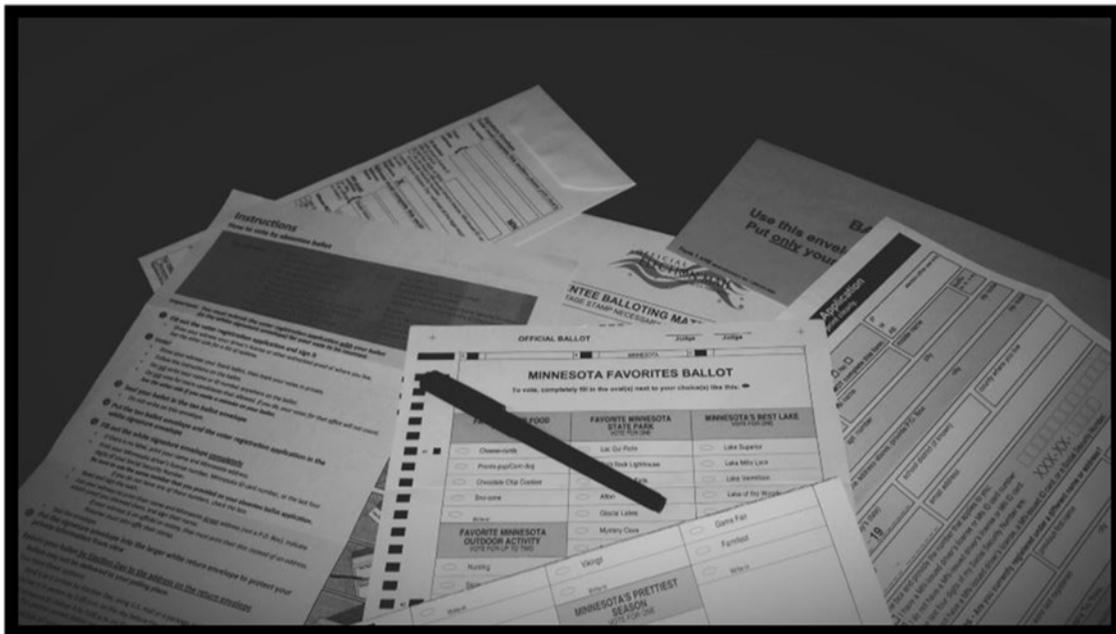


2016

Absentee Voting

Administration Guide



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1.0 INTRODUCTION

This guide is designed to aid county, municipal, and school district election officials as well as ballot board members in the administration of absentee voting. Please use this guide along with the Office of the Minnesota Secretary of State (OSS) publication “Minnesota Election Laws.” Citations in this guide refer to the Minnesota election laws (M.S. citations) or rules (M.R. citations). Full text of the Minnesota election laws and rules can be found at the Office of the Revisor of Statutes website <https://www.revisor.leg.state.mn.us/>

This guide focuses solely on the processes and procedures related to absentee voting administration. For a more comprehensive view of election administration in Minnesota refer to the following election guides:

- County Auditor Election Guide
- City Clerk Election Guide
- Township Clerk Election Guide
- School District Clerk Election Guide
- Election Judge Guide
- Voting Equipment Testing Guide
- Mail Election Guide
- Recount Election Guide
- Post Election Review Guide
- Campaign Manual

These guides, training materials and other publications are updated periodically. Current editions can be found at the OSS Election Guide website located at <http://www.sos.state.mn.us/election-administration-campaigns/election-administration/election-guides/>. Please contact this office if you have comments on how this publication could better support the needs of AB administrators.

2.0 ABBREVIATED 2016 ELECTION CALENDAR

An abbreviated election calendar focused on absentee administration is shown below. It includes important dates for a state election year.

Notes on determining dates:

- When a statutory reference is to a certain number of days before an election or other event, start counting from the day before the event.
- When determining the days after the event, start counting from the day after the event.
- If the day falls on a weekend or legal holiday, that day is usually omitted. For example, if a deadline falls on a Sunday, that day is omitted and Monday becomes the day of the deadline.

The complete detailed 2016 Election Calendar is available at the OSS Election Calendar website located at <http://www.sos.state.mn.us/election-administration-campaigns/election-administration/election-calendars/>.

Table 1 2016 State Primary and State General Election AB Calendar

MAY

3rd: Last for Auditor (or designated municipal clerk) to designate county (or city) AB polling locations for primary ([M.S. 203B.081](#))

JUNE

Save Master List to PC hard drive for use if SVRS unavailable

10th: Last day for Auditor to mail absentee ballot

application to voters on the permanent absentee list ([M.S. 203B.04, subd. 5](#); [203B.06, subd. 1](#); [M.R. 8210.0200, subp. 4](#))

24th: Last day to begin absentee voting for State Primary ([M.S. 203B.05, subd. 2](#); [203B.085](#); [204B.35](#))

- All UOCAVA absentee ballots must be transmitted
- Last day for Auditor to submit sample primary ballots for all precincts to OSS ([M.S. 204D.09, subd. 2](#))

JULY

20th: Health Care Facility Outreach begins ([M.S. 203B.11, subd. 2](#))

AUGUST

2nd: Last day for Auditor (or designated muni clerk) to designate county (or city) AB polling locations for general election ([M.S. 203B.081](#))

- Agent Delivery of ABs begins ([M.S. 203B.11, subd. 4](#))
- After close of business on 7th day before primary, AB processing can begin ([M.S. 203B.121, subd. 4](#))

6th: Offices of auditor and clerk (if administering AB) open for AB voting 10:00 a.m.-3:00 p.m. ([M.S. 203B.085](#))

8th: Last day to apply for an absentee ballot. Offices of auditor and clerk (if administering AB) open for AB voting until 5:00 p.m. ([M.S. 203B.04, subd. 1](#); [203B.085](#))

9th: STATE PRIMARY ELECTION DAY ([M.S. 204D.03](#))

- Voter themselves or Agents may return AB ballots to AB voting location until 3:00 p.m. ([M.S. 203B.08](#))

SEPTEMBER

20th: Auditor post voting history for those that voted in the State Primary. History must also be added for voters with a late or rejected AB.

23rd: Last day to begin absentee voting for State General Election ([M.S. 203B.05, subd. 2](#); [203B.085](#); [204B.35](#))

- All UOCAVA absentee ballots must be transmitted
- Last day for Auditor to submit sample general ballots for all precincts to OSS ([M.S. 204D.16](#))

OCTOBER

9th: Presidential-Only Absentee time period begins ([U.S. Code, title 42, section 1973aa-1](#))

19th: Health Care Facility Outreach begins ([M.S. 203B.11, subd. 2](#))

NOVEMBER

1st: Agent Delivery of ABs begins ([M.S. 203B.11, subd. 4](#))

- After close of business on 7th day before general, AB processing can begin ([M.S. 203B.121, subd. 4](#))

5th: Offices of auditor and clerk (if administering AB) open for AB voting 10:00 a.m. - 3:00 p.m. ([M.S. 203B.085](#))

7th: Last day to apply an absentee ballot. Offices of auditor and clerk (if administering AB) open for AB voting until 5:00 p.m. ([M.S. 203B.04, subd. 1](#); [203B.085](#))

8th: STATE GENERAL ELECTION DAY ([M.S. 204D.03](#))

- Voter themselves or Agents may return AB ballots to AB voting location until 3:00 p.m. ([M.S. 203B.08](#))

DECEMBER

20th: Auditor shall post the voting history for those that voted in the State General Election. History must also be added for voters with a late or rejected AB.

JANUARY, 2017

6th: Last day for Auditor provide UOCAVA Statistics Certification to OSS ([M.S. 203B.19](#))

3.0 PREPARING TO ADMINISTER ABSENTEE VOTING

There are two separate absentee voting processes:

- the Minnesota process (e.g. regular), found under [M.S. 203B.04 to M.S. 203B.15](#); and
- the process for military and overseas voters (those covered by the UOCAVA – Uniformed and Overseas Citizens Absentee Voting Act) found under [M.S. 203B.16 to M.S. 203B.27](#).

Any eligible voter may vote by absentee ballot as provided in the Minnesota process. The jurisdiction responsible for administration of the Minnesota (e.g. regular) process varies dependent upon the election type. The county auditor administers UOCAVA absentee voting for all types of elections.

3.1 WHO – ADMINISTERS ABSENTEE VOTING

3.1.1 County, State and Federal Elections

The county auditor administers regular absentee voting for county, state and federal elections, and UOCAVA voting for all elections. In advance of these county/state/federal elections, an auditor may designate a full-time municipal clerk to administer regular absentee voting and the related provisions.

Alternatively, if the auditor has not designated them, a full-time clerk may notify the auditor of their (the municipality's) intent to administer regular absentee voting. A clerk of a city that is located in more than one county may administer absentees only if they have been designated by each county's auditor or have given notice to the auditor of each county of their intent to administer absentees.

Designation or Notice Requirements:

- The designation given by the county or the notification provided by the municipality must specify whether the clerk will be responsible for the administration of a ballot board.
- A municipality may only be designated if they have the technical capacity to access the state voter registration system (SVRS). SVRS technical requirements are provided on page 38 of the Appendix.
- Before using SVRS, a municipality must receive SVRS training provided or approved by the OSS.

Once designations are in place, the county auditor must notify the OSS. To provide notification, the designation and AB board information must be entered into the city or town's municipal profile in SVRS. ([M.S. 203B.05, subd. 1](#))

3.1.2 Municipal Elections and Schools Elections

When a city, town or school district election is held on a day other than a state Election Day, the clerk of that jurisdiction is responsible for all absentee administration, with the exception of UOCAVA absentees. ([M.S. 203B.05, subd. 2](#))

Note: Stand-alone school district election checklists for home and non-home county administrators are available on page 39 and 40 of the Appendix.

The municipality or school district may ask the county auditor to administer absentee voting on their behalf. The county can accept or decline this request. If the auditor agrees to administer absentee voting on behalf of the municipality or school, the administration costs incurred are to be paid by the city, town or school district holding the election.

Special Note: Minnesota statutes do not provide for a city or township clerk to administer a standalone school district election on behalf of a school district.

3.2 WHERE – ABSENTEE VOTING LOCATIONS

Absentee voting takes place in the office of the county auditor, or – if the municipal clerk has been designated to administer ABs for county/state/federal elections – in the office of the municipal clerk. For local standalone elections absentee voting takes place in the office of the city, town or school clerk.

The auditor or clerk may also designate additional absentee voting locations.

Special Note: When determining whether additional absentee voting locations are needed, consider the ease at which the auditor's or clerk's office can be accessed – what parking options are available; is it a large building with multiple entrances or a single entrance; is a visitor pass required?

The designation of AB voting locations must be done at least 14 weeks before the election during which the location will be used. Each location must be equipped with at least one electronic ballot marker (e.g. assistive voting device such as the AutoMARK, ImageCast Evolution or Verity TouchWriter). A voting booth(s) must also be available for use at each location. ([M.S. 203B.081](#))

Note: Towns of less than 500 registered voters which hold their elections in March are exempt from the assistive voting device requirement for their annual election. No other jurisdictions are exempt. ([M.S. 206.57, subd 5a](#))

Absentee voting locations are also polling places. This means that the same campaigning prohibitions that apply to precinct polling places on Election Day apply to AB voting locations through the absentee period. ([M.S. 204C.06](#))

3.3 WHAT – MATERIALS NEEDED

3.3.1 Ballot Materials

In preparing to administer absentee voting, use past experience in similar elections as well as feedback from county and/or municipal election administrators to estimate the number of anticipated absentee voters. Remember to adjust for health care facilities within the jurisdiction and for municipal growth. Some counties have a formula for this process.

In addition to the ballots themselves, an adequate supply of the following materials is necessary to issue absentee:

- absentee ballot application forms
- instructions
 - for registered voters
 - for unregistered voters
 - for UOCAVA voters (county administrators only)
- voter registration applications
- envelopes
 - transmittal (mailing) envelopes
 - for regular AB voters
 - for UOCAVA voters (county administrators only)
 - signature envelopes
 - for registered voters
 - for unregistered voters
 - for UOCAVA voters (county administrators only)
 - ballot secrecy envelopes
 - return envelopes
 - for registered voters
 - for unregistered voters
 - for UOCAVA voters (county administrators only)

By January 1 of each even-numbered year, the OSS provides county auditors with the format of the absentee ballot application form. The application forms prepared by absentee administrators should match this format.

The form and content of the instructions to include with absentee ballots are set by Minnesota Rules. ([M.R. 8210.0500](#)) Samples of instructions conforming to these requirements are available on the OSS website at <http://www.sos.state.mn.us/election-administration-campaigns/election-administration/absenteemail-ballot-instructions/>.

Additional instructions must be provided to absentee voters for partisan primary elections. ([M.R. 8210.0500, subp. 7](#)) The instructions must state:

The top part of this ballot is for a partisan (party) primary:

- Vote only for candidates of one party – say in one column.
- If you voted for candidates of more than one party, your votes in that section of the ballot will not be counted.

For how to correct a mistake, see the back of the absentee ballot instructions.

Figure 1 Partisan Primary Instructions

Each type of envelope used in the absentee process must meet specific requirements. ([M.S. 203B.07](#); [M.R. 8210.0300](#); [8210.0400](#); [8210.0600](#); [8210.0710](#); [8210.0720](#); [8210.0730](#); [8210.0800](#))

The ballot secrecy envelope must be tan in color and include the words “Ballot Envelope” and “Use this envelope first to keep your ballot secret. Put only your ballot in this envelope and seal it.” in blank ink on the front. ([M.R. 8210.0300](#))

Sample transmittal, signature, and return envelopes conforming to Minnesota Rules requirements are available on the OSS website at: <http://www.sos.state.mn.us/election-administration-campaigns/election-administration/sample-absenteemail-ballot-envelopes/>.

First class postage must be provided on return envelopes for regular absentee ballots sent within the U.S. UOCAVA return envelopes being returned from the following locations are imprinted with postage paid by the federal government: APO or FPO addresses; overseas military bases; embassies.

Notes:

- Materials (envelopes, instructions) should not contain the name of any candidate whose name appears on any absentee ballots (e.g. name of auditor if auditor is on the ballot.) ([M.S. 203B.06, subd. 8](#))
- Pre-print regular AB transmittal envelopes with the necessary postage prior to the start of the AB period to save time later.

3.3.2 Administrative Supplies

The following administrative materials are also necessary:

- master list of registered voters in the jurisdiction
- precinct finder – to precinct nonregistered absentee voters
- agent return record – to log the individuals other than the voter who return ballots
- incident log – as with the precinct polling place log, to make note of any occurrences in the AB voting location
- management methodology (if SVRS will not be used).

An example absentee ballot supply list is available on page 41 of the Appendix. The absentee ballot module of SVRS must be used for state elections. It is available for use at other elections at the discretion of the county auditor or designated municipality.

3.4 WHEN – ABSENTEE VOTING PERIOD

All elections have a 46-day AB period, with the exception of March Town Elections. (This includes local special elections.) Town elections held in March have a 30-day absentee voting period. Provide ballots to voters beginning at least 46 (or 30 for March towns) days before the election. ([M.S. 203B.081](#))

Note: Absentee voting must begin as scheduled, even if the ballot vendor is late in providing the ballots. Accommodate voters under emergency procedures using substitute ballots.

Substitute ballots are prepared to look like official ballots as much as possible. “[Substitute]” must be printed directly above the words “Official Ballot” on the ballots. When delivered, these ballots must be accompanied by an initialed affidavit from the election official who prepared them that lists the reason why the official ballots were not ready. ([M.S. 204B.35](#); [204B.39](#))

3.4.1 Hours for Absentee Voting

Absentee voting should be available during regular business hours throughout the absentee time period. In addition, for certain jurisdictions there are required extended hours:

- Saturday before Election: Counties and municipalities must be open from 10:00 a.m. to 3:00 p.m.
 - *EXCEPTION*: March township election. Clerk's office must be open from 10:00 a.m. to 12:00 noon. Note: If the county is administering ABs for this election, the county must remain open until 3:00 p.m.
- Day immediately before Election Day: Counties and municipalities must remain open until 5:00 p.m.
 - *EXCEPTION*: If 'day immediately before' is a Saturday or Sunday, counties and municipalities do not need to be open until 5:00 p.m.

Note: School district clerks, when administering absentee voting, are exempt from all extended hours requirements. If the county agrees to conduct absentee voting for a school election, the county must be open on the Saturday prior to the election for absentee voting even though the school district is not required to be open. ([M.S. 203B.05, subd. 2](#); [203B.081](#); [204B.35, subd. 4](#))

4.0 PRE-AB PERIOD ADMINISTRATION

In advance of the absentee voting period, there are a number of tasks to complete.

4.1 DISTRIBUTE ABSENTEE BALLOT APPLICATIONS TO PERMANENT AB VOTERS

Eligible voters with permanent absentee status automatically receive an absentee ballot application before an election. In advance of the AB period, the auditor or clerk must send blank AB applications to these voters.

When the applications must be mailed depends upon the election type. Applications must be sent at least 60 days before:

- regularly scheduled primaries for federal, state, county, city and school board office
- regularly scheduled general elections for city or school board that does not hold a primary
- special primary (or special election if primary not held) to fill a federal or county vacancy

For any other primary or election for which a primary is not held, applications must be delivered at least 45 days before the election. ([M.S. 203B.04, subd. 5](#); [203B.06, subd. 1](#); [M.R. 8210.0200, subp. 4](#))

4.1.1 Generating Mailing Labels for Permanent AB Voters

The SVRS report *Recurring Application Mail-Out Labels* can be used to create mailing labels for permanent AB voters. This report is accessed through the SVRS Reports menu, Standard Reports, and is located in two report categories: 1) Absentee Ballot (for county users) and 2) Local AB (for municipal users if clerk has been designated to administer absentee voting). The report is available in two formats: pdf and Excel.

Municipal and school district clerks administering standalone elections should work with the county auditor(s) to obtain this report.

4.1.2 Obtaining Permanent Absentee Status

An eligible voter may apply to the auditor or municipal clerk (who then forwards the app to the auditor) to automatically receive absentee ballot applications before each election. There is an application form for these requests. The Application to Automatically Receive Absentee Applications available on the OSS website at: <http://www.sos.state.mn.us/media/1914/application-to-automatically-receive-absentee-applications.pdf>.

Upon receiving the application form, the auditor checks the "Recurring Absentee" box in the applicant's voter record in SVRS.

A voter's permanent absentee status is terminated upon: voter's written request; voter's death; postal return of an ongoing voter's absentee ballot; or voter's status is no longer 'active.'

4.2 ESTABLISH AN ABSENTEE BALLOT BOARD

The absentee ballot board is a special board of election judges or election administrators that processes and counts returned absentee ballots. The governing body of a county, municipality or school district must authorize an absentee ballot board by ordinance or resolution to process returned regular absentee ballots. The county auditor must establish a UOCAVA absentee ballot board to process returned UOCAVA absentees.

A defined time period for establishing a board is not provided in Minnesota statutes or rules. However, a regular absentee board must meet regularly shortly after the receipt of returned absentee ballots and the UOCAVA board must meet immediately after returned absentees are received. It is good practice to have the board(s) established by the start of the election's absentee period. ([M.S. 203B.121, subd. 1](#); [203B.23, subd. 1](#))

Notes:

- A sample resolution establishing a ballot board is included on page 42 in the Appendix.
- When a municipal clerk is designated to administer regular absentee voting for county/state/federal election, the designation must specify whether the clerk is responsible for the administration of the ballot board.

4.2.1 Ballot Board Makeup

4.2.1.1 Regular Absentee Ballot Board

A ballot board established for processing regular absentees must consist of election judges trained in the handling of absentee ballots and appointed as provided in sections [204B.19](#) to [204B.22](#). Judges performing ballot board duties must be of different major political parties. The board may include deputy county auditors or deputy city clerks who have received training on absentee processing and counting. Deputies are exempt from the party balance requirement. ([M.S. 203B.121, subd. 1](#))

Notes:

- Election judge training is provided by the county auditor, or a municipal clerk who has received delegation as an election judge training authority.
- Minnesota has two major political parties: Republican Party and Democratic-Farmer-Labor Party.
- Judges for town and school district election not held in conjunction with state elections are exempt from the party requirement.

4.2.1.2 UOCAVA Ballot Board

The county absentee ballot board established for processing UOCAVA ABs may consist of staff trained and certified as election judges. Boards made up of county staff is exempt from the party balance requirement that normally applies to election judges. ([M.S. 203B.23, subd. 1](#))

4.3 PROVIDE SAMPLE BALLOTS

For state elections, the county auditor must provide sample ballots electronically for all precincts to OSS. Ballots must be received at least 46 days before the election (e.g. by the start of the AB voting period). For all other elections, jurisdictions may choose whether or not to provide sample ballots to the secretary of state. ([M.S. 204D.09](#); [204D.16](#))

When sample ballots are provided, they can be viewed by the public through the Voter Information Portal's (VIP) My Ballot tool. A link to the tool is: <http://myballotmn.sos.state.mn.us/>.

If specified by the county, these ballots can also be available in SVRS for use with the UOCAVA Email Delivery module.

4.4 PLAN FOR ABSENTEE OUTREACH TO HEALTH CARE FACILITIES

The auditor or clerk must facilitate absentee voting for health care facilities (HCFs) within their jurisdiction before each election. Minnesota Statutes provides for outreach 1) during the 20 days before

an election and 2) on Election Day. Outreach involves specially-trained election judges visiting statutorily-specified HCFs. Advanced planning is necessary to ensure that:

- HCF list is up-to-date and accurate
- assigned election judges have received the required training
- arrangements for the outreach have been made with each facility.

Refer to section 7.0 of this guide for further details about each topic. A detailed overview of 20-Day HCF outreach begins on page 44 in the Appendix. ([M.S. 203B.01, subd. 4](#); [203B.04, subd. 2](#); [203B.11](#))

4.5 ARRANGE FOR STORAGE AND RETENTION

Absentee materials, including blank ballots and returned voted ballots must be securely maintained. Ensure that a suitable secure storage option is available for the duration of the election.

