a ballot type selection, send the voter a special letter (template at the end of this document) with a Republican Party ballot and a Democratic Party ballot. If the jurisdiction is conducting a special election in conjunction with the Presidential Primary, also send a ballot without a Presidential Primary. Follow the steps below to record multiple ballots in QVF:

1. Bring up the voter as you normally would to record a ballot

2. Enter the date the ballot is sent
3. Select “Ballot without Presidential Primary” from the Primary Ballot Type menu
4. In the Ballot Number field, enter M1 (M000001) for the first such voter, M2 (M000002) for the second, and so on, to indicate “multiple” ballots
5. Select a Lockout option
6. Record additional information (address, UOCAVA status, delivery method...) and click OK

**Note:** A special letter must also be sent to the voter to explain why he or she is receiving multiple ballots. A template for this letter is included at the end of this document. From this, QVF can be updated to reflect the ballot type selection after the election.

The electronic MOVE ballot can be generated as usual from the Elections Management Portal to be emailed or faxed to a military or overseas voter. The electronic Move ballot will consist of a single ballot (including presidential candidates for both Republican and Democratic parties, along with any Special Election held in conjunction with the Presidential Primary), voter certificate including ballot type selection, and special instructions. **Military and overseas voters who do not make a ballot type selection, AND request their ballot be emailed or faxed, should still get the “ET” ballot number designation and a ballot type of “Ballot without Presidential Primary” should be assigned in QVF. This should be updated from the voter certificate after the election.**

## Updating Voting History – Paper Precinct List Procedures

The following are instructions to manually update Voting History in accordance with the Presidential Primary changes. **These are only for those election officials who use a paper precinct list; the Voting History procedures for the Electronic Poll Book are unchanged by the Presidential Primary requirements.**

### To Manually Update Voter History in QVF:

1. Click File
2. Click Voting History
3. Select the Election (03/08/2016 – Presidential Primary) and Precinct

The screenshot shows the QVF software interface. The 'File' menu is open, and 'Voting History' is selected. The 'Voting History' window is displayed, showing the 'Election' dropdown set to '03/08/2016 - PRESIDENTIAL PRIMARY' and the 'Precinct, etc.' dropdown set to 'WARD PRECINCT'. A table of voter records is visible at the bottom.

| Voted | AV | Voter ID (DLN) | DOB        | BT    | Voter Name      |
|-------|----|----------------|------------|-------|-----------------|
|       |    | M888844446666  | 08/17/1955 | MCQVF | AGATHA CHRISTIE |
|       |    | M555555444333  | 05/07/1943 | MCQVF | ANDREW DAVID    |
|       |    | M567890123456  | 06/09/1964 | MCQVF | ANN MARIE       |
|       |    | M666666222222  | 03/12/1964 | MCQVF | BARBARA ANN     |

4. Select a radio button and a Primary Ballot Type
5. Scan the voter's barcode or type the voter's name in the Voter ID/Name box and click Find/Mark Voter

The Voting History module has a new column called «BT». This stands for ballot type, and after voter history has been updated this value will be filled with one of following three values based on the voter's selection:

- R - Republican ballot type
- D - Democratic ballot type
- L - Local ballot issue without the Presidential Primary (if applicable)

| Voted | AV | Voter ID (DLN) | DOB        | BT | Voter Name             |
|-------|----|----------------|------------|----|------------------------|
| ✓     |    | M888844446666  | 08/17/1955 | R  | MCQVF, AGATHA CHRISTIE |
|       |    | M55555444333   | 05/07/1943 |    | MCQVF, ANDREW DAVID    |
|       |    | M567890123456  | 06/09/1964 |    | MCQVF, ANN MARIE       |
|       |    | M666666222222  | 03/12/1964 |    | MCQVF, BARBARA ANN     |

The voter's ballot record will be bolded, a check will be in the Voted column and the ballot type will be shown in the BT column once the history has been recorded.

| Voted | AV | Voter ID (DLN)       | DOB               | BT       | Voter Name                     |
|-------|----|----------------------|-------------------|----------|--------------------------------|
| ✓     |    | <b>X000000000020</b> | <b>01/01/1971</b> | <b>R</b> | <b>MCQVF, ALPHEUS ETHELRED</b> |
|       |    | X000000000004        | 01/01/1981        |          | MCQVF, ATHALIA GEORGETTE       |

**Note:** It is strongly recommended that the voting history should be updated one party at a time and saved periodically as the history is recorded. In other words; update all the voters from one party, click Save, then change the Primary Ballot Type selection and update voters from the other party within that precinct. In cases where a voter could request a Local ballot type without the Presidential Primary, these voters should be entered in a third pass. Repeat the process for each precinct.

**Suggested Overseas Voter Letter –  
Paper Ballot Mailed, No Ballot Selection Received**

**DATE**

Dear Military or Overseas Voter:

A military or overseas voter who registered to vote in Michigan who submitted an Federal Post Card Application (FPCA) or Absent Voter (AV) ballot request for an election conducted in 2016 is automatically eligible to receive an AV ballot for Michigan's March 8, 2016 presidential primary.

Michigan's March 8, 2016 presidential primary will be conducted as a "closed" primary. Normally, all of Michigan's primaries are "open", meaning that a voter is not required to request a specific party's ballot. **For the March 8, 2016 presidential primary, all voters must indicate if they wish to receive the Republican Party ballot, the Democratic Party ballot or the "no party declaration" special election ballot (if any).** As of this date, we have not received your ballot type selection for the presidential primary. Therefore, we are enclosing both the Republican Party presidential primary ballot and the Democratic Party presidential primary ballot. If your city or township of registration in Michigan is conducting a special and/or local election in conjunction with the presidential primary, we are also enclosing a "no party declaration" election ballot.

**YOU MAY ONLY VOTE 1 BALLOT!** If you wish to vote, you must: 1) mark your ballot choice on the ballot selection form shown below; 2) vote the ballot indicated on the ballot selection form; and 3) return your voted ballot and the completed ballot selection form to the clerk of your city or township of registration in Michigan. Remember: you can only return one of the enclosed ballots. Do not return the ballot(s) you do not vote.

Please feel free to contact this office if you have any questions. [Enter city/township name, clerk's office address, phone number, web/email address – do NOT include clerk's name!]

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Detach and return this portion of the letter.

**ABSENTEE VOTER BALLOT SELECTION FORM  
March 8, 2016 Presidential Primary**

\_\_\_\_\_  
Please print full name

\_\_\_\_\_  
Residence Address

I am enclosing the ballot type marked below for the March 8, 2016 presidential primary.  
(You must mark **one** ballot type by checking a box below.)

MARK ONLY ONE BALLOT TYPE:

- Republican Party Presidential Primary Ballot
- Democratic Party Presidential Primary Ballot
- Ballot without Presidential Primary (if available). Note: This ballot choice is for voters not voting in the presidential primary who wish to vote on local proposals or candidates (if on ballot).