Following Election Day, these and other materials must be kept for a defined period of time. Make the necessary arrangements for long-term storage. See section 17.0 of this guide for detailed information on record retention. ([M.S. 203B.06, subd. 5](#); [203B.19](#); [203B.26](#); [204B.40](#); [M.R. 8210.2400](#))

5.0 ABSENTEE BALLOT APPLICATIONS

An application is required before an absentee ballot can be issued. There are separate application forms for regular, military and overseas (UOCAVA) as well as presidential-only absentee voters. This section focuses on regular absentee ballot applications. (Those voters using the Minnesota process.) Refer to section 8.0 for applications submitted by UOCAVA voters. Refer to section 9.3 for presidential-only absentees.

5.1 APPLICATION FUNDAMENTALS

Any eligible voter may apply for an absentee ballot. If an applicant is not registered to vote, they will register as part of the absentee voting process. ([M.S. 203B.02](#); [203B.04, subd. 1](#); [203B.04, subd. 4](#))

The county auditor, municipal clerk or school clerk prepares absentee ballot application forms in the format provided by the OSS. All absentee ballot application forms are available on the OSS website at the following link: <http://www.sos.state.mn.us/elections-voting/other-ways-to-vote/>.

5.2 SUBMITTING AN ABSENTEE BALLOT APPLICATION

There is not a specific date that voters can start applying for absentee ballots in advance of an election. A voter may submit an absentee ballot application at any time not less than one day before the date of the election for which they are applying. ([M.S. 203B.04, subd. 1](#))

Notes:

- Voters meeting certain criteria may apply for and receive an absentee ballot on Election Day. See section 7.2 below for further information.
- Regular absentee ballot applications received prior to the activation of the requested election in SVRS should be held until such a time that the election becomes available in the system.

There are multiple ways to turn in an AB application. An application for an absentee ballot may be returned in person, submitted online, received as an attachment to an email, or sent via fax. ([M.S. 203B.17, subd. 1](#))

There are separate online applications for regular and UOCAVA voters. Presidential-only absentee ballot requests cannot be submitted online. The online regular application form is located at: <https://mnvotes.sos.state.mn.us/ABRegistration/ABRegistrationStep1.aspx>.

Applications must be signed by the person requesting the ballot (with the exception of UOCAVA apps, see section 8.2). Power of attorney does not apply to voting. An applicant may ask another person to sign for them in their presence; that individual must sign their own name as well. ([M.S. 523.24, subd. 14](#))

Notes:

- Though most AB voters can submit their application electronically, only UOCAVA voters can receive their balloting materials electronically. See section 8.4 below.
- The online regular absentee ballot application is available for federal, state and county level elections only. Regular AB requests for standalone local elections (e.g. city, town or school elections) cannot be submitted online. ([M.S. 203B.04, subd. 1](#)) The online UOCAVA application is available for any election.

5.3 SPECIFIC CIRCUMSTANCES

5.3.1 AB Requests without AB Application Form

An “official” application form does not have to be used; an individual may apply to vote absentee by sending or presenting a letter which includes the following information:

1. the voter’s name and residential address
2. the address where the ballot should be sent
3. the election(s) for which the request is made
 - a. a single application may be used for both the primary and general election
4. the voter’s date of birth and at least one of the following:
 - a. the voter’s Minnesota driver’s license number;
 - b. Minnesota state identification number;
 - c. the last four digits of the voter’s social security number; or
 - d. a statement that the voter does not have any of these
5. oath stating that the information contained on the form is accurate, that the voter is applying on their own behalf, and that the voter is signing the oath under penalty of perjury;
6. the voter’s own signature; and
7. the date the voter signed. ([M.S. 203B.04, subd. 1,\(2\(b\)\)](#))

5.3.2 AB Applications Missing Elections Requested

If an absentee ballot application does not include the election(s) for which the voter is requesting a ballot, prepare a ballot for the next election only. ([M.S. 203B.06, subd. 3\(c\)](#))

5.3.3 AB Requests from State Adult Correctional Facilities

The commissioner of corrections provides the OSS with a list of names and mailing addresses of state adult correctional facilities. This information is distributed to county auditors. An application for an absentee ballot which provides an address included on this list must not be accepted, nor a ballot provided to the applicant. The county auditor or municipal clerk must promptly transmit a copy of the application to the county attorney. The State Adult Correctional Facilities List is included on page 43 in the Appendix. ([M.S. 203B.06, subd. 3\(a\)](#))

5.3.4 Public Information Requests

Information from absentee ballot applications may only be used for election, political activity or law enforcement purposes. The AB applications themselves or a list of persons applying for an absentee ballot is available publicly after 8:00 p.m. on Election Day, with the exception of a list of those voters with accepted absentee ballots. See section 13.0 for further information.

An applicant’s full date of birth, Minnesota driver’s license or MN ID number, and the last four digits of their social security number are not public information. ([M.S. 203B.04, subd. 1 \(2\(d\)\)](#))

6.0 PROCESSING ABSENTEE BALLOT APPLICATIONS

As stated above, SVRS must be used for state elections to record applications and process ballots. For those elections where SVRS is not used, an alternative management methodology should be employed. ([M.S. 203B.065](#))

After an absentee ballot application is received, an absentee ballot may be issued:

- Directly to the voter for them to complete in person when ballots ready, but at a minimum during the 46 days prior to the election at the auditor’s/clerk’s office or designated AB voting location.
- To the voter through the mail.
- To an agent if during the 7 days before an election the voter is one of the following (special procedures apply, see section 7.2)
 - a patient of a health care facility or assisted living facility
 - a participant in a residential program for adults
 - a resident of a battered women’s shelter
 - a voter who would have difficulty getting to the polls because of incapacitating health reasons or a disability

Notes:

- Except to agents designated by a voter as noted above, a ballot may not be issued to any person other than the voter. ([M.S. 203B.04, subd. 1](#); [203B. 06, subd. 3](#); [203B.225, subd. 1](#))
- When the system is used to record applications and process ballots, absentee voters can use the VIP’s Absentee/Mail Ballot Status lookup tool, available on the OSS website, to check the status of their absentee ballot. As administrators complete steps in SVRS – entering the app, sending the ballot, receiving the voted ballot and accepting/rejecting the envelope – this information is available to the voter through the web tool. The lookup tool is located here: <https://mnvotes.sos.state.mn.us/AbsenteeBallotStatus.aspx>.

6.1 KEYS TO AB APPLICATION PROCESSING

Though the method of issuance may differ, the following steps should occur before an absentee ballot is issued:

6.1.1 Registration Check

The type of ballot materials (e.g. instructions and envelopes) issued depend upon whether the applicant is registered to vote. Before issuing an absentee ballot and accompanying materials, check the registration status (voter status) of the absentee applicant using SVRS or master list. ([M.S. 203B.06, subd. 4](#))

- “A” denotes an active registered voter
- “C” denotes a registered voter with a challenge to their record

If the applicant is registered and active, issue the ballot and registered materials.

If the person requesting an absentee ballot is not listed in SVRS or the master list, or is listed in SVRS/master list as “challenged,” issue non-registered materials. The voter must complete a voter registration application and show proof of residence to a witness.

SVRS or the master list could indicate “See ID.” If this indication exists, issue non-registered absentee materials to the voter. ([M.S. 201.061, subd. 1a](#))

Note: An explanatory notice may be included with the ballot materials issued to voters denoted as “challenged.” A sample of this optional notice is included directly below.

Important Notice to Challenged Voters Before Voting:

Pursuant to Minnesota Statutes, chapter 201, the county auditor is required to “challenge your voter registration, either because of a notification from the post office that you no longer live at the address listed on your voter registration application or because of another question about your eligibility to vote.

To remove the challenge so that your ballot can be counted, you must complete the enclosed Minnesota voter registration application. Read the statement at the bottom of the registration application and sign the application only if all parts apply to you. To complete the return envelope, follow the instructions provided.

Figure 2 Notice to Challenged Voters

Special Note: County auditors administering absentee voting have an alternative when a registration check indicates an applicant’s voter record is “challenged” or indicates “See ID”:

- In-person before pre-registration cutoff: resolve the challenge and update the voter’s record in SVRS before creating an SVRS absentee ballot record for the voter.
- By mail or in-person after the pre-registration cutoff: issue non-registered materials. The voter must complete a voter registration application and show proof of residence to a witness.
- If information in SVRS indicates “See ID” for the voter and it is before the cutoff *or* it is after the cutoff and rosters have not been printed, the auditor may view the ID and correct the registration record and issue registered materials. If it is after the cutoff and rosters have been printed, the voter must be issued nonregistered absentee materials.

When a registration check indicates that the applicant is not registered, the county auditor should issue non-registered materials.

6.1.2 Complete Administrator Portions of AB Application and AB Application Processing

Complete the ‘official use only’ section of the applicant’s AB application to track when the application was received as well as when and how the ballot and accompanying materials were issued to the voter. Retain and file the filled applications.

Before the ballot materials leave the administrator’s office, fill in the following information on the signature envelope:

- Voter’s name and Voter MN address
- Voter’s ward (if applicable) and precinct number ([M.S. 203B.06, subd. 5](#); [M.R. 8210.2000](#))

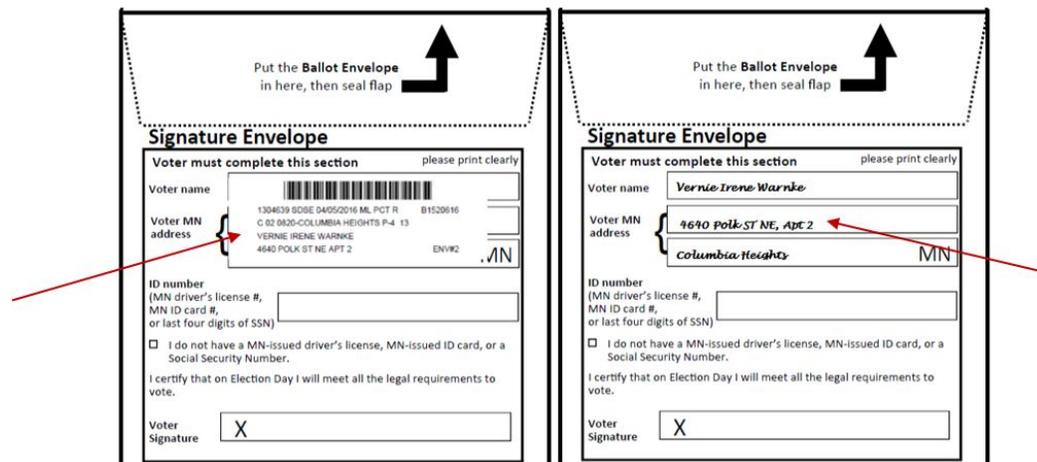


Figure 3 Voter Information on Signature Envelope

Note: For state elections, apply labels generated from SVRs to the AB app and absentee envelopes. Then, simply initial and note the date ballots were sent on the paper application.

6.1.3 Verify Ballot and Ballot Materials

Before providing the ballot and any accompanying materials to the voter in person or through the mail, it is recommended that a second staff person verify the correct ballot has been pulled (e.g. ward, precinct school district split) and the materials have been properly assembled.

Materials for registered voters:

- instructions
- secrecy envelope
- signature envelope (registered)
- addressed and postage paid return envelope (if ballot delivery is mail)

Materials for challenged and nonregistered voters:

- voter registration application
- nonregistered voting instructions
- secrecy envelope
- signature envelope (nonregistered)
- addressed and postage paid return envelope (if ballot delivery is mail)

6.2 IN-PERSON AB APPLICATION ADMINISTRATION

Process the application for those applying in person immediately. If the application is complete enter it in SVRS (when AB module is used) and:

- If the voter is registered, give the absentee ballot and materials directly to the voter.
- If the voter is not registered, issue nonregistered materials. The voter must complete a voter registration application and present proof of identity and residence in the same manner as would be done before an election judge on Election Day.

If the voter wants to take the ballot with them, ensure that the correct postage is on the return envelope, put all of the needed materials, including instructions, into a large transmittal envelope and hand it to the voter.

If the voter wants to vote at that time, they may take their ballot to a voting booth or to the assistive voting device in the office, vote, seal the ballot in the secrecy envelope, secure the secrecy envelope in the signature envelope, and return the ballot to the administrator. Confirm that the envelope is properly completed and signed.

An absentee witness can be:

- anyone registered to vote in Minnesota, *or*
- a notary public, *or*
- a person with the authority to administer oaths.

In most cases, county, municipal or school election administrators meet at least one of the criteria listed above. Complete the witness section of the signature envelope. ([M.S. 8210.2450, subp. 5](#))

Notes:

- An election judge can serve as a witness on the AB signature envelope, as they have the ability to administer oaths. They should include their title in the witness section of the signature envelope.
- County staff, even if they reside in a different state, may serve as a witness provided they are a deputy auditor. They should include their title in the witness section of the signature envelope.

6.3 BY MAIL AB APPLICATION ADMINISTRATION

Date the applications as they are received. If the voter sent the application to the wrong office, promptly forward it to the correct administrator as an attachment to an email, by fax or by mail. ([M.S. 203B.06, subd. 2](#))

When SVRS is used, enter the application into the AB module. Print the appropriate labels and apply them to the paper AB app and absentee envelopes. Initial and note the date ballots were sent on the paper application.

When administering without the aid of SVRS, complete the administrator portion of the paper application and fill out the needed information on the signature envelope.

If ballots are ready, mail the ballot and materials immediately. (See section 6.1.3 above for the materials that must be included.) The voter may have paid to have their ballot sent to them by express service and included a prepaid envelope with their application.

Retain and file the paper application. ([M.S. 203B.06, subd. 3\(b\(c\)\); 203B.06, subd. 5](#))

6.4 ELECTRONIC AB APPLICATION ADMINISTRATION

Voters may submit applications by fax or email for all elections. Voters may apply online for regular absentee ballots for federal, state and county level elections only. The online regular application is not available for standalone local elections – elections for city, town or school district offices questions. The online UOCAVA application is available for any election.

Treat requests received via fax, email or online like requests received by mail.

Note: Absentee ballot apps submitted through the online application forms on the OSS website are queued in SVRS as they are received, or daily in the morning, if an additional security check is needed. To process

these queued applications, county administrators or designated municipal administrators select Change to Online Queue on the AB Records search screen in the SVRS Absentee Ballot module.

The applicant receives an auto-generated email from the OSS when their application is placed in the system's Online Queue for processing. The SVRS reports *Online Regular AB Received by Application Date* and *Online UOCAVA Received by Application Date* allow for the review of all online applications of that type successfully submitted by voters within a specified date range. It can be used to confirm the submission of an online application, check if the app has passed the security check, see the date the auto-generated email was sent to the applicant, and verify that an app was processed.

[\(M.S. 203B.06, subd. 3\(b\(c\)\); 203B.06, subd. 5\)](#)

6.5 AB APPLICATION ADMINISTRATION WHEN SVRS IS UNAVAILABLE

During elections where SVRS is used to administer ABs, there could be times when the system is unavailable. When this occurs, AB administration continues despite technical difficulties. To prepare for such situations, have the following materials available as a backup:

- master list
 - digital copy saved to a PC hard drive (do not keep solely in SVRS Saved Reports); *or*
 - paper copy
- precinct finder (to precinct nonregistered AB voters)
- pre-addressed return labels (to apply to the envelope to be mailed back to the AB board)
- separate set of precinct labels (to specify voter's precinct on the signature envelope)

Reminder: Before issuing the AB materials, apply a precinct label to the signature envelope and, in place of the voter name/address label, complete the voter name/address section on the signature envelope by hand.

When the system is once again available, enter the applications filled manually and print the labels. Update ballot sent dates as needed to reflect the true date materials were distributed. As voted ballots are returned, apply the labels to the signature envelopes if desired to use barcodes when processing in SVRS.

7.0 HOSPITAL PATIENTS AND RESIDENTS OF HEALTH CARE FACILITIES

Minnesota election law provides several processes for hospital patients, residents of health care facilities and other who have difficulty getting to the polls to receive an absentee ballot. These processes are:

- 20-day health care facility outreach
- Election Day health care facility outreach
- Agent pick-up and return

The official carrying out the duties of [Minnesota Statutes Chapter 203B](#) is responsible for administering these processes. [\(M.S. 203B.04, subd. 2\)](#)

7.1 OUTREACH TO HEALTH CARE FACILITIES

Either the auditor or full-time municipal clerk must administer absentee outreach to health care facilities in the county, city or town. For school district elections not held in conjunction with other elections, the school district must also provide these forms of outreach to HCFs located within the district. [\(M.S. 203B.11, subd. 1\)](#)

7.1.1 'Health Care Facilities' Defined

Health care facilities (HCFs) mean hospitals, residential treatment centers and nursing homes governed by M.S. 144.50. Confirm a facility's status by calling its administrator or by using the Minnesota Department of Health website located at <http://www.health.state.mn.us>. [\(M.S. 203B.01, subd 4\)](#)

7.1.2 Basic Requirements

Outreach is conducted by designated election judges trained in HCF outreach. Judges operate in teams of two, each from a different major political party. When traveling to and from facilities, they must travel together in the same car. Judges provide applications, issue absentee ballots and provide assistance to voters as requested. At the conclusion of voting, the election judges must return the voted ballots in a sealed container to the auditor or clerk on the same day. ([M.S. 203B.11, subd. 1](#))

7.1.3 HCF Election Judge Training

Election judges assigned to conduct HCF absentee voting outreach must complete one hour of training on HCF-specific duties in addition to the basic two hour election judge training course. A person must successfully complete these courses once every two years to remain qualified to serve as an HCF election judge.

The county auditor or delegated municipal clerk trains and certifies election judges. School district clerks cannot train election judges.

The health care facility outreach training must cover:

- HCF absentee eligibility (both facility and voter)
- contact persons at facility
- transporting materials
- application process
- voter registration
- providing assistance to voters
- problems at previous elections

A PowerPoint presentation which covers the fundamentals of HCF election judge duties and practice scenarios is available on the OSS website at: <http://www.sos.state.mn.us/election-administration-campaigns/election-administration/election-judge-training/>. This presentation could serve as a starting point for HCF election judge training. ([M.R. 8240.1400](#); [8240.1800](#))

7.1.4 20-Day HCF Outreach

Beginning no sooner than 20 days before an election, one or more teams of election judges travel to HCFs, take applications for absentee ballots from county, municipal or school district residents, issue absentee ballots and assist residents with voting as needed, and return the voted ballots in a sealed container to the auditor or clerk on the same day. ([M.S. 203B.11, subd. 2](#))

A detailed synopsis on HCF outreach preparation and election judge responsibilities is available in the Appendix, beginning on page 44.

7.1.5 Election Day HCF Outreach

On Election Day, a team of election judges deliver an absentee ballot to eligible voters who:

- became a resident or patient on the day before the election in a hospital or HCF located in the municipality in which the voter maintains residence; and
- asked the auditor or clerk for an absentee ballot by 5:00 p.m. on the preceding day; and
- submit an application to the HCF absentee judges who deliver absentee ballots.

([M.S. 203B.04, subd. 2](#); [203B.11, subd. 3](#))

7.2 AGENT PICK-UP AND RETURN

During the seven days before an election and up until 2:00 p.m. on Election Day, a voter meeting the criteria below may designate someone to serve as an agent and pick up and return an absentee ballot on their behalf. ([M.S. 203B.11, subd. 4](#))

7.2.1 Qualifications and Conditions

To qualify, a voter must have difficulty getting to the polls for one these reasons:

- incapacitating health reasons
- disability

- is a patient in a HCF
- is a resident of an assisted living facility governed by chapter 144G
- is in a residential program
- is in a battered women’s shelter

To serve as an absent voter’s agent, an individual must meet certain conditions. An agent must:

- be at least 18 years old;
- have a preexisting relationship with the vote; and
- not be a candidate at the election.

The voter may be in a home or facility anywhere the agent is willing to travel. An agent may pick up and return for no more than three absent voters per election. ([M.S. 203B.11, subd. 4](#))

7.2.2 Application Process and Issuing the Ballot

The voter must authorize the agent in writing. A special request form can be combined and submitted with the application for the absentee ballot. To cut down on back and forth trips, AB administrators may email or fax the AB application and agent delivery request form to the voter, and the voter may return it by the same means.

Upon receipt of the AB app and agent delivery request form, the ballot and accompanying materials must be prepared. There is a specific agent delivery signature envelope that must be used. Seal the ballot and materials in a transmittal envelope and issue to the agent.

Upon the return of the agent with the voted ballot, complete the Agent Return Record (Log). See subsection 10.1.3 for further information on filling out the Return Record. ([M.S. 203B.11, subd. 4](#))

Notes:

- For a step-by-step guide to the agent pick-up and return process, refer to page 48 in the Appendix.
- The agent delivery form is available on the page 50 in the Appendix.
- A sample agent delivery signature envelope is available on the OSS website at: <http://www.sos.state.mn.us/election-administration-campaigns/election-administration/sample-absenteemail-ballot-envelopes/>.

8.0 UOCAVA VOTERS

As indicated in section 3.0, federal and state law provides an absentee voting process for military and overseas voters. These voters are commonly known as UOCAVA voters since they are covered by the [Uniformed and Overseas Citizens Absentee Voting Act](#).

UOCAVA absentee voting is administered exclusively by the county auditor for every election (including city, town or school district standalone elections). Administration includes establishing a UOCAVA AB board, processing applications, issuing ballots and processing returned envelopes. See section 11.2 for further information on UOCAVA AB board processes.

8.1 CLASSIFICATIONS

UOCAVA voters fall into one of three possible classifications (or categories):

- Member of the military, their spouse or dependents
- U.S. citizens temporarily residing outside of the United States
- U.S. citizens indefinitely (permanently) residing outside the United States

8.1.1 Military Voters and Voters Temporarily Outside the U.S.

Voters in these categories claim Minnesota as their permanent residence, but are temporarily away from their voting precinct. This group of voters is entitled to vote for all offices and receive a full precinct ballot. ([MS. 203B.16, subd. 1](#))

Even though federal law is specifically geared toward military and overseas voter, the regular absentee process under [M.S. 203B.04](#) to [M.S. 203B.15](#) is available to them as an option. If a voter eligible to use

the UOCAVA process applies using a regular absentee ballot application and time allows, direct the voter to complete the UOCAVA application. (UOCAVA voters have expanded ballot delivery options and additional protections. Options and protections are discussed in the coming subsections.) If time does not permit resubmission using the UOCAVA app, and the voter has indicated an overseas address, send the ballot and materials within a UOCAVA transmittal envelope, but include a regular absentee ballot return envelope without postage.

8.1.2 Voters Indefinitely (Permanently) Outside the U.S.

Voters in this category are U.S. citizens who live permanently outside the United States or have no definite plans for returning to the country (e.g. “Ex-patriates” or “Ex-Pats”). They meet all the qualifications to vote except for residence in Minnesota. In order to vote in Minnesota, they – or if they have never resided in the United States, a parent – must have resided in Minnesota for at least 20 days immediately before leaving the U.S. This group is entitled to vote for only the federal offices of U.S. President, U.S. Senator and U.S. Representative. These voters are issued a “special federal ballot,” containing only those federal offices up for election.

Unlike military voters or those temporarily outside the country, the only application option available is the FPCA (Federal Post Card Application). ([M.S. 203B.16, subd. 2](#); [204D.11, subd. 4](#))

8.2 THE APPLICATION PROCESS

UOCAVA voters may apply using one of the following methods:

- the online FPCA application available through the OSS website
- the paper Federal Post Card Application

The online application is available for any election and is located at:

<https://mnvotes.sos.state.mn.us/UocavaRegistration/UocavaStep1.aspx>.

The applicant does not need to be registered in order to request a ballot. The FPCA serves as both an AB request and VRA for applicants (with the exception of those who indicate indefinitely away). ([M.S. 203B.17](#))

8.2.1 Application Basics

A voter may submit a UOCAVA application at any time. The application is valid for any primary or general election (this includes regularly-scheduled and special elections) from the time the application is received through the end of that calendar year. For example, an application received May 1, 2016 is active through December 31, 2016. The voter would receive an absentee ballot for every election they are eligible for during that time period. If the voter would like to stop receiving ballots before the end of the year, they can specify a ballot end date on their app. ([M.S. 203B.17, subd. 1 \(d\)](#); [203B.17, subd. 1\(e\)](#))

8.2.2 Completing the Application

In addition to the voter themselves, an immediate relative 18 years or older may apply for the ballot on the voter’s behalf. An ‘immediate’ relative is a voter’s parent, spouse, sibling or child. ([M.S. 203B.17, subd. 1](#))

When completing the application, one of the following identification numbers must be included if possessed by the voter:

- Minnesota driver’s license or state identification card number
- last four digits social security number
- passport number

If no number is provided, by signing the application the applicant is attesting to the fact that the information on the app is “true, accurate and complete.” ([M.S. 203B.17, subd. 2](#))

Notes:

- Applicants utilizing the online UOCAVA application provided the OSS must provide an identification number and email address in order to request an absentee ballot. If the voter does not have one or both of these items, they should apply using the paper form.
- The online UOCAVA app and paper FPCA denote two of the aforementioned classifications as follows:
 - Temporarily Away: “I intend to return”
 - Indefinitely (permanently) Away: “My return is not certain”

8.3 RECEIVING UOCAVA APPLICATIONS

When an FPCA is received, the county auditor must immediately enter it into the State Voter Registration System (SVRS). If the voter sent the application to the wrong auditor, promptly forward it to the correct auditor as an attachment to an email, by fax or by mail. ([M.S. 203B.18](#); [203B.19](#))

With limited exceptions, the app is entered in two places in SVRS: Voter Registration and Absentee Ballot.

8.3.1 Recording Applications in SVRS

SVRS Voter Registration, Voter Records

The county auditor must first process an FPCA as a voter registration application to either update the existing voter record or to create a new voter record for the applicant. Even if the voter’s information is the same between their SVRS Voter Record and the FPCA, complete the update. (The voter’s Application Date and Updated Registration Date will be updated to reflect this new app.)

An FPCA is not used to register an applicant in the following situations:

- Exception 1: The voter specified their classification as indefinitely outside the U.S.
- Exception 2: The application was signed by someone other than the voter (e.g. immediate relative.)

Note: If an FPCA cannot be processed as a VRA, the voter must still receive an absentee ballot. ([M.S. 203B.19](#))

SVRS Absentee Ballot, AB Records

After the applicant’s voter record has been updated (if applicable), a UOCAVA absentee record is added in the SVRS AB module. This UOCAVA record should be linked to the applicant’s voter record when a voter record exists.

Pursuant to statutory requirements, the absentee record includes the following information:

- voter’s name
- voter’s present or former address of residence in Minnesota
- school district number
- passport number, Minnesota driver’s license or state identification card number, or the last four digits of the voter’s social security number
- category of UOCAVA voter
 - Note: The paper FPCA further breaks out military voters: Uniformed Services or Merchant Marine; Eligible spouse or dependent; National Guard member on state orders. The SVRS category ‘Uniformed Services or Spouse or Dependent’ should be selected. The paper form also includes the category ‘Never resided in the U.S.’ Select the SVRS category ‘Indefinitely Outside the U.S.’
- Ballot delivery information
 - Note: The paper FPCA requests that the voter rank the delivery options. Enter the applicant’s first choice into the SVRS UOCAVA record. ([M.S. 203B.19](#))

8.3.2 Rejection of an Application

There are very few reasons why a UOCAVA application cannot be accepted. Acceptable reject reasons are: application incomplete; voter ineligible and application not signed. Notation of the rejection should be included in the voter’s UOCAVA AB record. ([M.S. 203B.17, subd. 2](#))

If an application is not accepted, the auditor must notify the applicant and provide a reason for the rejection. A UOCAVA application marked rejected in SVRS will generate a notice of unacceptability. From the Final Review Screen, select Submit Print Now, then click the Print Rejection Letter button.

Notes:

- UOCAVA applications cannot be rejected because there is not currently an election scheduled for which the voter is eligible. (There is always the potential for a special election at any level.)
- If a voter with an active UOCAVA record submits a second UOCAVA application either online or by the paper application, the new app should be used to update the voter's record, and the new app added to the existing SVRS UOCAVA record (click Add App –Existing UOCAVA button.) Do not reject the application.

8.4 FILLING THE BALLOT REQUEST

The ballot and ballot materials may be sent a UOCAVA voter by mail, by email or by fax.

8.4.1 Mail

Materials sent by the U.S. Postal Service or the military postal service should be mailed using the UOCAVA outgoing return envelope with free federal postage-paid indicia. ([39 USC 3406](#); [M.S. 203B.21, subd. 2: 203B.22](#))

8.4.2 Electronically

A UOCAVA voter can elect to have their ballot sent to them via email or fax. Materials sent electronically do not require return postage. ([M.S. 203B.225](#))

Note: The UOCAVA Email Delivery system in SVRS facilitates emailing UOCAVA ballot materials to voters who requested that delivery method. A step-by-step guide to utilizing this process is available in SVRS User Documentation under the category Absentee Ballot, subcategory UOCAVA.

Special Note: As described above, military voters and voters temporarily overseas are eligible for the full precinct ballot. Voters in these categories who live in townships with March elections are eligible to receive the town election ballot. Continually review the SVRS report *UOCAVA Applications On File* in advance of this election to ensure that all eligible voters have been issued a ballot.

8.5 VOTING AND RETURN MAILING PROCESSES

Upon receipt of the materials, the UOCAVA voter votes their ballot and completes the certificate of eligibility (signature envelope). (A voter receiving their materials through email must print these items). On the certificate of eligibility, the voter must provide the same identification number as provided on their absentee ballot application (e.g. passport number, Minnesota driver's license or state identification card number, or last four digits of their social security number). UOCAVA voters self-certify their ballot, a witness is not required. ([M.S. 203B.21, subd. 3](#))

Ballots and Certificates of Eligibility must be sealed in an envelope and returned to the county auditor by mail. A voted ballot cannot be returned by email or fax. The free-postage paid indicia can only be used if mailing from a U.S. Post Office, the Military Postal Service Agency (APO/FPC) or U.S. Diplomatic Pouch. Materials sent by the voter using a foreign mail service system or common carrier (e.g. FedEx or UPS) must pay the rate for that service themselves. Ballots must be received by Election Day.

8.6 FEDERAL WRITE-IN ABSENTEE BALLOT

Minnesota allows the use of a Federal Write-In Absentee Ballot, also known as the FWAB. The FWAB can be used by UOCAVA voters who feel that there may not be sufficient time to receive and return the official ballot, or UOCAVA voters who did not receive their requested absentee ballot.

The FWAB serves as both the ballot, voter registration application and absentee ballot request in lieu of an FPCA. If the applicant did not previously submit an FPCA, the FWAB must be used to update the

voter’s registration in SVRS (for military voters and voters temporarily outside the U.S.) and create a UOCAVA AB record in the system. ([M.S. 203B.277](#))

Using the FWAB, a UOCAVA voter can write in either a candidate name or political party for federal offices. For state and local offices, a voter must write in a candidate name for the votes to count.

Note: Only those UOCAVA voters eligible to vote for state and local offices should do so.

If both the official ballot and the Federal Write-In Absentee Ballot are returned prior to the close of business on the seventh day before Election Day, count only the official ballot. Any FWABs that are received will need to be duplicated by the absentee ballot board on an official ballot. Duplicate federal offices only if the voter was only eligible for or was sent a federal-only ballot. ([M.R. 8210.2700](#))

9.0 SPECIAL CIRCUMSTANCES

9.1 VOTERS IN THE SAFE AT HOME PROGRAM

Safe at Home (SAH) is a program offered by the OSS in collaboration with local victim service providers to establish a confidential address for survivors of domestic violence, sexual assault, and/or stalking, or others who fear for their safety. Individuals participating in the program are given the opportunity to register as permanent absentee voters.

Before every election (regularly-scheduled and special elections at all levels), the OSS reviews participants and their voting precinct to determine who is eligible to cast a ballot in the election. The OSS will contact the appropriate county auditor to request the necessary number of absentee ballots for SAH voters.

Note: In elections where the county auditor does not administer absentee voting (e.g. March town elections or local special elections), the county can:

- request ballots from the jurisdiction holding the election and forward them to the SAH office; *or*
- forward the OSS request directly to the appropriate clerk for them to fill.

The following materials should be provided to OSS:

- ballots in quantity requested
- copy of the OSS request letter.

The SAH office has its own supply of instructions and envelopes. Please do not provide them.

The SVRS AB module is not used to record and track SAH ballots. When OSS obtains the absentee ballot from the auditor or election administrator, the ballot and accompanying materials are mailed to the voter. The SAH voter returns their absentee ballot envelope to OSS where ID numbers are compared. Based on the outcome of the comparison, the SAH office makes a recommendation for the local ballot board to either accept or reject the envelope. This recommendation is included on the reverse of the SAH signature envelope.

All ballots are then forwarded to the county auditor. The auditor directs them to the county absentee ballot board or the appropriate municipal or school district clerk. The absentee ballot board must accept or reject the ballot based on the certification provided.

Ballots cast by SAH participants are counted along with the rest of the absentee ballots for a precinct. The Absentee Election Day Registrants Roster includes space for Safe at Home voters. The absentee ballot board members should write “SAH” followed by a sequential number on the AB EDR roster. Accepted ballots should be counted like any other non-registered absentee ballot for balancing purposes.

Safe At Home Voters:

SAH 1

SAH 2

School District 622:	6
Precinct 0220:	6
Total Voters on Roster:	6

Figure 4 SAH section of Absentee Election Day Registrants Rosters

To protect program participants, election administrators, clerks and judges should not share the fact that there are Safe at Home voters in any particular precinct. ([M.S. 5B.06](#); [M.R. 8290.1300](#))

9.2 VOTERS ELIGIBLE FOR THE PRESIDENTIAL-ONLY BALLOT

The presidential-only ballot, as its name suggests, contains only the office of President and Vice-President. Voters eligible for the presidential ballot meet a unique set of circumstances. Those who have moved to another state within 30 days of the general election in a presidential election year are eligible to request this ballot.

To apply, applicants must have moved to another state between October 9 and November 8 of 2016. They must meet all voter eligibility requirements except residence in Minnesota. They do not have to be active registered Minnesota voters.

No state has residency requirements that exceed 30 days. These voters are unable to register to vote in the state where they now live because they cannot meet the new state's residency requirement.

Voters who would like to request a presidential ballot submit a Presidential Absentee Application to the auditor of the county of last residence. (This application is separate and distinct from the regular AB or UOCAVA AB apps.) Upon receipt, the county auditor enters the application into the SVRS AB module, selecting the application type "Presidential." As with the separate application, there are special ballot materials mailed to the voter: presidential-only ballot; presidential-only AB instructions; presidential ballot signature envelope. ([U.S. Code, title 42, section 1973aa-1](#); [M.R. 8210.0100](#))

Notes:

- Do not confuse the presidential ballot with the federal-only ballot. The federal-only ballot is available to U.S. citizens indefinitely outside the U.S. and contains all federal offices: Presidential and Vice-President, U.S. Senator, and U.S. Representative.
- Samples of Presidential AB materials are available on the OSS website at: <http://www.sos.state.mn.us/election-administration-campaigns/election-administration/sample-absenteemail-ballot-envelopes/>.

10.0 RETURN OF VOTED ABSENTEE BALLOTS

Absentee voters may return their marked absentee ballots

- by mail
- by package delivery service
- in-person
- through an agent

10.1 RETURN OPTIONS

10.1.1 Mail or Package Delivery Service

A ballot may be returned by U.S. mail or package delivery service (USPS, FedEx, or similar) to the address on the return envelope. It must arrive by 8:00 p.m. on Election Day to be counted. ([M.S. 203B.08, subd. 1](#); [M.R. 8210.2100](#))

10.1.2 In-Person

A voter may drop off their own voted absentee ballot in person to the county auditor, municipal clerk or school district clerk from whom the ballot was received by 3:00 p.m. on Election Day. Absentee ballots received after 3:00 p.m. must be marked as late as not delivered to the ballot board. Note that this is different than the 8:00 p.m. deadline for mail ballots. ([M.S. 203B.08, subd. 3](#); [M.R. 8210.2200, subp. 1](#))

Before accepting an AB signature envelope that is hand delivered, the auditor or clerk should inquire as to whether the ballot was voted by the individual returning it. (If the answer is "No," refer to section 10.1.3 directly below.) If the answer is "Yes, this is my voted ballot," the auditor or clerk shall inspect the signature envelope and verify that it is sealed and properly completed. If the envelope is unsealed or not properly completed, the voter is allowed to seal it and correct or complete the certification portion. ([M.R. 8210.2200, subp. 2](#))

10.1.3 Agent Return

An absentee voter may ask someone else to return their sealed signature envelope in person to the county auditor or clerk from whom the ballot was received. This individual is known as an agent.

Note: Any voter may designate an agent to return their voted ballot (e.g. spouse returning a ballot for their spouse). The designation of an agent to return a voted ballot is separate from the agent pick-up and return process of an unvoted (blank) ballot. To learn more about agent pick-up and return see section 7.2.

A ballot brought back by an agent must be submitted by 3:00 p.m. on Election Day. An absentee ballot may not be returned by an agent to election judges in a polling place. An agent must be at least 18 years old and may only return ballots for up to 3 voters per election. ([M.S. 203B.08, subd. 3](#))

Agent Return involves two steps: 1) Inspecting the Signature Envelope and 2) Completing the Agent Return Record.

- Envelope Inspection

Before accepting an AB signature envelope that is hand-delivered by an agent, the auditor or clerk must inspect the signature envelope and verify that it is sealed and that the certification portion is properly completed. If the signature envelope is sealed but not properly completed, the agent may return the envelope to the absent voter for correction or completion in compliance with the time requirements described above.

When an agent hand-delivers an AB envelope that is not sealed or which the auditor or clerk has reason to believe has been tampered with, the envelope must not be accepted. The auditor or clerk must write “rejected” across the signature envelope and also write the reason for rejection. The AB signature envelope must be retained by the auditor or clerk in their office. The absent voter may apply for a replacement ballot. A notice of nonacceptance must promptly be mailed to the absent voter, and include the following information: the date of nonacceptance; the name and address of the agent; reason for nonacceptance.

A replacement ballot may be sent in place of the notice of nonacceptance. See section 12.0 for further information on replacement ballots.

- Complete Agent Return Record

The auditor or clerk must keep a record of ballots returned by individuals other than the voter. The record must indicate both the agent’s name and the absentee voter’s name and address. The agent returning the ballot must sign the Agent Return Record and show the auditor or clerk identification containing the agent’s name and signature. Absentee ballots received after 3:00 p.m. must be marked as late and not delivered to the AB board. ([M.S. 203B.08, subd. 4](#); [M.R. 8210.2200, subp. 2](#); [8210.2200, subp. 3](#))

Note: A sample Agent Return Record (Log) is included on page 49 in the Appendix. The same log can be used for agent return as well as agent pick-up and return.

10.2 ADMINISTRATIVE PROCEDURES

When a voted absentee ballot is returned to the county auditor or the municipal or school clerk, the return envelope is stamped or initialed to indicate it was received. When SVRS is used, the ballot is marked ‘received’ in SVRS as well. The received ballot is then placed in a secure location with other returned absentee ballots. ([M.S. 203B.065](#); [M.S. 8210.2200, subp. 3](#))

Regular absentee ballots must be delivered to the absentee ballot board within 5 days of their receipt by the auditor/clerk for accepting/rejecting up until two weeks before the election. During the 14 days preceding the election, regular ABs must be delivered to the board within 3 days of their receipt. ([M.S. 203B.08, subd. 3](#))

UOCAVA absentee ballots must be delivered to the UOCAVA ballot board immediately upon receipt by the auditor for accepting/rejecting. ([M.S. 203B.23, subd. 2](#))

11.0 ABSENTEE BALLOT BOARD DUTIES: ENVELOPE REVIEW

As described above, absentee ballots are delivered to the appropriate ballot board in the stipulated time frame. Meetings of the absentee ballot board can be viewed by challengers. The meeting schedule of the absentee ballot board should be posted. See section 11.3 for further information.

Note: For information about absentee ballot board authorization and board member makeup, see section 4.2.

11.1 REGULAR ABSENTEE BALLOT BOARD

All regular AB signature envelopes received during the 45 days before the election must be delivered to the regular absentee ballot board for review.

Limited Exceptions:

- Agent-delivered absentee envelopes rejected by the auditor or clerk for being unsealed or tampered with;
- Absentee envelopes received late (after 8:00 p.m. for USPS or parcel service or after 3:00 p.m. for hand-delivered). ([M.S. 203B.08, subd. 3](#); [M.R. 8210.2200](#))

Up until two weeks before Election Day, the county auditor or municipal clerk (or school clerk) must deliver returned absentee ballots to the ballot board within 5 days of receipt. During the 14 days immediately preceding Election Day, the ballots must be delivered to the board within 3 days. ([M.S. 203B.08, subd. 3](#))

Each signature envelope is examined by two or more members of the ballot board. The envelope is marked accepted or rejected as provided in [M.S. 203B.121](#) and [M.R. 8210.2450](#).

Acceptance Criteria:

1. The voter's name and address on the envelope matches the application;
 - a. Note: Use of, or lack of, full names, nicknames, abbreviations, or initials on the app or envelope is not a reason for rejection.
2. The voter has signed on the back of the envelope;
 - a. Note: A signature is considered the voter's even if a voter used a signature mark on either or both the app and envelope, or if a voter had another individual or different individuals sign the names in their presence on either or both the application and envelope.
3. The voter has provided the same identification number on the envelope as on the AB application or on their voter record (see section 5.3.1 for acceptable ID numbers);
 - a. If neither match option results in a match, the board must compare the signature on the envelope to the signature provided on the AB application to determine whether the ballot was returned by the same person to whom it was transmitted.
 - b. Notes:
 - i. Use of, or lack of, full names, nicknames, abbreviations, or initials on the app or envelope is not a reason for rejection.
 - ii. It is not possible to successfully compare a pen and ink signature to a digital typed signature.
4. The voter is registered and eligible to vote in the precinct or has included a properly completed VRA with proof of residence marked on the signature envelope;
 - a. If the voter was sent nonregistered materials, double-check their registration status in SVRS (or master list or MNVotes Lookup tool). Their registration status could have changed between transmission of the blank ballot and the receipt of the voted ballot. If the voter is now registered, a VRA is not necessary.
 - b. If a VRA is not found in the signature envelope, open the tan ballot envelope and, without examining or removing the ballot, remove any VRA from the envelope and immediately reseal, initial and note the purpose why it was opened on the exterior of the tan envelope.

5. A witness has signed the statement on the signature envelope, and has provided a Minnesota residential address or title indicating they are eligible to administer oaths, or has affixed a notary stamp;
6. The voter has not already voted in the election in person, or – if it is after the 7th day before the election – by absentee.

Signature envelopes which meet the acceptance criteria are marked “Accepted” by the ballot board members, who then sign or initial below the indication on the envelope. Accepted envelopes are returned to the auditor or designated clerk and securely stored.

If not satisfied that the ballot should be accepted, ballot board members mark the signature envelope as “Rejected,” sign or initial below this indication and list the reason for rejection. Rejected ballots are returned to the auditor or designated clerk for possible replacement ballot to be sent. See section 12.0 for further information.

In a state primary, state general, special election for federal or state office or other elections in which the SVRS AB module is used, all returned ballots must be marked “Accepted” or “Rejected” in SVRS.

Note: Guidelines on accepting/rejecting envelopes as well as examples of accepted/rejected signature envelopes begin on page 53 in the Appendix.

11.2 UOCAVA ABSENTEE BALLOT BOARD

During the 45 days before the election, the UOCAVA absentee ballot board must immediately examine the signature envelopes received by the auditor. ([M.S. 203B.23](#))

The board members compare the voter’s name on the envelope with the name recorded in SVRS from the UOCAVA application. The signature envelope is marked “accepted” or “rejected” as provided in [M.S. 203B.24](#).

Acceptance Criteria:

1. The voter’s name on the envelope appears substantially the same on the application;
2. The voter has signed the certification on the back of the signature envelope;
3. The voter has provided the same identification number as on the application
 - a. Note: Voter can provide their passport, MN driver’s license or state ID number or the last four digits of their social security number.
 - b. If the identification numbers do not match, board members must make an effort to satisfy themselves that the ballot was returned by the same individual to whom the ballot was sent.
4. The voter is not known to have died;
5. The voter has not already voted in the election in person or by absentee.

Signature envelopes which meet the acceptance criteria are marked “Accepted” by the ballot board members, who then sign or initial below the indication on the envelope. All returned UOCAVA ballots must be marked “Accepted” or “Rejected” in SVRS.

If the administration of the regular AB board has been designated to the municipal clerk (or if it is a local special election begin administered by the city, town or school clerk), the county auditor must forward “accepted” UOCAVA ballots to the appropriate municipal ballot board. ([M.S. 203B.23](#))

11.3 CHALLENGERS: RECOMMENDED GUIDELINES

Challengers have a right to challenge accepted absentee ballots at the meeting of the absentee ballot board. In order to act as a challenger, an individual must provide a written letter from a political party or nonpartisan candidate. ([M.S. 204C.13, subd. 6](#))

Note: [M.S. 204C.07](#) challenge process being used in lieu of other statutory guidance for an absentee ballot board challenge process.

Ballot board meeting times should be posted so that challengers know when to be present for challenging. For example:

- Monday, Wednesday and Friday at 2:00 p.m.; or
- Daily after 1:00 p.m.; or
- Daily during business hours at the call of the auditor; or
- Other timeline convenient for the particular AB board situation.

Only one challenger for each major political party, nonpartisan candidate, or question, is allowed per team of ballot board members who are accepting/rejecting ballots. Challengers must put the challenge in writing.

Note: A sample challenge form is included on page 52 in the Appendix.

As Minnesota Statutes only authorize the challenge of accepted ballots, a decision to reject a ballot may not be challenged.

Challengers become part of the official process and are able to view private data only for the purpose of determining a challenge. Challengers cannot keep a list of who they did or did not challenge, since the names of all absent voters are not public until after the polls close on Election Day. A challenger cannot prepare in any manner any list of who has or has not voted.

If an absent voter is challenged, a team of board members reviews the signature envelope and:

- if a majority agrees that the ballot meets the legal requirements and should be accepted, then the voter’s ballot has overcome the challenge and the ballot is accepted.
- if a majority agrees that the ballot envelope does not meet the legal requirement and should be rejected, then the challenge is upheld and the ballot rejected.

Election judges must document the result of the challenge (dismissed or sustained) in the ‘election judge use only’ section of the challenge form.

12.0 REPLACEMENT ABSENTEE BALLOTS

Replacement ballots are provided to voters (both regular and UOCAVA) when their absentee ballot is rejected by the ballot board or upon a voter’s request. Replacement ballots must be transmitted in an envelope labeled “REPLACEMENT BALLOT” in at least 18-point type. ([M.R. 8210.2600](#))

12.1 BALLOT REJECTED BY AB BOARD

If a regular absentee or UOCAVA absentee ballot is rejected more than 5 days before the election, a replacement ballot is issued to the voter. The replacement ballot is sent with the same materials as the original ballot (instructions, signature, secrecy and mailing envelopes), as well as an explanation of why the original ballot was rejected.

Note: A sample notice with a list of possible ballot rejection reasons for use by the AB board is available on page 63 in the Appendix.

If an envelope is rejected within 5 days of the election, the official in charge of the AB Board must attempt to contact the voter by telephone or via email to notify the voter of the rejection of their ballot. These contact attempts must be documented. When the SVRS AB module is used, the Comments section of the voter’s AB record can be used to record the contact attempts. ([M.S. 203B.121, subd. 2](#); [M.R. 8210.2600, subp. 2](#))

12.2 VOTER REQUEST

The auditor or clerk must provide a replacement ballot when a voter requests one because the voter’s ballot was lost, spoiled, or never received. Additionally, a voter with an accepted ballot may request to spoil their ballot and receive a replacement up until the seventh day before the election. The following information should be recorded on the voter’s absentee ballot application:

- the date of the voter’s request;
- the date that a replacement ballot was issued to the voter;
- the reason for replacement.

If the voter returns a spoiled ballot to the auditor or clerk, the returned ballot must be placed in a spoiled ballot envelope. ([M.S. 203B.121, subd. 2](#); [M.R. 8210.2600 subp. 1](#))

Note: When a voter requests to spoil their accepted ballot and have a replacement issued, the voter's original unopened signature envelope should be re-marked as "spoiled" and placed with the other spoiled ballots.

12.3 OTHER CIRCUMSTANCES

Minnesota Statutes does not include other scenarios for replacement. ([M.S. 203B.06, subd. 3\(c\)](#)) If absentee ballots must be replaced for an occurrence such as a ballot printing error, the election official must consult with their legal counsel to receive a court order in order to provide replacement ballots to affected absentee voters.

If the SVRS AB module is being used to manage absentee ballots for the affected election, it is recommended that the system be used to issue and track replacement ballots.

Based on system capability, the following is the recommended procedure:

- Use SVRS to issue replacement ballots. Issuing replacements is a manual process where a replacement ballot must be added to each AB record individually. Before replacements can be issued, the 'old' ballots must be updated to "Spoiled/Lost" status.
 - For 'old' ballots in "Accepted" status: Change to "Spoiled/Lost." Then add replacement ballot (leave initialized, don't click Submit Print Now and generate labels). Then change 'old' ballot back to "Accepted."
 - For 'old' ballots in "Sent" status: change to "Spoiled/Lost." Then add replacement ballot (leave initialized, don't click Submit Print Now.)
- Once all replacements have been added, use the SVRS AB Labels report *Avery* or *Dymo* to create a batch and print ballot labels for all replacements. Set criteria to print "Replacement ballots only."
- When sending replacement ballots, label transmittal envelope "REPLACEMENT BALLOT."
- With replacements issued, one of three scenarios will play out:
 - Scenario 1: Voter whose 'old' ballot was accepted returns a replacement ballot, which is subsequently accepted by the AB board – Because 'old' ballot is still marked "accepted" in the system, SVRS user will receive the following warning when trying to mark the replacement ballot "accepted": *Other Accepted AB/MB exists*. This will prompt them to pull the physical ballot, mark that envelope "rejected," and then go to the voter's AB record in SVRS and change the 'old' ballot to "Rejected." Then, they can accept the replacement ballot in the system.
 - Scenario 2: Voter whose 'old' ballot was in "Sent" status returns a replacement ballot, which is subsequently accepted – SVRS user can mark the ballot "Accepted" as normal in the system (no warnings will be received, because the 'old' ballot is now in "Spoiled/Lost" status. Were the voter to attempt to send back the 'old' ballot as well, the system will give *Other Accepted AB/MB* warning.) No additional action is required.
 - Scenario 3: Voter whose 'old' ballot was accepted, never returns a replacement – 'Old' ballot is still accepted and replacement is in "Sent" status, so system reflects real-world situation. No additional action is required.

13.0 PUBLIC INFORMATION REQUESTS

All absentee ballot applications or a complete list of those that have applied for a ballot cannot be made available for public review until after 8:00 p.m. on Election Day. A list of those voters with an accepted absentee ballot is available to the public before that time. ([M.S. 203B.12](#))

For elections where use of SVRS is required (state primary, state general and federal/state special elections), OSS will maintain a list of voters who have submitted absentee ballots that have been accepted.

For all other elections, the county auditor, municipal clerk, or school clerk must maintain a list of voters whose ballots have been accepted. For those elections where SVRS is used to administer AB voting, there is an SVRS report designed for these requests. The report is titled *Accepted Absentee / Mail Ballot List* and is available under the SVRS report categories Absentee Ballot (for county administrators) and Local Absentee (for city/town administrators). For those elections where SVRS is not used, the auditor or clerk must maintain the list manually.

The list must be available to the public in the same manner public information lists in [M.S. 201.091, subdivision 4, 5 and 9. \(M.S. 203B.12, subd. 8\)](#)

Note: An applicant's full date of birth, Minnesota driver's license or Minnesota ID number, and the last four digits of their social security number are not public information.

14.0 ABSENTEE BALLOT BOARD DUTIES: ENVELOPE PROCESSING

Envelope processing can begin a week before the election. After the close of business (COB) on the seventh day before the election, ballots from signature envelopes marked "Accepted" may be opened, duplicated when necessary and deposited in the ballot counter. Before an accepted ballot can be separated from its envelope, the roster must be marked to indicate that the voter has voted.

14.1 RECORD OF VOTING ABSENTEE: MARKING ROSTERS

Two items must be prepared by the start of voting on Election Day:

- polling place with notations for those registered voters whose ballots were accepted before COB on the seventh day before the election
- supplemental report listing absentee voters who submitted a voter registration application with their ballot (e.g. a report of AB election day registrations.)

The polling place roster can be marked:

- by the auditor, municipal clerk, or ballot before Election Day *or*
- by election judges at the polling place on Election Day before the polls open. ([M.S. 203B.121, subd 3\(b\)](#))

14.1.1 When SVRS Absentee Ballot Module is not used

When absentee balloting is administered without the aid of the SVRS AB module, all AB notations must be hand-entered into roster.

14.1.2 When SVRS Absentee Ballot Module is used

When SVRS is used to record AB applications and mark ballots accepted/rejected, the following pre-printed notations may be included on roster pages when applicable:

- "A.B.": indicates an absentee ballot was accepted for the voter
- "Challenged – Different A.B. Address": indicates that the residential address supplied by the voter on their AB application is different from the residential address listed on the roster.

The "A.B." notation is automatically printed on the roster for those ballots marked "accepted" in the system before the rosters were marked ready to build (print). Be sure SVRS is up-to-date (all ballots processed through Returned AB Envelopes) before marking rosters ready to build.

Ballots marked "accepted" after rosters are built must be added to the printed roster by hand using the supplemental AB reports.

The rosters must be marked before separating the secrecy envelope from the signature envelope.

14.1.2.1 SVRS Supplemental Absentee Ballot Reports

Once rosters have been marked ready to build in SVRS, voters with an accepted AB appear on the Roster Supplement reports. Supplement reports are used as a tool to mark polling place rosters and as reference in the polling place on Election Day. These reports can be accessed in SVRS in the Report Category Absentee Ballot Board. There are four reports:

1. Roster Supplement: Accepted Absentee Ballots for Registered Voters

Roster Supplement: Accepted Absentee Ballots for Registered Voters							03/04/2016 2:16 PM
							
Roster Supplement: Accepted Absentee Ballots for Registered Voters - 11/04/2014 STATE GENERAL ELECTION, Ramsey County, All Dates, MAPLEWOOD P-10							
The following individuals have already voted by absentee ballot and must not be allowed to vote again at the polling place. Print or stamp "A.B." or "M.B." on the signature line of the precinct roster for the voters listed below.							
Note: If the voter has already signed the precinct roster, print "SIGNED" in the space next to the voter's name below.							
If voter has signed roster print "SIGNED" by name.	Voter Name and Address	Voter ID	DOB	Precinct	Ballot ID	Accepted	
A.B.	ANDERSON, PATRICK RAY 2233 RIPLEY AVE E	2252926	12/25/1964	0220 MAPLEWOOD P-10	1299286	11/4/2014 1:33:34 PM	
A.B.	ARCHER, KASEY JEAN 1901 FURNESS ST N	2297123	08/16/1980	0220 MAPLEWOOD P-10	1455068	10/31/2014 3:22:12 PM	

Figure 5 Roster Supplement: Accepted Absentee Ballots for Registered Voters Report

- Lists registered voters with accepted ABs who do not already have "A.B." pre-printed in the roster.
- Purpose: Use when manually printing or stamping "A.B." on rosters for registered voters.
- When to run: May begin printing this report any time after rosters have been generated. Report can be run by date range.
- Tips:
 - Regardless of date range selected, this report will never contain names of voters whose ballots were accepted before rosters were generated. Notations for these voters are already printed on the roster.
 - Leaving the start date and time blank will ensure the report includes the day that rosters were generated.
 - To ensure the report contains all accepted ballots for a given day, run it the morning of the follow day.

2. Absentee Election Day Registrants for Polling Place

Absentee Election Day Registrants for Polling Place							03/04/2016 2:28 PM
							
Already Registered and Voted by Absentee Ballot							
Absentee Election Day Registrants for Polling Place - 11/04/2014 STATE GENERAL ELECTION, Ramsey County, All Dates, MAPLEWOOD P-10							
The individuals on this list have already registered and voted in this election by absentee ballot.							
Election Judge Instructions: Review this list before registering each voter on election day. If the person's name appears on this list, do <u>not</u> allow the individual to register or to vote today.							
Voter Name and Address	Voter ID Number	DOB	Precinct	Ballot ID	Accepted		
COMPTON, WILLIAM ERIC 1854 BEEBE RD N # 327	2347829	02/01/1959	0220 MAPLEWOOD P-10	1364508	10/20/2014 3:58:05 PM		
DEXTER, ROBBYN GRAY 1829 FURNESS ST N # 308	5138858	11/26/1986	0220 MAPLEWOOD P-10	1450420	10/31/2014 4:54:06 PM		

Figure 6 Absentee Election Day Registrants for Polling Place Report

- Lists voters who received non-registered AB materials and whose ballots were accepted.
- Purpose: Used by EDR election judges at the polling place. Judges should review the list before registering each voter on Election Day; if voter's name appears on this list, they should not be allowed to register and vote because they have already done so by absentee ballot.
- When to run: Run after all ballots received by 5:00 p.m. on the seventh day before the election have been accepted.
- Tips:
 - Omit the start date to ensure no ballots are missed. Leave the end date blank to include all records through the time of printing.
 - DO NOT use this report to mark "A.B." on roster signature lines, instead use Roster Supplement report. (Voters with "Challenged" or "See ID" notations appear on both reports.)

3. Roster Supplement: Accepted Absentee Ballots for Election Day Registrants

Roster Supplement : Accepted Absentee Ballots for Election Day Registrants						03/04/2016 2:37 PM
Roster Supplement : Accepted Absentee Ballots for Election Day Registrants - 11/04/2014 STATE GENERAL ELECTION, Ramsey County, All Dates, MAPLEWOOD P-10						
The following individuals have already registered and voted by absentee ballot and must not be allowed to register and vote again at the polling place.						
Note: If the voter has already signed the election day registration roster, print "SIGNED" in the space next to the voter's name below.						
If voter has signed roster print "SIGNED" by name.	Voter Name and Address	Voter ID	DOB	Precinct	Ballot ID	Accepted
	COMPTON, WILLIAM ERIC 1854 BEEBE RD N # 327	2347829	02/01/1959	0220 MAPLEWOOD P-10	1364508	10/20/2014 3:58:05 PM
	DEXTER, ROBBYN GRAY 1829 FURNESS ST N # 308	5138858	11/26/1986	0220 MAPLEWOOD P-10	1450426	10/31/2014 4:54:06 PM
	SCHAEFFER, DOUGLAS J 1854 BEEBE RD N APT 106	2288944	07/11/1936	0220 MAPLEWOOD P-10	1253007	11/04/2014 4:50:54 PM

Figure 7 Roster Supplement: Accepted Absentee Ballots for Election Day Registrants Report

- Lists voters who received non-registered AB materials and whose ballots were accepted.
- Purpose: Serves as a supplement to the Absentee EDR for Polling Place report. For use by AB board members when checking to see if a voter has registered and voted in person on Election Day. If voter has not voted, polling place judges add the voter's name to Absentee Election Day registrants for Polling Place report. If the voter has already voted in person, AB board members write "signed" on this report, and change the absentee ballot status to "Rejected."
- When to run: After the Absentee Election Day Registrants Polling place report has been run.
- Tips:
 - Run for the date range not covered by the AB EDR Polling Place report.
 - DO NOT make AB notation in polling place roster for voters on this report.

4. Absentee Election Day Registrants Roster

Absentee Election Day Registrants Roster						03/04/2016 2:55 PM
Absentee Election Day Registrants Roster - 11/04/2014 STATE GENERAL ELECTION, Ramsey County, All Dates, MAPLEWOOD P-10						
Voter Name and Address	Voting Method	District/Precinct	Voter ID Number	DOB		
1. COMPTON, WILLIAM ERIC 1854 BEEBE RD N # 327	A.B.	622 NORTH ST PAUL-MAPLEWOOD 0220 MAPLEWOOD P-10	2347829	02/01/1959		
2. DEXTER, ROBBYN GRAY 1829 FURNESS ST N # 308	A.B.	622 NORTH ST PAUL-MAPLEWOOD 0220 MAPLEWOOD P-10	5138858	12/26/1986		
3. SCHAEFFER, DOUGLAS J 1854 BEEBE RD N APT 106	A.B.	622 NORTH ST PAUL-MAPLEWOOD 0220 MAPLEWOOD P-10	2288944	07/11/1936		

Figure 8 Absentee Election Day Registrants Roster

- Lists voters who received non-registered AB materials and whose ballots were accepted.
- Purpose: To be generated after election. This is a final roster by precinct of absentee election day registrants to be retained with the polling place rosters. This report replaces blank EDR pages and eliminates the need to hand-write absentee election day registrants' names on a polling place roster page. Includes space to account for Safe At Home Voters.
- When to run: Print this report after all absentee ballots have been accepted/rejected.

14.2 OPENING OF ENVELOPES AND STORAGE

Retrieve the accepted absentee ballots from secure storage after COB seven days before the election. Confirm that the number of envelopes matches the number expected. (Count return envelopes and compare to SVRS accepted ballot report.) Once the roster is marked, separate the absentee ballot signature envelope from the ballot secrecy envelope. Then, separate the ballot from the ballot secrecy envelope. Two ballot board members initial in the Judge section of the ballot. Deposit the ballot into the ballot counter. If a ballot is damaged or unreadable by the tabulator, a duplicate of the ballot must be made. Two election judges from different major political parties do the duplication. See page 64 in the Appendix for the process of duplicating ballots. ([M.S. 203B.121, subd. 4](#))

For each day that absentee ballots are processed, the ballot board must:

- remove the ballots from the ballot box
- ensure that the total number of ballots processed matches the total number accepted
- seal and secure all ballots
- keep write-ins separate by precinct for later tallying (general election only).

Notes:

- An optional absentee ballot tracking spreadsheet template is available on the 2016 Auditor's Conference Training CD.
- The processing of ballots is not open to the public. No vote totals from ballots may be made public before the close of voting on Election Day. ([M.S. 203B.121, subd. 5\(c\)](#))

15.0 ABSENTEE BALLOT BOARD DUTIES: CLOSE OF POLLS

Counting of absentee ballots can begin after the polls close on Election Day (after 8:00 p.m.) The count must be conducted by two members of the ballot board. If the members are election judges, they must be of two different major political parties. The counting of the absentee ballots is open to the public. ([M.S. 203B.121, subd. 5\(c\)](#); [206.86, subd. 3](#))

15.1 STATE ELECTIONS

For the state elections, the results must be tabulated by precinct. The AB board must submit at least one summary statement for each precinct to the auditor or municipal clerk. The auditor or clerk may certify reports containing details of the AB board summary statements for the other required recipients of the summary statements (municipal clerk and school district clerk). The absentee totals and the polling place totals reported on each precinct's polling place summary statement are combined (AB + Polling Place) and reported and canvassed. This combining occurs in the Election Reporting System (ERS) before precinct results are displayed on the OSS Election Night Results website or printed in the abstract of votes cast. ([M.S. 203B.121, subd. 5\(b\)](#); [204C.27](#))

15.2 OTHER ELECTIONS

For elections other than state level elections, absentee results may be reported one of two ways:

- combined with the polling place totals (as is done for state elections) *or*
- reported as a single, separate total.

When a jurisdiction elects to report absentees as a separate single total, the board completes one absentee ballot board summary statement for the entire jurisdiction. For example, in a school district special election that has five combined precincts, all absentees would be counted and reported together as one separate total. ([M.S. 203B.121, subd. 5\(b\)](#))

15.3 COMPLETING WORK

If not completed previously, within 24 hours after the end of voting, members of the ballot board must verify that voters whose absentee ballots arrived after the rosters were marked and supplemental reports generated and whose ballots were accepted, did not vote in person on Election Day. If the person voted on Election Day, the absentee ballot must be rejected. All other accepted absentee ballots must be opened, duplicated if necessary and counted by the board. The vote totals must be incorporated into the other absentee vote totals. ([M.S. 203B.121, subd. 5\(c\)](#))

16.0 POST-ELECTION DUTIES

After an election, a number of tasks must be completed.

Note: A post-State General Election absentee/mail ballot checklist is included on page 65 in the Appendix.

16.1 ABSENTEE VOTING HISTORY

Within six weeks after every election, the county auditor must post voting history for every person who voted in the election. This includes those that voted by absentee ballot. ([M.S. 201.171](#))

Voters that registered to vote through the AB process (AB EDRs) should have their VRAs entered with those who registered at the polling place on Election Day.

When the SVRS AB module is used to administer absentees, the system can be used to apply AB voting history for those with accepted ballots, rather than scanning the paper roster pages manually. Before beginning the posting process in the Post Voting History module, ensure that all absentee ballots for the precinct have been marked 'accepted' or 'rejected' in SVRS. (Only those voters with an AB in "Accepted" status will have an "A.B." notation added to the PVH roster.) Once all ballots have been marked, use the Apply Accepted AB/MB History button to apply AB history to the precinct's roster. After polling place voting history has been added, mark the roster complete and post history for the precinct.

If absentee balloting is administered without the aid of SVRS, history must be posted manually using a scanner and roster barcodes.

16.1.1 Late or Rejected Absentee Ballots

History must also be added for voters whose ballots were rejected or received too late. This includes both regular voters and UOCAVA voters with an existing SVRS voter record. Although not counted in an election, a rejected or late ballot must be considered a vote for the purpose of continuing registration (e.g. voter will not be affected by annual list maintenance). Rejected or late AB history is applied separately from history for accepted ballots.

Enter history using the signature envelopes. Or, if the SVRS AB module was used to administer, the Summary Only version of the SVRS AB report Rejected AB Post-Election Notices provides a list of voters who must have late or rejected history posted. Under the SVRS Elections menu, select Post Rejected or Late AB History. This history is applied manually to a voter's record.

16.2 UOCAVA SPECIFIC

16.2.1 UOCAVA Precinct Record

The county auditor must keep a separate record of UOCAVA voters for each precinct for each election. After an election, ensure that all UOCAVA ballots have been marked 'accepted' or 'rejected' in SVRS. After all records have been marked, generate a UOCAVA Precinct Record report for each precinct in the election. This report is located in SVRS Reports, under the category Absentee Ballot or Absentee Ballot Board. The UOCAVA Precinct Record must be retained for six years. ([M.S. 203B.26](#))

For further information on the retention of election materials see section 17.0 of this guide.

16.2.2 Statistics Reporting

The county auditor must provide a UOCAVA statistics report to OSS following the state general election. No later than 60 days after the state general, the auditor must report to the OSS the number of absentee ballots transmitted to, and returned and cast by, UOCAVA voters. Use SVRS to produce this report. This report is located in SVRS Reports, under the category Absentee Ballot. Verify that no UOCAVA records are in "Initialized" status. The auditor must submit a certified copy of the report to OSS.

The OSS in turn must report these absentee statistics to the EAC within 90 days of the state general election. ([M.S. 203B.19](#))

16.3 NOTICES OF REJECTION

After each election, a notice must be sent to each regular absentee voter whose signature envelope was rejected. The official in charge of the ballot board is responsible for sending the notices. (E.g. If

municipal clerk designation to administer absentees includes administration of the ballot board, the city or town clerk is responsible for the rejection notices.) Notices must be mailed between six and 10 weeks following the election. A notice is not required if the voter has successfully cast a ballot in the election (either in person or by replacement absentee). If an absentee is rejected because it arrived after Election Day, the notice must be provided between six and 10 weeks after the receipt of the signature envelope.

The notice of rejection must contain the following information:

- the date of rejection (or the date it was received late)
- the reason for rejection
- contact information of the election official.

When the SVRS AB module is used, notices of rejection are available in SVRS under the report category Absentee Ballot (county user) and Local AB (designated municipal user). The report is titled *Rejected AB Post-Election Notices*. The system prevents these notices from being printed too early – the option to print for a specific election will not be available in the dropdown list until six weeks after the election date. Rejection notices are not generated for primaries. ([M.S. 203B.121, subd. 2 \(6\(d\)\)](#))

Notes:

- Notices are required for all elections, including local special elections.
- This notice does not apply to voters with rejected UOCAVA ballots.

17.0 RECORD RETENTION

The official carrying out the duties of M.S. chapter 203B is responsible for custody of absentee election materials. Materials must be retained for at least 22 months from the date of the election unless otherwise specified. ([M.S. 203B.06, subd. 5](#))

Materials include:

- Absentee ballots cast
- Defective and spoiled ballots
- AB Summary Statements
- Lists submitted by residential facilities
- Completed Oath of Challenge to Acceptance of Absentee Ballot forms
- Incident log
- Absentee ballot applications (both filled and rejected)
- Absentee ballot return envelopes (both accepted and rejected)
- Absentee Election Day Registrants Roster

All materials involved in a contested election must be retained for 22 months or until after the contest is decided, whichever is later.

There is a separate retention schedule for UOCAVA records. The county auditor must retain UOCAVA records for six years. This includes UOCAVA precinct records and application forms. ([M.S. 203B.19; 203B.26](#))

18.0 APPENDIX

TECHNICAL REQUIREMENTS FOR USING SVRS ABSENTEE BALLOT MODULE

“The secretary of state must identify hardware, software, security, or other technical prerequisites necessary to ensure the security, access controls, and performance of the statewide voter registration system.” ([M.S. 203B.05, subd. 1](#))

Municipalities that have been designated to administer absentee ballots using SVRS must have the following hardware, software, and related supplies.

1. At least one PC running Windows (number of computers required will depend up jurisdiction size and absentee voting activity level)
 - PC(s) must have current virus protection software installed
 - Windows 7+ is recommended
 - Static IP address (must not be unsecured, open WiFi, i.e. guest user for library, lobby, etc.) Consult your IT staff to determine how your IP address is configured.
 - Broad internet connection
 - Internet Explorer 10 or above
 - Latest security update must be installed (Microsoft security update 2965111)
 - Adobe Reader DC Version 10.20056
2. Each SVRS user must have an email account
3. Dymo LabelWriter™ 400, 450, or 450 Turbo
 - The Dymo LabelWriter™ is highly recommended for walk-up AB voting and for printing individual AB labels.
 - Dymo address labels should be 1-1/8" by 3-1/2"
4. Laser Printer for printing reports
 - Do not use a Hewlett-Packard V model if laser printer will be used for printing sheet labels (absentee labels)
5. Barcode wand reader for processing barcodes on returned AB envelopes and
 - Note: OSS does not provide recommendations on product brands. Consult with county/municipal election administrators for product feedback.
6. Optional: If jurisdiction intends to scan their absentee ballot applications, the following is required:
 - Scanner with software capable of creating a separate file for each AB application; (document feeder recommended.)
 - Silverlight Version 5

In addition to the requirements above, when a municipality has been designated to administer ABs:

1. Auditor must record the designation in the SVRS profile for the municipality. With the Designated for State and County checkboxes, specify whether the municipality Issues AB and/or Has AB Board. The box(es) must be checked for the MCD before SVRS access will be granted or training provided.
2. Designated municipality must complete access request survey. (In order to access SVRS, the IP addresses of computers that will be used to administer AB must be submitted to OSS.)
3. At least one person from each designated municipality must complete the OSS SVRS training course, or an OSS-approved SVRS training course.

‘HOME’ COUNTY CHECKLIST: STAND-ALONE SCHOOL DISTRICT ELECTIONS

<p>IN SVRS</p>	<p>IN ERS: Note: Applicable only if election is scheduled for odd year August Primary or November General election Day</p>
<p>Polling Places</p> <ul style="list-style-type: none"> <input type="checkbox"/> Review school district combinations <ul style="list-style-type: none"> o Verify polling place listed o Verify precincts in combination o Verify all precincts in county are assigned a combination 	<p>Offices / Questions</p> <ul style="list-style-type: none"> <input type="checkbox"/> Add SD offices to MCD/SD Gen. Election <input type="checkbox"/> Add Question(s) to MCD/SD Gen. Election <input type="checkbox"/> Run Offices / Questions in Election report to review entries
<p>Election Schedule</p> <ul style="list-style-type: none"> <input type="checkbox"/> Set up election in SVRS <ul style="list-style-type: none"> o OSS will activate election o In order to activate, all pcts in election must be in a school district combination. (This includes pcts in other counties within school district.) <input type="checkbox"/> After Election is Active: Within the Election Checklist, ensure Districts are verified (checkbox is marked) 	<p>Candidates</p> <ul style="list-style-type: none"> <input type="checkbox"/> Add SD candidates <input type="checkbox"/> Run Offices in Election report to review entries <p>Ballots</p> <ul style="list-style-type: none"> <input type="checkbox"/> When office/question/candidates are complete, notify ballot vendor that ballot file can be picked up in ERS <input type="checkbox"/> Submit Sample ballots to OSS (Optional) <ul style="list-style-type: none"> o If county providing directly, see name format sheet
<p>Absentee Voting</p> <ul style="list-style-type: none"> <input type="checkbox"/> Provide the following (if school district is administering ABs): <ul style="list-style-type: none"> o Master List (voters in your county who fall within school district boundaries) o Permanent AB List (voters who are automatically sent an AB application before each election) <input type="checkbox"/> Administer UOCAVA voting within your county <ul style="list-style-type: none"> o Issue UOCAVA ballots o Establish UOCAVA ballot board o Accept/Reject returned UOCAVA ballots; Issue Replacements 	<p>Precinct Review</p> <ul style="list-style-type: none"> <input type="checkbox"/> Review reporting precincts <input type="checkbox"/> Add AB precinct if SD indicated they will be reporting a separate AB total. <input type="checkbox"/> Notify OSS of cross-county precincts that are reporting together
<p>Rosters</p> <ul style="list-style-type: none"> <input type="checkbox"/> Set Print Preferences <input type="checkbox"/> Mark Rosters Ready to Build <input type="checkbox"/> Print / Distribute Rosters to District 	<p>Election Results</p> <ul style="list-style-type: none"> <input type="checkbox"/> Complete OSS results reporting survey <ul style="list-style-type: none"> o If reporting results, continue below:
<p>Voter History</p> <ul style="list-style-type: none"> <input type="checkbox"/> Post voting history for the residents of your county <input type="checkbox"/> Enter EDRs for your county’s residents 	<p>Results Reporting</p> <ul style="list-style-type: none"> <input type="checkbox"/> Conduct results testing <input type="checkbox"/> Enter results on election night or morning after <input type="checkbox"/> Generate abstract for school district, if desired.

'NON-HOME' COUNTY CHECKLIST: STAND-ALONE SCHOOL DISTRICT ELECTIONS

IN SVRS:	IN ERS: Note: Applicable only if election is scheduled for odd year August Primary or November General election Day
Polling Places <ul style="list-style-type: none"> <input type="checkbox"/> Review school district combinations <ul style="list-style-type: none"> o Verify polling place listed o Verify precincts in combination o Verify all precincts in county are assigned a combination 	Offices / Questions <ul style="list-style-type: none"> <input type="checkbox"/> Run Offices / Questions in Election report to review entries. Contact Home County if corrections are needed.
Election Schedule <ul style="list-style-type: none"> <input type="checkbox"/> Home County sets up election. OSS will activate the election. (To activate all pcts in district must be in a combination.) <input type="checkbox"/> After Election is Active: Within the Election Checklist, ensure Districts are verified (checkbox is marked) 	Candidates <ul style="list-style-type: none"> <input type="checkbox"/> Run Offices in Election report to review entries. Contact Home County if corrections are needed.
Absentee Voting <ul style="list-style-type: none"> <input type="checkbox"/> Provide the following (if school district is administering ABs): <ul style="list-style-type: none"> o Master List (voters in your county who fall within school district boundaries) o Permanent AB List (voters who are automatically sent an AB application before each election) <input type="checkbox"/> Administer UOCAVA voting within your county <ul style="list-style-type: none"> o Issue UOCAVA ballots o Establish UOCAVA ballot board o Accept/Reject returned UOCAVA ballots; Issue Replacements 	Ballots <ul style="list-style-type: none"> <input type="checkbox"/> Coordinate with home county to submit sample ballot(s) to OSS (Optional) Precinct Review <ul style="list-style-type: none"> <input type="checkbox"/> Review school district precincts in election <ul style="list-style-type: none"> o Will reflect SVRS SD combinations, unless there is a concurrent municipal election Election Results <ul style="list-style-type: none"> <input type="checkbox"/> Complete OSS results reporting survey <ul style="list-style-type: none"> o If reporting results, continue below:
Rosters <ul style="list-style-type: none"> <input type="checkbox"/> Set Print Preferences <input type="checkbox"/> Mark Rosters Ready to Build <input type="checkbox"/> Print / Distribute Rosters to District 	Results Reporting <ul style="list-style-type: none"> <input type="checkbox"/> Conduct results testing <input type="checkbox"/> Enter results on election night or morning after <input type="checkbox"/> Generate abstract for school district, if desired.
Voter History <ul style="list-style-type: none"> <input type="checkbox"/> Post voting history for the residents of your county <input type="checkbox"/> Enter EDRs for your county's residents 	

EXAMPLE ABSENTEE BALLOT SUPPLY LIST

- ___ Absentee ballot application forms
- ___ Master list of registered voters
- ___ Absentee ballot instructions (registered and non-registered)
- ___ Ballots
- ___ Ballot secrecy envelopes
- ___ Signature envelopes (registered and non-registered)
- ___ Mailing and Return mailing envelopes
- ___ Assistive voting device (AutoMARK; ImageCast Evolution; Verity TouchWriter)
- ___ Double-sided EDR applications
- ___ Precinct finder(s)
- ___ Marking pens
- ___ Agent delivery log, request forms and materials
- ___ UOCAVA applications (FPCA forms)
- ___ UOCAVA absentee ballot instructions
- ___ UOCAVA signature envelopes or certificates of eligibility
- ___ UOCAVA ballot mailing envelopes – first class mail with pantone 194 U red text
- ___ UOCAVA ballot return envelopes – first class mail with pantone 194 U red text

SAMPLE ABSENTEE BALLOT BOARD RESOLUTION

BOARD OF COUNTY COMMISSIONERS

[insert county name], MINNESOTA

Date:	
Resolution Number:	
Motion by Commissioner:	
Seconded by Commissioner:	

RESOLUTION NO. [insert resolution number]; ESTABLISHING AN ABSENTEE BALLOT BOARD

WHEREAS, [insert county name] is required by Minnesota Statutes 203B.121, Subd. 1 to establish an Absentee Ballot Board effective June 24, 2016; and

WHEREAS, this board will bring uniformity in the processing of accepting or rejecting returned absentee ballots in [insert county name]; and

WHEREAS, the Absentee Ballot Board would consist of a sufficient number of election judges as provided in sections 204B.19 to 204B.22 or deputy county auditors trained in the processing and counting of absentee ballots;

THEREFORE, BE IT RESOLVED THAT, the [insert county name] Board of Commissioners hereby establishes an Absentee Ballot Board that would consist of a sufficient number of election judges as provided in sections 204B.19 to 204B.22 or deputy auditors to perform the task.

COMMISSIONERS	VOTE			
	Yes___	No___	Absent___	Abstain___
	Yes___	No___	Absent___	Abstain___
	Yes___	No___	Absent___	Abstain___
	Yes___	No___	Absent___	Abstain___

STATE OF MINNESOTA

[insert county name]

I, [insert county administrator name], duly appointed qualified and County Administrator for the [insert county name], State of Minnesota, do hereby certify that I have compared the foregoing copy of a resolution with the original minutes of the proceedings of the Board of County Commissioners, [insert county name], Minnesota at their session held on the ___ day of ___, 2016 now on file in my office, and have found the same to be a true and correct copy thereof.

Witness my hand and official seal at [insert city name], Minnesota, this ___ day of ___, 2016.

_____ County Administrator

_____ Administrator's Designee

STATE ADULT CORRECTIONAL FACILITIES LIST

The following list of state adult correctional facilities was submitted to OSS by the Department of Corrections in compliance with [M.S. 203B.06, subd. 3\(a\)](#).

An AB application that provides an address included on the list below **must not** be accepted, and an absentee ballot **must not** be provided to the applicant. The county auditor or municipal clerk must promptly transmit a copy of the applicant to the county attorney. The complete statutes citation is included below.

Adult Correctional Facilities

MCF-Faribault

1101 Linden Lane
Faribault, MN 55021

MCF-Lino Lakes

7525 Fourth Avenue
Lino Lakes, MN 55014

MCF-Oak Park Heights

5329 Osgood Avenue North
Stillwater, MN 55082

MCF-Moose Lake

1000 Lake Shore Drive
Moose Lake, MN 55767

MCF-Red Wing

1079 Highway 292
Red Wing, MN 55066

MCF-Rush City

7600 - 525th Street
Rush City, MN 55069

MCF-St Cloud

2305 Minnesota Boulevard SE
St Cloud, MN 56304

MCF-Shakopee

1010 West Sixth Avenue
Shakopee, MN 55379

MCF-Stillwater

970 Pickett Street
Bayport, MN 55003

MCF-Togo

62742 Co Rd 551
Togo, MN 55723

MCF-Willow River

86032 County Highway 61
Willow River, MN 55795

[M.S. 203B.06, subd. 3](#). Delivery of Ballots. (a) The commissioner of corrections must provide the secretary of state with a list of the names and mailing addresses of state adult correctional facilities. An application for an absentee ballot that provides an address included on the list provided by the commissioner of corrections must not be accepted and an absentee ballot must not be provided to the applicant. The county auditor or municipal clerk must promptly transmit a copy of the application to the county attorney. The Department of Corrections must implement procedures to ensure that absentee ballots issued under [chapter 203B](#) are not received or mailed by offenders incarcerated at state adult correctional facilities.

HEALTH CARE FACILITY OUTREACH

Preparation for HCF Outreach

When facilitating HCF outreach, auditors, municipal clerks, or school district clerks can choose to distribute absentee applications to HCFs in advance of outreach day so as to be able to prepare absentee materials for voters prior to the visit. However, blank materials should also be included in outreach supplies.

Ensure that the HCF has submitted the Certified List of Employees of Residential Facilities to the county auditor at least 20 days before the election.

Supplies to Prepare:

- Sealed container to hold and transport AB envelopes containing voted ballots
- HCF election judge identification badges (must not show party affiliation)
- Forms
 - absentee ballot applications
 - Election Day VRAs
 - Precinct List of Persons Vouching
- Ballots
- Lists
 - Master list (registered voter list)
 - absentee voter list (list of those with accepted absentee ballots)
 - Certified List of Employees of Residential Facilities (if provided by HCF)
- Envelopes
 - ballot secrecy
 - signature – both registered and nonregistered
- instructions – both registered and nonregistered
- incident log
- “I Voted” stickers
- ‘table’ booths

Election Judge Responsibilities

Deliver Materials to HCF

During the 20 days before an election, at least two election judges from different major parties will pick up the materials from the auditor or clerk and travel in the same car to the health care facility. HCF election judges must wear identification badges that show their role in the election process. ([M.S. 204C.06, subd. 2 \(c\)](#))

HCF election judges should locate the room and set up to ensure privacy for voters. Judges should coordinate with the HCF staff to determine which voters are still in their rooms and will need to be approached individually.

In accordance with [M.S. 211B.11](#), campaign materials are prohibited in the polling place. As such, these materials cannot be worn or displayed in the room used for HCF AB outreach.

ENSURE ALL VOTERS HAVE COMPLETED AN AB APPLICATION

Each voter must complete an AB application. The form can be completed before or during HCF outreach. The following information must be provided on the application:

- name
- date of birth

- Minnesota driver’s license or identification card number, or the last four digits of their social security number, or affirmation that the voter does not have any of these
- residential address
- voter’s signature and signature date
 - applications must be signed by the person requesting the ballot. Power of attorney does not apply to voting. An applicant may ask other person to sign for them in their presence; that individual must sign their own name as well. ([M.S. 523.24, subd. 14](#))

Using the absentee voter list, verify that the applicant has not already submitted a request and/or voted by absentee ballot.

Verify Resident’s Voter Registration Status

Verify the voter’s registration using the master list supplied by the auditor or clerk. If the voter is registered, issue registered absentee ballot materials.

Voters who are not registered or whose registration status indicates “challenged,” must complete non-registered materials. These materials include an EDR voter registration application.

Assist in the Completion of VRAs

Unregistered applicants or “challenged” voters must complete a VRA. When filling out the VRA, the voter must provide proof of residence. A judge must complete the Official Use Only portion of the VRA indicating which proof was shown. Voters may use any of the proofs available to election day registrants. The following is an abbreviated list of acceptable proofs:

- a valid MN driver’s license or ID card, or receipt for any of these
- a Tribal ID card containing a photo and signature
- a valid registration in the same precinct under a different name or address
- a notice of late registration sent by county auditor or city clerk
- a voter registered in the same precinct who can confirm voter’s address with a signed oath
- an employee of the residential facility who can confirm voter’s address with a signed oath
- both 1) an acceptable photo ID and 2) an acceptable bill.

For a complete list of Election Day proofs of residence, please see [M.R. 8200.5100](#).

The most common proof of residence used by HCF voters is vouching. As summarized above, there are two types of vouchers: employee vouchers and registered voter vouchers.

1. Employee Vouchers

If the facility submitted the certified list of employees to the county auditor by the deadline, employees may vouch for an unlimited number of residents. Employees on this list do not need to show any other identification in order to vouch for a resident of the facility.

If no list has been provided, or an employee is not on the list, an employee can still vouch for a voter so long as they can demonstrate their employment at the facility. Proof of employment may be accomplished by methods including providing an employee identification badge or providing a statement on the facility’s letterhead that the individual is an employee of the facility and is signed and dated by a manager or equivalent officer of the facility.

HCF judges should have the voucher complete the Voucher Form on the reverse side of the VRA. This type of voucher does not need to be recorded on the Precinct List of Persons Vouching form.

Voucher Form

I swear or affirm that (Check one):

I am pre-registered to vote in this precinct. Voter ID # _____

I registered in this precinct today and did not have another person vouch for me.

I am an employee of a residential facility: _____
(Name _____ of residential facility)

Residential Address of Voucher or Address of Residential Facility

Street Address _____ City _____

Telephone number: (____) _____

Email address (optional): _____

I personally know that _____
(Name _____ of person registering)

is a resident of this precinct.

Signature _____ of Voucher

Subscribed and sworn to before me

Date ____/____/____ Signature _____ of Election Judge

Figure 9 Voucher Form

Although usually completed by judges, employee vouchers may also serve as the witness on the voter’s signature envelope provided that they are a registered voter in Minnesota.

2. Registered Voter Vouchers

Someone who is registered in the same precinct as the HCF resident may vouch for their residence. Voter vouchers can vouch for up to 8 residents, as long as they personally know the resident(s) live in the precinct. HCF election judges can serve as voucher if they reside in the HCF precinct.

Election judges should have the voucher complete the Voucher Form on the reverse side of the VRA. Once completed, the election judges should obtain the voucher’s voter ID number and record it on the Precinct List of Persons Vouching form. Judges must use this form to keep count of the number of residents that a particular voter has vouched for.

 **Office of the Minnesota Secretary of State**
PRECINCT LIST OF PERSONS VOUCHING

City/Town _____ Ward _____ Precinct _____

- To be completed by election judges.
- Use to track the number of people vouched for by each voucher.
- Cross out the next number each time that person vouches for a registrant.
- Employees of residential facilities may vouch for an unlimited number of voters. Otherwise, vouchers may only vouch for a maximum of eight registrants.

Voucher's Name	Voucher's Voter ID No.	Number Vouched for on Election Day
Example: <i>John Doe</i>	7234567	1 2 3 4 5 6 7 8
1. _____	-----	1 2 3 4 5 6 7 8
2. _____	-----	1 2 3 4 5 6 7 8
3. _____	-----	1 2 3 4 5 6 7 8

Figure 10 Precinct List of Persons Vouching form

Registered voter vouchers may witness the voter’s signature envelope.

Provide Voter Assistance as Requested

Two judges of different major parties may provide assistance to mark a ballot according to the voter’s direction. Judges should always ask before helping the voter. All questions should be directed to the voter themselves, not other who may be with the voter.

A voter may also obtain assistance from another person instead of asking the HCF election judges. The individual selected by the voter cannot be:

- the voter’s employer;
- an officer of the voter’s union; or
- candidate in the election

Election judges and other individuals providing assistance must not influence the voter. ([M.S. 204C.15](#))

Note: An individual providing assistance in marking a ballot cannot do so for more than three voters at one election.

Before placing the ballot in the secrecy envelope, the voter may show it privately to an election judge to confirm that it is marked correctly according to their direction. ([M.S. 204C.15, subd. 1](#))

Ensure Proper Completion of Signature Envelope

HCF judges should be sure that the voter’s ballot is sealed into the secrecy envelope, and that the signature envelope is properly completed.

For registered absentee voters:

The HCF Judge completes: voter name and voter address fields (if no label affixed)

The voter completes:

- ID number (must be the same as provided on the application)
- Voter’s signature

The witness completes:

- Witness name;
- MN residential address, or title if an official or notary
(use title of ‘Election Judge’ if judge witnesses the ballot; provide residence address if HCF employee witnesses the ballot);
- Witness signature.

For non-registered absentee voters:

The HCF Judge completes: voter name and voter address fields (if no label affixed)

The voter completes:

- Voter Registration Application (include in the signature envelope)
- ID number (must be the same as provided on the application)
- Voter’s signature

The witness completes:

- Witness name address if HCF employee witnesses the ballot)
- MN residence address, or title if an official or notary
(use title of ‘Election Judge’ if judge witnesses the ballot; provide residence
- Proof of residence provided by voter
- Witness signature

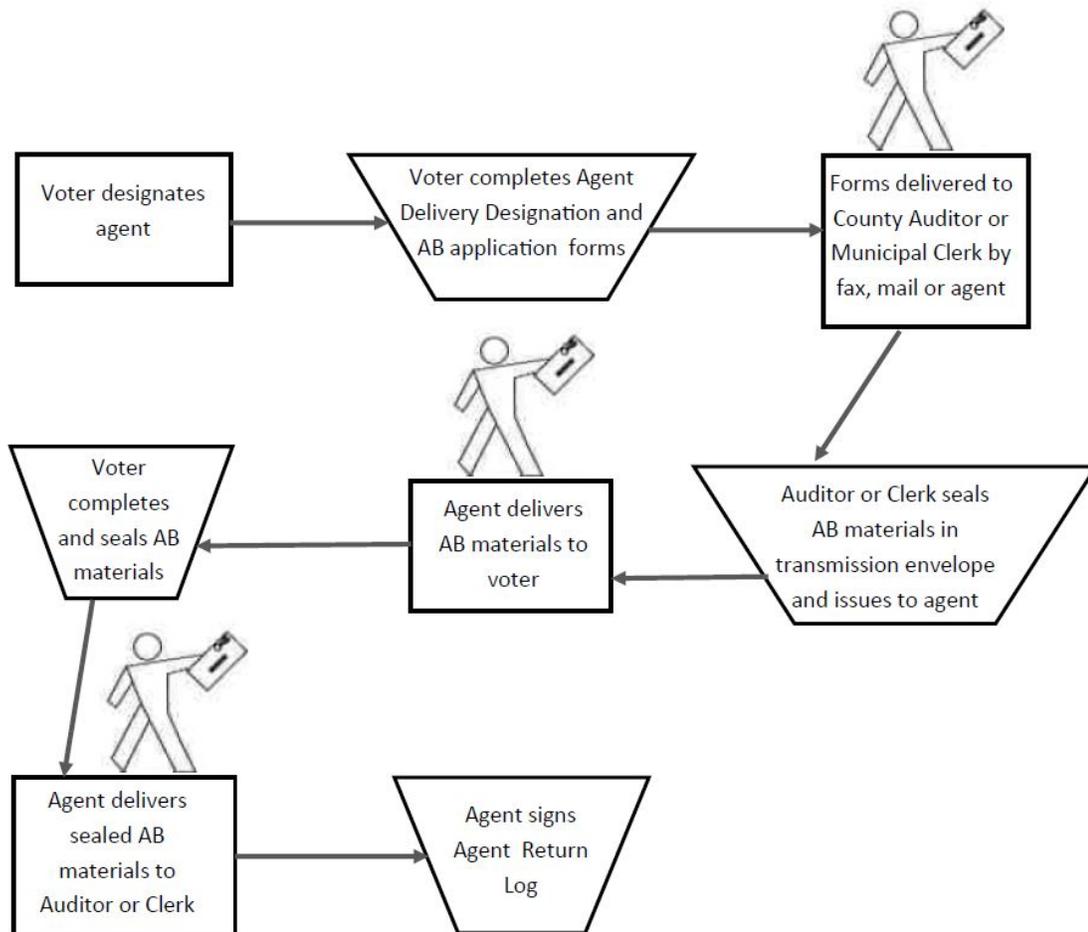
Deposit the signature envelopes containing the marked absentee ballots in the sealed container. Record any unusual events or problems that occurred during HCF outreach on the incident log. Return the voted ballots and materials to the auditor or clerk on the same day that they are delivered and marked. ([M.S. 203B.11, subd. 1](#))

Note: An HCF voter may submit an absentee ballot application, but decide not to vote during HCF outreach. When the SVRS AB module is used to administer absentee ballots and this situation occurs, the ballot can be left in “Sent” status in the system, as this reflects the real-world situation (e.g. a ballot was provided to the voter, but they did not vote it.)

AGENT PICK-UP AND RETURN PROCESS

Fast Facts

- Available starting 7 days before Election Day.
- Deadline: Must apply by 2:00 p.m. on Election Day
- Voted ballots must be returned by 3:00 p.m. on Election Day
- Available for voter who:
 - Is Hospitalized or a HCF voter
 - Is a resident of an adult residential program
 - Is a resident of a batter women's shelter
 - Is a resident of an assisted living facility
 - Has an incapacitating health condition
 - Has a disability
- Agent Qualifications:
 - Must have preexisting relationship with voter
 - Not a candidate in the election
 - Has delivered ballots to no more than 3 persons in an election



ABSENTEE BALLOT AGENT RETURN LOG

Absentee Ballot Agent Return Record

Instructions to the Agent:

1. Complete the following information
2. Show identification containing your name and signature

Date	
Print Agent Name	
Print Agent Address including City, State, Zip	
Print Absent Voter Name	
Print Absent Voter Address	
Agent Signature	

Date	
Print Agent Name	
Print Agent Address including City, State, Zip	
Print Absent Voter Name	
Print Absent Voter Address	
Agent Signature	

Date	
Print Agent Name	
Print Agent Address including City, State, Zip	
Print Absent Voter Name	
Print Absent Voter Address	
Agent Signature	

Date	
Print Agent Name	
Print Agent Address including City, State, Zip	
Print Absent Voter Name	
Print Absent Voter Address	
Agent Signature	

REQUEST FOR AGENT DELIVERY OF ABSENTEE BALLOT



Office of the Minnesota Secretary of State

REQUEST FOR AGENT DELIVERY OF ABSENTEE BALLOT

Instructions

Voters in the special situations listed below may ask someone (an "agent") to pick up and return an absentee ballot for them. Voters can only use agent delivery during the seven days before election day. The agent must be someone the voter has a pre-existing relationship with, and may not be a candidate at the election.

Voters wanting to vote absentee in this way can have their agent submit this completed form to their County Auditor or Municipal Clerk, along with an absentee ballot application.

Request and Certification

In accordance with *Minnesota Statutes* 203B.11, subdivision 4,

I, _____, certify that I:

am a patient in the following health care facility as defined in *Minnesota Statutes* 144.50 and 144A.02

am a resident in the following facility, which is either a residential facility as defined in *Minnesota Statutes* 245A.02, subd. 14, shelter for battered women as defined in *Minnesota Statutes* 611A.37, subd.4, or assisted living facility as defined in *Minnesota Statutes* 144G _____

would have difficulty getting to the polls because of incapacitating health reasons or have a disability

and request that the auditor or clerk provide an absentee ballot in a sealed transmittal envelope to my agent, _____

for delivery to me during the seven days before the election, or before 2:00 p.m. on election day. I certify that I have a pre-existing relationship with this person.

Signature _____

Date _____

This form must be accompanied by an absentee ballot application in order for the ballot to be released to the agent.

CERTIFIED LIST OF EMPLOYEES OF RESIDENTIAL FACILITIES FORM



Office of the Minnesota Secretary of State

Office Use Only	
Ward	_____
Precinct	_____

CERTIFIED LIST OF EMPLOYEES OF RESIDENTIAL FACILITIES

Instructions

Submit completed form to County Auditor no less than 20 days before the election. Contact information for auditors may be found on the [Office of Secretary of State website](http://www.sos.state.mn.us) (<http://www.sos.state.mn.us>) under Election Official Directory.

Facility Information

Facility Name _____

Street Address _____

City _____ State _____ Zip Code _____

Select type of Facility:

- A transitional housing facility defined in *Minnesota Statutes* 256E.33, subd. 1
- A supervised living facility licensed by the commissioner of health under *Minnesota Statutes* 144.50, subd. 6
- A nursing home as defined in *Minnesota Statutes* 144A.01, subd. 5
- A residence registered with the commissioner of health as a housing with services establishment as defined in *Minnesota Statutes* 144D.01, subd. 4
- A veterans home operated by the board of directors of the Minnesota Veterans Homes under *Minnesota Statutes* 198
- A residence licensed by the commissioner of human services to provide a residential program as defined in *Minnesota Statutes* 245A.02, subd. 14
- A residential facility for persons with a developmental disability licensed by the commissioner of human services under *Minnesota Statutes* 252.28
- Group residential housing as defined in *Minnesota Statutes* 256I.03, subd. 3
- A shelter for battered women as defined in *Minnesota Statutes* 611A.37, subd. 4
- A supervised publicly or privately operated shelter or dwelling designed to provide temporary living accommodations for the homeless.

Employee List

Attach additional sheets for employee names if necessary

Certification

Pursuant to *Minnesota Statutes* 201.061, subd. 3, I certify that employees of this facility listed above may vouch on election day for eligible voters who are residents of this facility.

Name _____ Title at Facility _____

Signature _____ Date _____

Email _____ Phone _____

Revised 2/2014

OATH OF CHALLENGE TO ACCEPTANCE OF ABSENTEE BALLOT

Oath of Challenge to Acceptance of Absentee Ballot

I, _____, do hereby state under oath, I am a challenger authorized by Minnesota Statutes,

Name of person making challenge

section [204C.07](#). I reside at _____, _____
Street Address City or Township

Telephone number: _____

E-mail address (optional): _____

I challenge the acceptance of the absentee ballot of _____ whose residence address is _____

Name of challenged voter

listed as _____
Street Address City or Township

This ballot should be rejected for the following reason:

Regular AB ([M.S. 203B.121](#); [M.R. 8210.2450](#))

- Voter's Name/Address doesn't match application
(Use of, or lack of, full names, nicknames, abbreviations, or initials not reason for rejection)
- Voter didn't sign ballot envelope
- MN DL/ID/last 4 SSN doesn't match and envelope signature doesn't match application signature
- Voter is not registered; did not include completed VRA
- Voter is known to have died
- Envelope not completed as prescribed in directions for casting AB
- Voter has already voted

UOCAVA ([M.S. 203B.24](#))

- Voter's Name not substantially the same as application
- Voter didn't sign oath returned with ballot
- Passport, MN DL/ID/last 4 SSN doesn't match and other information is not satisfactory to establish the ballot was returned by the person to whom it was transmitted
- Voter is known to have died
- Voter has already voted

_____/_____/_____
Date Signature of Challenger

Signed and sworn to or affirmed before me

_____/_____/_____
Date Signature of Election Judge/Deputy

For Absentee Ballot Board Use Only:

Challenge was administered by: _____ and _____

Time: _____

- Challenge was dismissed. Ballot continues to be marked as "accepted".
- Challenge was sustained. Ballot was marked as "rejected" for reason of _____

Additional comments: _____

AB BOARD RECOMMENDED GUIDELINES FOR ACCEPTING/REJECTING REGULAR ABSENTEE BALLOTS

[M.S. 203B.121](#); [M.R. 8210.2450](#)

The county auditor or municipal/school clerk will provide returned absentee ballot envelopes to the ballot board. Two members of the board of different major political parties will review the envelopes to determine acceptance or rejection pursuant to [M.S. 203B.121](#) and [M.R. 8210.2450](#) and return the envelopes to the county auditor or municipal/school district clerk.

VOTER SECTION:

Voter name and address is already on label or hand entered by election official.

- Ballot is rejected if voter changes label to a different name or address than one on the application.
- Use of, or lack of, full names, nicknames, abbreviations, or initials on either document are not a reason for rejection.
- [M.S. 203B.121, subd. 2 \(b\) \(1\)](#); [M.R. 8210.2450, subp. 2](#)
- Accepted examples: A-1, A-2
Rejection examples: R-1, R-2

Voter has signed the certification on the envelope

- Ballot is rejected if the name signed is clearly a different name than the name printed on the signature envelope (i.e. John Smith envelope signed by Mary Jones).
- Ballot is rejected if no voter signature on the envelope.
- Voter signature outside of signature box and/or voter section is accepted if not legible then different from witness signature.
- [M.S. 203B.121, subd. 2 \(b\) \(2\)](#); [203B.121, subd. 2 \(b\) \(5\)](#); [M.R. 8210.2450, subp. 2](#)
- Accepted examples: A-1, A-2, A-3, A-4, A-5, A-8
Rejection examples: R-3, R-4

If ID number transposed or no ID number is provided on the envelope, the numbers do not match and signature must be compared.

- Use of, or lack of, full names, nicknames, abbreviations, or initials within either signature are not a reason for rejection.
- A signature is considered the voter's even if a voter uses a signature mark on either or both documents, or if a voter has another individual or different individuals sign the voter's name in their presence on either or both documents. In this case, the other individual's signature will follow.
- [M.S. 203B.121, subd. 2 \(b\) \(3\)](#); [M.R. 8210.2450, subp. 3](#)
- Accepted examples: A-6, A-7, A-9, A-13
Rejection examples: R-6

WITNESS SECTION

Witness has signed the statement on the envelope

- Witness signature outside of signature box and/or witness section is accepted if legible enough to know it is a signature and not a scribble.
- [M.S. 203B.121, subd. 2 \(b\) \(5\)](#); [M.R. 8210.2450, subp. 5](#)
- Accepted examples: A-1, A-10
Rejected examples: R-8, R-9

Witness has provided a MN address, or provided a title indicating eligible to administer oaths, or has affixed a notarial stamp

- Witness address of PO Box is not a MN address.
- Witness address containing no street address but a city name is not a MN address.
- Witness address containing no city name is not a MN address.
- Witness address containing another state or country is not a MN address, i.e. Phoenix AZ written in before pre-printed MN.

Note: There are a few exceptions, as some border MN townships have IA, ND or SD mailing addresses. Known acceptable mailing addresses are:

- Iowa
 - Chester, IA 52134 (Beaver Twp, York Twp in Fillmore County)
 - Lake Park, IA 51347 (Sioux Valley Twp in Jackson County)
 - Lime Spring, IA 52155 (York Twp in Fillmore County)
 - Spirit Lake, IA 51360 (Middletown Twp, Minnesota Twp in Jackson County)
- North Dakota
 - Drayton, ND 58225 (Teien Twp in Kittson County)
 - Fairmount, ND 58030 (Taylor Twp in Traverse County)
- South Dakota
 - Elkton, SD 57026 (Drammen Twp, Verdi Twp in Lincoln County)
 - Garretson, SD 57030 (Beaver Creek Twp, Springwater Twp in Rock County)
 - Valley Springs, SD 57068 (Beaver Creek Twp in Rock County)
 - Ward, SD (Altona Twp, Troy Twp in Pipestone County)
- Witness address containing a well-known city name outside of MN, but state/country is not listed and pre-printed MN remains, AB board should satisfy themselves there is a MN jurisdiction with that name, i.e. Phoenix, Salt Lake City, La Jolla are not MN jurisdictions.

Examples of well-known names of municipalities which do exist in MN are:

- Atlanta Twp
 - Berlin Twp
 - Bismarck Twp
 - Brooklyn Center
 - Brooklyn Park
 - Chisago City
 - Cleveland
 - Little Chicago
 - Denver Twp
 - Detroit Twp
 - Detroit Lakes
 - Hollywood Twp
 - Houston
 - Madison
 - Moscow Twp
 - New Germany
 - New London
 - New York Mills
 - Ottawa Twp
 - Reno
 - San Francisco Twp
 - Springfield
 - Warsaw
 - Washington Twp
- Titles indicating the ability to administer oaths and therefore eligible to be a witness include the following (and their deputies):
 - Election Judge
 - State Senator
 - State Representative
 - County Commissioner
 - County Auditor
 - County Recorder
 - Municipal Clerk
 - Municipal Recorder
 - A notary public must apply their notary stamp.
 - [M.S. 203B.121, subd. 2 \(b\) \(5\)](#); [358.10](#); [M.R. 8210.2450, subp. 5](#)
 - Accepted examples: A-1, A-11, A-12, A-14, A-15, A-16
Rejected examples: R-10, R-11, R-12, R-13, R-14, R-15, R-19, R-21

VOTER REGISTRATION STATUS

Voter is registered under the name and at the address on the signature envelope.

- Determine registration status using SVRS, master list or polling place roster produced from SVRS
- Voter who is not registered, whose registration is inactive, who has a “see ID” notation, or whose registration is challenged must include a properly completed voter registration application with the absentee signature envelope.
- If sent non-registered materials and voter is not registered:
 - Proof of residence box on envelope must be marked
 - Properly completed VRA must be in the signature envelope. If not found in signature envelope, board members shall open the ballot envelope, and without examining or removing the ballot, remove any VRA from the ballot envelope and immediately reseal ballot envelope with ballot enclosed, initialing across the seal and nothing on the ballot envelope the purpose for which it was opened.
- A voter registration application returned separately from the signature envelope after the voter registration deadline is a late registration and may not be used as a registration for the current election.
- [M.S. 203B.121 subd. 2 \(4\)](#); [M.R. 8210.2450, subp. 4](#)
- Accepted example: A-13, A-14, A-15
Rejected examples: R-16, R-17, R-18, R-20

Ballot ALREADY CAST

Voter has not already voted either in person or, if after close of business on 7th day before the election, by absentee ballot.

- If received before close of business 7th day, then previously submitted ballot is deemed spoiled and not counted.
- Is rejected if envelope received after close of business on 7th day and another ballot has been accepted for the voter.
- [M.S. 203B.121, subd. 2 \(6\)](#); [M.R. 8210.2450 subp. 6](#)

VOTER HAS DIED

Voter is known to have died.

- If an absentee voter is known to have died, registration record should be marked as ‘deceased’. Voter is no longer eligible to vote and ballot should be rejected.
- [M.S. 201.13](#); [M.S. 203B.121, subd. 4](#)

ACCEPTED ABSENTEE BALLOT ENVELOPE EXAMPLES

A-1

Signature Envelope

Voter must complete this section please print clearly

Voter name: [Barcode]

Voter MN address: 425882 STG 11/02/2010 IP PCT R B549707
02 1260 0011-01 ANOKA P-6
JOHN ADAMS JR
325 E MAIN ST ENVK2

ID number (MN driver's license #, MN ID card #, or last four digits of SSN): **M9876543210123**

I do not have a MN-issued driver's license, MN-issued ID card, or a Social Security Number.

I certify that on Election Day I will meet all the legal requirements to vote.

Voter Signature: *John Adams*

Witness must complete this section

Witness name: *Abigail Adams*

MN street address (or title, if an official or notary): *325 E Main ST*
Street Address
City: *Anoka* MN

I certify that:

- the voter showed me the blank ballots before voting;
- the voter marked the ballots in private or, if physically unable to mark the ballots, the ballots were marked as directed by the voter;
- the voter enclosed and sealed the ballots in the ballot envelope; and
- I am or have been registered to vote in Minnesota, or am a notary, or am authorized to give oaths.

Witness Signature: *Abigail Adams*

If notary, must affix stamp

A-2

Signature Envelope

Voter must complete this section please print clearly

Voter name: [Barcode]

Voter MN address: 425882 STG 11/02/2010 IP PCT R B549707
02 1260 0011-01 ANOKA P-6
JOHN ADAMS JR
325 E MAIN ST ENVK2

ID number (MN driver's license #, MN ID card #, or last four digits of SSN): **M9876543210123**

I do not have a MN-issued driver's license, MN-issued ID card, or a Social Security Number.

I certify that on Election Day I will meet all the legal requirements to vote.

Voter Signature: *John Adams Jr*

Witness must complete this section

Witness name: *Abigail Adams*

MN street address (or title, if an official or notary): *325 E Main ST*
Street Address
City: *Anoka* MN

I certify that:

- the voter showed me the blank ballots before voting;
- the voter marked the ballots in private or, if physically unable to mark the ballots, the ballots were marked as directed by the voter;
- the voter enclosed and sealed the ballots in the ballot envelope; and
- I am or have been registered to vote in Minnesota, or am a notary, or am authorized to give oaths.

Witness Signature: *Abigail Adams*

If notary, must affix stamp

A-3

Signature Envelope

Voter must complete this section please print clearly

Voter name: [Barcode]

Voter MN address: 425882 STG 11/02/2010 IP PCT R B549707
02 1260 0011-01 ANOKA P-6
JOHN ADAMS
325 E MAIN ST ENVK2

ID number (MN driver's license #, MN ID card #, or last four digits of SSN): **M9876543210123**

I do not have a MN-issued driver's license, MN-issued ID card, or a Social Security Number.

I certify that on Election Day I will meet all the legal requirements to vote.

Voter Signature: *[Illegible Signature]*

Witness must complete this section

Witness name: *Abigail Adams*

MN street address (or title, if an official or notary): *325 E Main ST*
Street Address
City: *Anoka* MN

I certify that:

- the voter showed me the blank ballots before voting;
- the voter marked the ballots in private or, if physically unable to mark the ballots, the ballots were marked as directed by the voter;
- the voter enclosed and sealed the ballots in the ballot envelope; and
- I am or have been registered to vote in Minnesota, or am a notary, or am authorized to give oaths.

Witness Signature: *Abigail Adams*

If notary, must affix stamp

Note: Use of, or lack of, full names, nicknames, abbreviations, or initials on either application or envelope is not a reason for rejection

Note: Illegible voter signature is not clearly a different name than the name of voter printed on the envelope.

For Official Use Only

Accepted Rejected (reason):

gc Signature Envelope- Registered

For Official Use Only

Accepted Rejected (reason):

gc Signature Envelope- Registered

For Official Use Only

Accepted Rejected (reason):

gc Signature Envelope- Registered

A-4

Signature Envelope

Voter must complete this section please print clearly

Voter name: [Barcode]

Voter MN address: 425882 STG 11/02/2010 IP PCT R B549707
02 1260 0011-01 ANOKA P-6
JOHN ADAMS
325 E MAIN ST ENVK2

ID number (MN driver's license #, MN ID card #, or last four digits of SSN): **M9876543210123**

I do not have a MN-issued driver's license, MN-issued ID card, or a Social Security Number.

I certify that on Election Day I will meet all the legal requirements to vote.

Voter Signature: *John Adams Jr*

Witness must complete this section

Witness name: *Abigail Adams*

MN street address (or title, if an official or notary): *325 E Main ST*
Street Address
City: *Anoka* MN

I certify that:

- the voter showed me the blank ballots before voting;
- the voter marked the ballots in private or, if physically unable to mark the ballots, the ballots were marked as directed by the voter;
- the voter enclosed and sealed the ballots in the ballot envelope; and
- I am or have been registered to vote in Minnesota, or am a notary, or am authorized to give oaths.

Witness Signature: *Abigail Adams*

If notary, must affix stamp

Voter signature outside of signature box with is acceptable.

A-5

Signature Envelope

Voter must complete this section please print clearly

Voter name: [Barcode]

Voter MN address: 425882 STG 11/02/2010 IP PCT R B549707
02 1260 0011-01 ANOKA P-6
JOHN ADAMS
325 E MAIN ST ENVK2

ID number (MN driver's license #, MN ID card #, or last four digits of SSN): **M9876543210123**

I do not have a MN-issued driver's license, MN-issued ID card, or a Social Security Number.

I certify that on Election Day I will meet all the legal requirements to vote.

Voter Signature: *[Illegible Signature]*

Witness must complete this section

Witness name: *Abigail Adams*

MN street address (or title, if an official or notary): *325 E Main ST*
Street Address
City: *Anoka* MN

I certify that:

- the voter showed me the blank ballots before voting;
- the voter marked the ballots in private or, if physically unable to mark the ballots, the ballots were marked as directed by the voter;
- the voter enclosed and sealed the ballots in the ballot envelope; and
- I am or have been registered to vote in Minnesota, or am a notary, or am authorized to give oaths.

Witness Signature: *Abigail Adams*

If notary, must affix stamp

Illegible voter signature outside of signature box acceptable if different from witness signature.

A-6

Signature Envelope

Voter must complete this section please print clearly

Voter name: [Barcode]

Voter MN address: 425882 STG 11/02/2010 IP PCT R B549707
02 1260 0011-01 ANOKA P-6
JOHN ADAMS
325 E MAIN ST ENVK2

ID number (MN driver's license #, MN ID card #, or last four digits of SSN): **M9876543210123**

I do not have a MN-issued driver's license, MN-issued ID card, or a Social Security Number.

I certify that on Election Day I will meet all the legal requirements to vote.

Voter Signature: *X J. Adams Jr.*
(Abigail Adams)

Witness must complete this section

Witness name: *Abigail Adams*

MN street address (or title, if an official or notary): *325 E Main ST*
Street Address
City: *Anoka* MN

I certify that:

- the voter showed me the blank ballots before voting;
- the voter marked the ballots in private or, if physically unable to mark the ballots, the ballots were marked as directed by the voter;
- the voter enclosed and sealed the ballots in the ballot envelope; and
- I am or have been registered to vote in Minnesota, or am a notary, or am authorized to give oaths.

Witness Signature: *Abigail Adams*

If notary, must affix stamp

Voter signature signed by another person in the voter's presence is acceptable if person also signs their name.

For Official Use Only

Accepted Rejected (reason):

gc Signature Envelope- Registered

For Official Use Only

Accepted Rejected (reason):

gc Signature Envelope- Registered

For Official Use Only

Accepted Rejected (reason):

gc Signature Envelope- Registered

A-7

Signature Envelope

Voter must complete this section please print clearly

Voter name 

Voter MN address { 425882 STG 11/02/2010 IP PCT R B549767
02 1260 0011-01 ANOKA P-6
JOHN ADAMS
325 E MAIN ST ENVW2

ID number (MN driver's license #, MN ID card #, or last four digits of SSN) **M9876543210123**

I do not have a MN-issued driver's license, MN-issued ID card, or a Social Security Number.

I certify that on Election Day I will meet all the legal requirements to vote.

Voter Signature

Witness must complete this section

Witness name **Abigail Adams**

MN street address (or title, if an official or notary) { **325 E Main ST**
Street Address
Anoka MN
City

I certify that:

- the voter showed me the blank ballots before voting;
- the voter marked the ballots in private or, if physically unable to mark the ballots, the ballots were marked as directed by the voter;
- the voter enclosed and sealed the ballots in the ballot envelope; and
- I am or have been registered to vote in Minnesota, or am a notary, or am authorized to give oaths.

Witness Signature **Abigail Adams**

If notary, must affix stamp

A signature is considered the voter's even if a voter uses a signature mark on either or both documents.

A-8

Signature Envelope

Voter must complete this section please print clearly

Voter name 

Voter MN address { 425882 STG 11/02/2010 IP PCT R B549767
02 1260 0011-01 ANOKA P-6
JOHN ADAMS
325 E MAIN ST ENVW2

ID number (MN driver's license #, MN ID card #, or last four digits of SSN) **M9876543210123**

I do not have a MN-issued driver's license, MN-issued ID card, or a Social Security Number.

I certify that on Election Day I will meet all the legal requirements to vote.

Voter Signature

Witness must complete this section

Witness name **Abigail Adams**

MN street address (or title, if an official or notary) { **325 E Main ST**
Street Address
Anoka MN
City

I certify that:

- the voter showed me the blank ballots before voting;
- the voter marked the ballots in private or, if physically unable to mark the ballots, the ballots were marked as directed by the voter;
- the voter enclosed and sealed the ballots in the ballot envelope; and
- I am or have been registered to vote in Minnesota, or am a notary, or am authorized to give oaths.

Witness Signature **Abigail Adams**

If notary, must affix stamp

Illegible voter signature outside of signature box acceptable if different from witness signature.

A-9

Signature Envelope

Voter must complete this section please print clearly

Voter name 

Voter MN address { 425882 STG 11/02/2010 IP PCT R B549767
02 1260 0011-01 ANOKA P-6
JOHN ADAMS
325 E MAIN ST ENVW2

ID number (MN driver's license #, MN ID card #, or last four digits of SSN) **2356**

Note: Voter's SVRS record contains L4 SSN **2356**

I certify that on Election Day I will meet all the legal requirements to vote.

Voter Signature **John Adams**

Witness must complete this section

Witness name **Abigail Adams**

MN street address (or title, if an official or notary) { **325 E Main ST**
Street Address
Anoka MN
City

I certify that:

- the voter showed me the blank ballots before voting;
- the voter marked the ballots in private or, if physically unable to mark the ballots, the ballots were marked as directed by the voter;
- the voter enclosed and sealed the ballots in the ballot envelope; and
- I am or have been registered to vote in Minnesota, or am a notary, or am authorized to give oaths.

Witness Signature **Abigail Adams**

If notary, must affix stamp

ID number provided on envelope must be the same as on AB application or voter record.

For Official Use Only
 Accepted Rejected (reason:)

 Signature Envelope- Registered

For Official Use Only
 Accepted Rejected (reason:)

 Signature Envelope- Registered

For Official Use Only
 Accepted Rejected (reason:)

 Signature Envelope- Registered

A-10

Signature Envelope

Voter must complete this section please print clearly

Voter name 

Voter MN address { 425882 STG 11/02/2010 IP PCT R B549767
02 1260 0011-01 ANOKA P-6
JOHN ADAMS
325 E MAIN ST ENVW2

ID number (MN driver's license #, MN ID card #, or last four digits of SSN) **M9876543210123**

I do not have a MN-issued driver's license, MN-issued ID card, or a Social Security Number.

I certify that on Election Day I will meet all the legal requirements to vote.

Voter Signature **John Adams**

Witness must complete this section

Witness name **Abigail Adams**

MN street address (or title, if an official or notary) { **325 E Main ST**
Street Address
Anoka MN
City

I certify that:

- the voter showed me the blank ballots before voting;
- the voter marked the ballots in private or, if physically unable to mark the ballots, the ballots were marked as directed by the voter;
- the voter enclosed and sealed the ballots in the ballot envelope; and
- I am or have been registered to vote in Minnesota, or am a notary, or am authorized to give oaths.

Witness Signature **Abigail Adams**

If notary, must affix stamp

Witness signature outside of signature box and/or outside of witness section accepted if legible enough to know is a signature and not a scribble.

A-11

Signature Envelope

Voter must complete this section please print clearly

Voter name 

Voter MN address { 425882 STG 11/02/2010 IP PCT R B549767
02 1260 0011-01 ANOKA P-6
JOHN ADAMS
325 E MAIN ST ENVW2

ID number (MN driver's license #, MN ID card #, or last four digits of SSN) **M9876543210123**

I do not have a MN-issued driver's license, MN-issued ID card, or a Social Security Number.

I certify that on Election Day I will meet all the legal requirements to vote.

Voter Signature **John Adams**

Witness must complete this section

Witness name **Woodrow Wilson**

MN street address (or title, if an official or notary) { **County Auditor**
Street Address
MN
City

I certify that:

- the voter showed me the blank ballots before voting;
- the voter marked the ballots in private or, if physically unable to mark the ballots, the ballots were marked as directed by the voter;
- the voter enclosed and sealed the ballots in the ballot envelope; and
- I am or have been registered to vote in Minnesota, or am a notary, or am authorized to give oaths.

Witness Signature **Woodrow Wilson**

If notary, must affix stamp

Election official (or their deputy) such as County Auditor, City Clerk eligible to administer oaths.

A-12

Signature Envelope

Voter must complete this section please print clearly

Voter name 

Voter MN address { 425882 STG 11/02/2010 IP PCT R B549767
02 1260 0011-01 ANOKA P-6
JOHN ADAMS
325 E MAIN ST ENVW2

ID number (MN driver's license #, MN ID card #, or last four digits of SSN) **M9876543210123**

I do not have a MN-issued driver's license, MN-issued ID card, or a Social Security Number.

I certify that on Election Day I will meet all the legal requirements to vote.

Voter Signature **J. Adams Jr.**

Witness must complete this section

Witness name **Thomas Jefferson**

MN street address (or title, if an official or notary) { **State Senator**
Street Address
MN
City

I certify that:

- the voter showed me the blank ballots before voting;
- the voter marked the ballots in private or, if physically unable to mark the ballots, the ballots were marked as directed by the voter;
- the voter enclosed and sealed the ballots in the ballot envelope; and
- I am or have been registered to vote in Minnesota, or am a notary, or am authorized to give oaths.

Witness Signature **Thomas Jefferson**

If notary, must affix stamp

Ex Officio notary publics: state senator, state representative, county commissioner, county recorder, municipal recorder eligible to administer oaths.

For Official Use Only
 Accepted Rejected (reason:)

 Signature Envelope- Registered

For Official Use Only
 Accepted Rejected (reason:)

 Signature Envelope- Registered

For Official Use Only
 Accepted Rejected (reason:)

 Signature Envelope- Registered

A-13

Signature Envelope

Voter must complete this section please print clearly

Voter name: 425883 STG 11/02/2010 ML PCT NR B549768
 Voter MN address: 02 1260 0011-01 ANOKA P-6 JOHN QUINCY ADAMS 325 E MAIN ST ENV42

ID number (MN driver's license #, MN ID card #, or last four digits of SSN): 2341

I do not have a MN-issued driver's license, MN-issued ID card, or a Social Security Number.

I certify that on Election Day I will meet all the legal requirements to vote.

Voter Signature: X John Adams III

Witness must complete this section

Witness name: Louisa Adams

MN street address (or title, if official or notary): 1234 1st St Street Address Andover MN

Witness MUST CHECK ONE indicating proof of residence provided by voter: (See instructions)

MN driver's license, ID card, permit, or receipt
 Bill, student fee statement, or residential lease plus photo ID
 Registered voter in the precinct who vouched for voter's residence in the precinct (must complete the voucher form on back of the Voter Registration Application)
 Tribal ID card
 Notice of late registration
 Previous registration in the same precinct
 An employee of a residential facility in the precinct who vouched for voter's residence at the facility (must complete the voucher form on back of the Voter Registration Application)

Note: ID # on application is 3241, Signature on application is John Q Adams

Witness Signature: X Louisa Adams

If notary, must affix stamp

For Official Use Only

Accepted Rejected (reason):

gc Signature Envelope- Unregistered

A-14

Signature Envelope

Voter must complete this section please print clearly

Voter name: 425883 STG 11/02/2010 ML PCT NR B549768
 Voter MN address: 02 1260 0011-01 ANOKA P-6 JOHN QUINCY ADAMS 325 E MAIN ST ENV42

ID number (MN driver's license #, MN ID card #, or last four digits of SSN): 3241

I do not have a MN-issued driver's license, MN-issued ID card, or a Social Security Number.

I certify that on Election Day I will meet all the legal requirements to vote.

Voter Signature: X J Q Adams

Witness must complete this section

Witness name: Louisa Adams

MN street address (or title, if official or notary): 1234 1st St Street Address Houston MN

Witness MUST CHECK ONE indicating proof of residence provided by voter: (See instructions)

MN driver's license, ID card, permit, or receipt
 Bill, student fee statement, or residential lease plus photo ID
 Registered voter in the precinct who vouched for voter's residence in the precinct (must complete the voucher form on back of the Voter Registration Application)
 Tribal ID card
 Notice of late registration
 Previous registration in the same precinct
 An employee of a residential facility in the precinct who vouched for voter's residence at the facility (must complete the voucher form on back of the Voter Registration Application)

Note: If well-known witness city name outside of MN, but state/country not listed and pre-printed MN remains, AB Board should satisfy themselves there is a MN jurisdiction with that name.

Witness Signature: X Louisa Adams

If notary, must affix stamp

For Official Use Only

Accepted Rejected (reason):

gc Signature Envelope- Unregistered

A-15

Signature Envelope

Voter must complete this section please print clearly

Voter name: 425883 STG 11/02/2010 ML PCT NR B549768
 Voter MN address: 02 1260 0011-01 ANOKA P-6 JOHN QUINCY ADAMS 325 E MAIN ST ENV42

ID number (MN driver's license #, MN ID card #, or last four digits of SSN): 3241

I do not have a MN-issued driver's license, MN-issued ID card, or a Social Security Number.

I certify that on Election Day I will meet all the legal requirements to vote.

Voter Signature: X John Quincy Adams

Witness must complete this section

Witness name: Ben Franklin

MN street address (or title, if official or notary): Notary Public Street Address MN

Witness MUST CHECK ONE indicating proof of residence provided by voter: (See instructions)

MN driver's license, ID card, permit, or receipt
 Bill, student fee statement, or residential lease plus photo ID
 Registered voter in the precinct who vouched for voter's residence in the precinct (must complete the voucher form on back of the Voter Registration Application)
 Tribal ID card
 Notice of late registration
 Previous registration in the same precinct
 An employee of a residential facility in the precinct who vouched for voter's residence at the facility (must complete the voucher form on back of the Voter Registration Application)

I certify that:

- the voter showed me the blank ballots before voting;
- the voter marked the ballots in private or, if physically unable to mark the ballots, the ballots were marked as directed by the voter;
- the voter enclosed and sealed the ballots in the ballot envelope;
- the voter registered to vote by filling out and enclosing a voter registration application in this envelope;
- the voter provided proof of residence as indicated above; and
- I am or have been registered to vote in Minnesota, or am a notary, or am authorized to give oaths.

Witness Signature: X Ben Franklin

If notary, must affix stamp

For Official Use Only

Accepted Rejected (reason):

gc Signature Envelope- Unregistered

A-16

Signature Envelope

Voter must complete this section please print clearly

Voter name: 425883 STG 11/02/2010 ML PCT NR B549768
 Voter MN address: 02 1260 0011-01 ANOKA P-6 JOHN QUINCY ADAMS 325 E MAIN ST ENV42

ID number (MN driver's license #, MN ID card #, or last four digits of SSN): 3341

I do not have a MN-issued driver's license, MN-issued ID card, or a Social Security Number.

I certify that on Election Day I will meet all the legal requirements to vote.

Voter Signature: X John Adams III

Witness must complete this section

Witness name: Ben Franklin

MN street address (or title, if official or notary): Ben Franklin Notary Public My commission expires 12/31/2014 MN

Witness MUST CHECK ONE indicating proof of residence provided by voter: (See instructions)

MN driver's license, ID card, permit, or receipt
 Bill, student fee statement, or residential lease plus photo ID
 Registered voter in the precinct who vouched for voter's residence in the precinct (must complete the voucher form on back of the Voter Registration Application)
 Tribal ID card
 Notice of late registration
 Previous registration in the same precinct
 An employee of a residential facility in the precinct who vouched for voter's residence at the facility (must complete the voucher form on back of the Voter Registration Application)

I certify that:

- the voter showed me the blank ballots before voting;
- the voter marked the ballots in private or, if physically unable to mark the ballots, the ballots were marked as directed by the voter;
- the voter enclosed and sealed the ballots in the ballot envelope;
- the voter registered to vote by filling out and enclosing a voter registration application in this envelope;
- the voter provided proof of residence as indicated above; and
- I am or have been registered to vote in Minnesota, or am a notary, or am authorized to give oaths.

Witness Signature: X Ben Franklin

If notary, must affix stamp

For Official Use Only

Accepted Rejected (reason):

gc Signature Envelope- Unregistered

A-17

Signature Envelope

Voter must complete this section please print clearly

Voter name: [Blank]

Voter MN address: [Blank] MN

ID number (MN driver's license #, MN ID card #, or last four digits of SSN): [Blank]

I do not have a MN-issued driver's license, MN-issued ID card, or a Social Security Number.

I certify that on Election Day I will meet all the legal requirements to vote.

Voter Signature: X

Witness must complete this section

Witness name: [Blank]

MN street address (or title, if official or notary): Street Address MN

Witness MUST CHECK ONE indicating proof of residence provided by voter: (See instructions)

MN driver's license, ID card, permit, or receipt
 Bill, student fee statement, or residential lease plus photo ID
 Registered voter in the precinct who vouched for voter's residence in the precinct (must complete the voucher form on back of the Voter Registration Application)
 Tribal ID card
 Notice of late registration
 Previous registration in the same precinct
 An employee of a residential facility in the precinct who vouched for voter's residence at the facility (must complete the voucher form on back of the Voter Registration Application)

I certify that:

- the voter showed me the blank ballots before voting;
- the voter marked the ballots in private or, if physically unable to mark the ballots, the ballots were marked as directed by the voter;
- the voter enclosed and sealed the ballots in the ballot envelope;
- the voter registered to vote by filling out and enclosing a voter registration application in this envelope;
- the voter provided proof of residence as indicated above; and
- I am or have been registered to vote in Minnesota, or am a notary, or am authorized to give oaths.

Witness Signature: X

If notary, must affix stamp

For Official Use Only

Accepted Rejected (reason):

gc Signature Envelope- Unregistered

A-18

Signature Envelope

Voter must complete this section please print clearly

Voter name: [Blank]

Voter MN address: [Blank] MN

ID number (MN driver's license #, MN ID card #, or last four digits of SSN): [Blank]

I do not have a MN-issued driver's license, MN-issued ID card, or a Social Security Number.

I certify that on Election Day I will meet all the legal requirements to vote.

Voter Signature: X

Witness must complete this section

Witness name: [Blank]

MN street address (or title, if official or notary): Street Address MN

Witness MUST CHECK ONE indicating proof of residence provided by voter: (See instructions)

MN driver's license, ID card, permit, or receipt
 Bill, student fee statement, or residential lease plus photo ID
 Registered voter in the precinct who vouched for voter's residence in the precinct (must complete the voucher form on back of the Voter Registration Application)
 Tribal ID card
 Notice of late registration
 Previous registration in the same precinct
 An employee of a residential facility in the precinct who vouched for voter's residence at the facility (must complete the voucher form on back of the Voter Registration Application)

I certify that:

- the voter showed me the blank ballots before voting;
- the voter marked the ballots in private or, if physically unable to mark the ballots, the ballots were marked as directed by the voter;
- the voter enclosed and sealed the ballots in the ballot envelope;
- the voter registered to vote by filling out and enclosing a voter registration application in this envelope;
- the voter provided proof of residence as indicated above; and
- I am or have been registered to vote in Minnesota, or am a notary, or am authorized to give oaths.

Witness Signature: X

If notary, must affix stamp

For Official Use Only

Accepted Rejected (reason):

gc Signature Envelope- Unregistered

REJECTED ABSENTEE BALLOT ENVELOPE EXAMPLES

R-1
Signature Envelope

Voter must complete this section please print clearly

Voter name  please print clearly

Voter MN address 425882 STG 11/02/2010 IP PCT R B549767
02 1260 0011-01 ANOKA P-6
JOHN ADAMS
325 E MAIN ST ENW2

ID number (MN driver's license #, MN ID card #, or last four digits of SSN) **M9876543210123**

I do not have a MN-issued driver's license, MN-issued ID card, or a Social Security Number.

I certify that on Election Day I will meet all the legal requirements to vote.

Voter Signature **X James Adams**

Witness must complete this section

Witness name **Abigail Adams**

MN street address for title, if an official or notary) **105 Elm St**
Street Address
Andover MN

I certify that:

- the voter showed me the blank ballots before voting;
- the voter marked the ballots in private or, if physically unable to mark the ballots, the ballots were marked as directed by the voter;
- the voter endorsed and sealed the ballots in the ballot envelope; and
- I am or have been registered to vote in Minnesota, or am a notary, or am authorized to give oaths.

Witness Signature **X Abigail Adams**

If notary, must affix stamp

R-2
Signature Envelope

Voter must complete this section please print clearly

Voter name  please print clearly

Voter MN address 425882 STG 11/02/2010 IP PCT R B549767
02 1260 0011-01 ANOKA P-6
JOHN ADAMS
~~325 E MAIN ST~~ **105 Elm St** ENW2

ID number (MN driver's license #, MN ID card #, or last four digits of SSN) **M9876543210123**

I do not have a MN-issued driver's license, MN-issued ID card, or a Social Security Number.

I certify that on Election Day I will meet all the legal requirements to vote.

Voter Signature **X John Adams**

Witness must complete this section

Witness name **Abigail Adams**

MN street address for title, if an official or notary) **325 E Main ST**
Street Address
Anoka MN

I certify that:

- the voter showed me the blank ballots before voting;
- the voter marked the ballots in private or, if physically unable to mark the ballots, the ballots were marked as directed by the voter;
- the voter endorsed and sealed the ballots in the ballot envelope; and
- I am or have been registered to vote in Minnesota, or am a notary, or am authorized to give oaths.

Witness Signature **X Abigail Adams**

If notary, must affix stamp

R-3
Signature Envelope

Voter must complete this section please print clearly

Voter name  please print clearly

Voter MN address 425882 STG 11/02/2010 IP PCT R B549767
02 1260 0011-01 ANOKA P-6
JOHN ADAMS
325 E MAIN ST ENW2

ID number (MN driver's license #, MN ID card #, or last four digits of SSN) **M9876543210123**

I do not have a MN-issued driver's license, MN-issued ID card, or a Social Security Number.

I certify that on Election Day I will meet all the legal requirements to vote.

Voter Signature **X Abigail Adams**

Witness must complete this section

Witness name **Abigail Adams**

MN street address for title, if an official or notary) **325 E Main ST**
Street Address
Anoka MN

I certify that:

- the voter showed me the blank ballots before voting;
- the voter marked the ballots in private or, if physically unable to mark the ballots, the ballots were marked as directed by the voter;
- the voter endorsed and sealed the ballots in the ballot envelope; and
- I am or have been registered to vote in Minnesota, or am a notary, or am authorized to give oaths.

Witness Signature **X A. Adams**

If notary, must affix stamp

For Official Use Only
 Accepted Rejected (reason): **Voter Name Not Match**

Signature Envelope-Registered

For Official Use Only
 Accepted Rejected (reason): **Voter Address Not Match**

Signature Envelope-Registered

For Official Use Only
 Accepted Rejected (reason): **No Voter Signature**

Signature Envelope-Registered

R-4
Signature Envelope

Voter must complete this section please print clearly

Voter name  please print clearly

Voter MN address 425882 STG 11/02/2010 IP PCT R B549767
02 1260 0011-01 ANOKA P-6
JOHN ADAMS
325 E MAIN ST ENW2

ID number (MN driver's license #, MN ID card #, or last four digits of SSN) **M12349876543210**

I do not have a MN-issued driver's license, MN-issued ID card, or a Social Security Number.

I certify that on Election Day I will meet all the legal requirements to vote.

Voter Signature **X**

Witness must complete this section

Witness name **Abigail Adams**

MN street address for title, if an official or notary) **325 E Main ST**
Street Address
Anoka MN

I certify that:

- the voter showed me the blank ballots before voting;
- the voter marked the ballots in private or, if physically unable to mark the ballots, the ballots were marked as directed by the voter;
- the voter endorsed and sealed the ballots in the ballot envelope; and
- I am or have been registered to vote in Minnesota, or am a notary, or am authorized to give oaths.

Witness Signature **X**

If notary, must affix stamp

R-5
Signature Envelope

Voter must complete this section please print clearly

Voter name  please print clearly

Voter MN address 425882 STG 11/02/2010 IP PCT R B549767
02 1260 0011-01 ANOKA P-6
JOHN ADAMS
325 E MAIN ST ENW2

ID number (MN driver's license #, MN ID card #, or last four digits of SSN) **M12349876543210**

I do not have a MN-issued driver's license, MN-issued ID card, or a Social Security Number.

I certify that on Election Day I will meet all the legal requirements to vote.

Voter Signature **X**

Witness must complete this section

Witness name **Abigail Adams**

MN street address for title, if an official or notary) **325 E Main ST**
Street Address
Anoka MN

I certify that:

- the voter showed me the blank ballots before voting;
- the voter marked the ballots in private or, if physically unable to mark the ballots, the ballots were marked as directed by the voter;
- the voter endorsed and sealed the ballots in the ballot envelope; and
- I am or have been registered to vote in Minnesota, or am a notary, or am authorized to give oaths.

Witness Signature **X**

If notary, must affix stamp

R-6
Signature Envelope

Voter must complete this section please print clearly

Voter name  please print clearly

Voter MN address 425882 STG 11/02/2010 IP PCT R B549767
02 1260 0011-01 ANOKA P-6
JOHN ADAMS
325 E MAIN ST ENW2

ID number (MN driver's license #, MN ID card #, or last four digits of SSN) **M9876543210123**

I do not have a MN-issued driver's license, MN-issued ID card, or a Social Security Number.

I certify that on Election Day I will meet all the legal requirements to vote.

Voter Signature **X John Adams**

Witness must complete this section

Witness name **Abigail Adams**

MN street address for title, if an official or notary) **325 E Main ST**
Street Address
Anoka MN

I certify that:

- the voter showed me the blank ballots before voting;
- the voter marked the ballots in private or, if physically unable to mark the ballots, the ballots were marked as directed by the voter;
- the voter endorsed and sealed the ballots in the ballot envelope; and
- I am or have been registered to vote in Minnesota, or am a notary, or am authorized to give oaths.

Witness Signature **X Abigail Adams**

If notary, must affix stamp

Note: Illegible signature outside of Voter Signature box is not different than illegible witness signature.

Note: ID # on application and voter record is M1239876543210
Signature on application is 

For Official Use Only
 Accepted Rejected (reason): **No Voter Signature**

Signature Envelope-Registered

For Official Use Only
 Accepted Rejected (reason): **No Voter Signature**

Signature Envelope-Registered

For Official Use Only
 Accepted Rejected (reason): **Voter # and Signature not Match**

Signature Envelope-Registered

R-7
Signature Envelope

Voter must complete this section please print clearly

Voter name: _____

Voter MN address: _____ MN

ID number (MN driver's license #, MN ID card #, or last four digits of SSN): _____

I do not have a MN-issued driver's license, MN-issued ID card, or a Social Security Number.

I certify that on Election Day I will meet all the legal requirements to vote.

Voter Signature: _____

R-8
Signature Envelope

Voter must complete this section please print clearly

Voter name: _____

Voter MN address: 425882 STG 11/02/2010 IP PCT R B549767
02 1260 0011-01 ANOKA P-6 JOHN ADAMS ENVW2
325 E MAIN ST

ID number (MN driver's license #, MN ID card #, or last four digits of SSN): M9876543210123

I do not have a MN-issued driver's license, MN-issued ID card, or a Social Security Number.

I certify that on Election Day I will meet all the legal requirements to vote.

Voter Signature: John Adams

R-9
Signature Envelope

Voter must complete this section please print clearly

Voter name: _____

Voter MN address: 425882 STG 11/02/2010 IP PCT R B549767
02 1260 0011-01 ANOKA P-6 JOHN ADAMS ENVW2
325 E MAIN ST

ID number (MN driver's license #, MN ID card #, or last four digits of SSN): M9876543210123

I do not have a MN-issued driver's license, MN-issued ID card, or a Social Security Number.

I certify that on Election Day I will meet all the legal requirements to vote.

Voter Signature: John Adams

Witness must complete this section

Witness name: _____

MN street address (or title, if an official or notary): _____ MN

City: _____

I certify that:

- the voter showed me the blank ballots before voting;
- the voter marked the ballots in private or, if physically unable to mark the ballots, the ballots were marked as directed by the voter;
- the voter endorsed and sealed the ballots in the ballot envelope; and
- I am or have been registered to vote in Minnesota, or am a notary, or am authorized to give oaths.

Witness Signature: _____

If notary, must affix stamp

Witness must complete this section

Witness name: Abigail Adams

MN street address (or title, if an official or notary): 325 E Main ST MN

City: Anoka

I certify that:

- the voter showed me the blank ballots before voting;
- the voter marked the ballots in private or, if physically unable to mark the ballots, the ballots were marked as directed by the voter;
- the voter endorsed and sealed the ballots in the ballot envelope; and
- I am or have been registered to vote in Minnesota, or am a notary, or am authorized to give oaths.

Witness Signature: _____

If notary, must affix stamp

Witness must complete this section

Witness name: Abigail Adams

MN street address (or title, if an official or notary): 325 E Main ST MN

City: Anoka

I certify that:

- the voter showed me the blank ballots before voting;
- the voter marked the ballots in private or, if physically unable to mark the ballots, the ballots were marked as directed by the voter;
- the voter endorsed and sealed the ballots in the ballot envelope; and
- I am or have been registered to vote in Minnesota, or am a notary, or am authorized to give oaths.

Witness Signature: _____

If notary, must affix stamp

For Official Use Only

Accepted Rejected (reason): _____

Signature Envelope- Registered

For Official Use Only

Accepted Rejected (reason): No Witness Signature

Signature Envelope- Registered

For Official Use Only

Accepted Rejected (reason): No Witness Signature

Signature Envelope- Registered

R-10
Signature Envelope

Voter must complete this section please print clearly

Voter name: _____

Voter MN address: 425882 STG 11/02/2010 IP PCT R B549767
02 1260 0011-01 ANOKA P-6 JOHN ADAMS ENVW2
325 E MAIN ST

ID number (MN driver's license #, MN ID card #, or last four digits of SSN): M12349876543210

I do not have a MN-issued driver's license, MN-issued ID card, or a Social Security Number.

I certify that on Election Day I will meet all the legal requirements to vote.

Voter Signature: John Adams

R-11
Signature Envelope

Voter must complete this section please print clearly

Voter name: _____

Voter MN address: 425882 STG 11/02/2010 IP PCT R B549767
02 1260 0011-01 ANOKA P-6 JOHN ADAMS ENVW2
325 E MAIN ST

ID number (MN driver's license #, MN ID card #, or last four digits of SSN): M9876543210123

I do not have a MN-issued driver's license, MN-issued ID card, or a Social Security Number.

I certify that on Election Day I will meet all the legal requirements to vote.

Voter Signature: J. Adams Jr.

R-12
Signature Envelope

Voter must complete this section please print clearly

Voter name: _____

Voter MN address: 425882 STG 11/02/2010 IP PCT R B549767
02 1260 0011-01 ANOKA P-6 JOHN ADAMS ENVW2
325 E MAIN ST

ID number (MN driver's license #, MN ID card #, or last four digits of SSN): M9876543210123

I do not have a MN-issued driver's license, MN-issued ID card, or a Social Security Number.

I certify that on Election Day I will meet all the legal requirements to vote.

Voter Signature: John Adams

Witness must complete this section

Witness name: Abigail Adams

MN street address (or title, if an official or notary): 100 Main St MN

City: Phoenix AZ

I certify that:

- the voter showed me the blank ballots before voting;
- the voter marked the ballots in private or, if physically unable to mark the ballots, the ballots were marked as directed by the voter;
- the voter endorsed and sealed the ballots in the ballot envelope; and
- I am or have been registered to vote in Minnesota, or am a notary, or am authorized to give oaths.

Witness Signature: Abigail Adams

If notary, must affix stamp

Witness must complete this section

Witness name: Abigail Adams

MN street address (or title, if an official or notary): 100 Main St MN

City: Salt Lake City

I certify that:

- the voter showed me the blank ballots before voting;
- the voter marked the ballots in private or, if physically unable to mark the ballots, the ballots were marked as directed by the voter;
- the voter endorsed and sealed the ballots in the ballot envelope; and
- I am or have been registered to vote in Minnesota, or am a notary, or am authorized to give oaths.

Witness Signature: Abigail Adams

If notary, must affix stamp

Witness must complete this section

Witness name: Abigail Adams

MN street address (or title, if an official or notary): 100 Main ST MN

City: _____

I certify that:

- the voter showed me the blank ballots before voting;
- the voter marked the ballots in private or, if physically unable to mark the ballots, the ballots were marked as directed by the voter;
- the voter endorsed and sealed the ballots in the ballot envelope; and
- I am or have been registered to vote in Minnesota, or am a notary, or am authorized to give oaths.

Witness Signature: Abigail Adams

If notary, must affix stamp

For Official Use Only

Accepted Rejected (reason): No MN Address

Signature Envelope- Registered

For Official Use Only

Accepted Rejected (reason): No MN Address

Signature Envelope- Registered

For Official Use Only

Accepted Rejected (reason): No MN Address

Signature Envelope- Registered

R-13

Signature Envelope

Voter must complete this section please print clearly

Voter name: 

Voter MN address: 425882 STG 11/02/2010 IP PCT R B549767
02 1260 0011-01 ANOKA P-6
JOHN ADAMS
325 E MAIN ST ENV92

ID number (MN driver's license #, MN ID card #, or last four digits of SSN): **M123449876543210**

I do not have a MN-issued driver's license, MN-issued ID card, or a Social Security Number.

I certify that on Election Day I will meet all the legal requirements to vote.

Voter Signature: **X John Adams**

Witness must complete this section

Witness name: **Abigail Adams**

MN street address (or title, if official or notary): **100 Main ST**
Street Address
City: **Anoka** MN

I certify that:

- the voter showed me the blank ballots before voting;
- the voter marked the ballots in private or, if physically unable to mark the ballots, the ballots were marked as directed by the voter;
- the voter endorsed and sealed the ballots in the ballot envelope; and
- I am or have been registered to vote in Minnesota, or am a notary, or am authorized to give oaths.

Witness Signature: **X Abigail Adams**

If notary, must affix stamp

For Official Use Only

Accepted Rejected (reason): **No MN Address**

 Signature Envelope-Registered

R-14

Signature Envelope

Voter must complete this section please print clearly

Voter name: 

Voter MN address: 425882 STG 11/02/2010 IP PCT R B549767
02 1260 0011-01 ANOKA P-6
JOHN ADAMS
325 E MAIN ST ENV92

ID number (MN driver's license #, MN ID card #, or last four digits of SSN): **M9876543210123**

I do not have a MN-issued driver's license, MN-issued ID card, or a Social Security Number.

I certify that on Election Day I will meet all the legal requirements to vote.

Voter Signature: **X J. Adams Jr.**

Witness must complete this section

Witness name: **Abigail Adams**

MN street address (or title, if official or notary): **100 Main ST**
Street Address
City: **Canada** MN

I certify that:

- the voter showed me the blank ballots before voting;
- the voter marked the ballots in private or, if physically unable to mark the ballots, the ballots were marked as directed by the voter;
- the voter endorsed and sealed the ballots in the ballot envelope; and
- I am or have been registered to vote in Minnesota, or am a notary, or am authorized to give oaths.

Witness Signature: **X Abigail Adams**

If notary, must affix stamp

For Official Use Only

Accepted Rejected (reason): **No MN Address**

 Signature Envelope-Registered

R-15

Signature Envelope

Voter must complete this section please print clearly

Voter name: 

Voter MN address: 425882 STG 11/02/2010 IP PCT R B549767
02 1260 0011-01 ANOKA P-6
JOHN ADAMS
325 E MAIN ST ENV92

ID number (MN driver's license #, MN ID card #, or last four digits of SSN): **M9876543210123**

I do not have a MN-issued driver's license, MN-issued ID card, or a Social Security Number.

I certify that on Election Day I will meet all the legal requirements to vote.

Voter Signature: **X John Adams**

Witness must complete this section

Witness name: **Abigail Adams**

MN street address (or title, if official or notary): **100 Main ST**
Street Address
City: **Anoka** MN

I certify that:

- the voter showed me the blank ballots before voting;
- the voter marked the ballots in private or, if physically unable to mark the ballots, the ballots were marked as directed by the voter;
- the voter endorsed and sealed the ballots in the ballot envelope; and
- I am or have been registered to vote in Minnesota, or am a notary, or am authorized to give oaths.

Witness Signature: **X Abigail Adams**

If notary, must affix stamp

For Official Use Only

Accepted Rejected (reason): **No MN Address**

 Signature Envelope-Registered

R-16

Signature Envelope

Voter must complete this section please print clearly

Voter name: 

Voter MN address: 425883 STG 11/02/2010 ML PCT NR B549768
02 1260 0011-01 ANOKA P-6
JOHN QUINCY ADAMS
325 E MAIN ST ENV92

ID number (MN driver's license #, MN ID card #, or last four digits of SSN): **3241**

I do not have a MN-issued driver's license, MN-issued ID card, or a Social Security Number.

I certify that on Election Day I will meet all the legal requirements to vote.

Voter Signature: **X John Adams III**

Witness must complete this section

Witness name: **Louisa Adams**

MN street address (or title, if official or notary): **1234 1st St**
Street Address
City: **Andover** MN

Witness MUST CHECK ONE indicating proof of residence provided by voter: (See instructions)

- MN driver's license, ID card, permit, or receipt
- Bill, student fee statement, or residential lease plus photo ID
- Registered voter in the precinct who vouched for voter's residence in the precinct (must complete the voucher form on back of the Voter Registration Application)
- Tribal ID card
- Notice of late registration
- Previous registration in the same precinct
- An employee of a residential facility in the precinct who vouched for voter's residence at the facility (must complete the voucher form on back of the Voter Registration Application)

I certify that:

- the voter showed me the blank ballots before voting;
- the voter provided proof of residence as indicated above; and
- I am or have been registered to vote in Minnesota, or am a notary, or am authorized to give oaths.

Witness Signature: **X Louisa Adams**

If notary, must affix stamp

For Official Use Only

Accepted Rejected (reason): **Not Registered—No VRA**

 Signature Envelope-Unregistered

R-17

Signature Envelope

Voter must complete this section please print clearly

Voter name: 

Voter MN address: 425883 STG 11/02/2010 ML PCT NR B549768
02 1260 0011-01 ANOKA P-6
JOHN QUINCY ADAMS
325 E MAIN ST ENV92

ID number (MN driver's license #, MN ID card #, or last four digits of SSN): **3241**

I do not have a MN-issued driver's license, MN-issued ID card, or a Social Security Number.

I certify that on Election Day I will meet all the legal requirements to vote.

Voter Signature: **X JQA**

Witness must complete this section

Witness name: **Louisa Adams**

MN street address (or title, if official or notary): **1234 1st St**
Street Address
City: **Andover** MN

Witness MUST CHECK ONE indicating proof of residence provided by voter: (See instructions)

- MN driver's license, ID card, permit, or receipt
- Bill, student fee statement, or residential lease plus photo ID
- Registered voter in the precinct who vouched for voter's residence in the precinct (must complete the voucher form on back of the Voter Registration Application)
- Tribal ID card
- Notice of late registration
- Previous registration in the same precinct
- An employee of a residential facility in the precinct who vouched for voter's residence at the facility (must complete the voucher form on back of the Voter Registration Application)

I certify that:

- the voter showed me the blank ballots before voting;
- the voter provided proof of residence as indicated above; and
- I am or have been registered to vote in Minnesota, or am a notary, or am authorized to give oaths.

Witness Signature: **X Louisa Adams**

If notary, must affix stamp

For Official Use Only

Accepted Rejected (reason): **Not Registered—VRA sep-**

 Signature Envelope-Unregistered

R-18

Signature Envelope

Voter must complete this section please print clearly

Voter name: 

Voter MN address: 425883 STG 11/02/2010 ML PCT NR B549768
02 1260 0011-01 ANOKA P-6
JOHN QUINCY ADAMS
325 E MAIN ST ENV92

ID number (MN driver's license #, MN ID card #, or last four digits of SSN): **3241**

I do not have a MN-issued driver's license, MN-issued ID card, or a Social Security Number.

I certify that on Election Day I will meet all the legal requirements to vote.

Voter Signature: **X John Quincy Adams**

Witness must complete this section

Witness name: **Louisa Adams**

MN street address (or title, if official or notary): **1234 1st St**
Street Address
City: **Andover** MN

Witness MUST CHECK ONE indicating proof of residence provided by voter: (See instructions)

- MN driver's license, ID card, permit, or receipt
- Bill, student fee statement, or residential lease plus photo ID
- Registered voter in the precinct who vouched for voter's residence in the precinct (must complete the voucher form on back of the Voter Registration Application)
- Tribal ID card
- Notice of late registration
- Previous registration in the same precinct
- An employee of a residential facility in the precinct who vouched for voter's residence at the facility (must complete the voucher form on back of the Voter Registration Application)

I certify that:

- the voter showed me the blank ballots before voting;
- the voter provided proof of residence as indicated above; and
- I am or have been registered to vote in Minnesota, or am a notary, or am authorized to give oaths.

Witness Signature: **X Louisa Adams**

If notary, must affix stamp

For Official Use Only

Accepted Rejected (reason): **Not Reg. VRA Not Signed**

 Signature Envelope-Unregistered

R-19

Signature Envelope

Voter must complete this section please print clearly

Voter name: [Barcode] 425883 STG 11/02/2010 ML PCT NR B549768

Voter MN address: 02 1260 0011-01 ANOKA P-6 JOHN QUINCY ADAMS 325 E MAIN ST ENV92

ID number (MN driver's license #, MN ID card #, or last four digits of SSN): **2341**

I do not have a MN-issued driver's license, MN-issued ID card, or a Social Security Number.

I certify that on Election Day I will meet all the legal requirements to vote.

Voter Signature: **X John Adams III**

Witness must complete this section

Witness name: **Rev. J. Johnson**

MN street address (or title, if official or notary): **Pastor**

City: [Blank] MN

Witness MUST CHECK ONE indicating proof of residence provided by voter: (See instructions)

MN driver's license, ID card, permit, or receipt

Bill, student fee statement, or residential lease plus photo ID

Registered voter in the precinct who vouched for voter's residence in the precinct (must complete the voucher form on back of the Voter Registration Application)

Tribal ID card

Notice of late registration

Previous registration in the same precinct

An employee of a residential facility in the precinct who vouched for voter's residence at the facility (must complete the voucher form on back of the Voter Registration Application)

I certify that:

- the voter showed me the blank ballots before voting;

Note: ID # on application is 3241,
Signature on application is John Q Adams

Witness Signature: **X Rev. J. Johnson**

If notary, must affix stamp

For Official Use Only No MN Address, Title or

Accepted Rejected (reason): **Notary Stamp**

gc Signature Envelope- Unregistered

R-20

Signature Envelope

Voter must complete this section please print clearly

Voter name: [Barcode] 425883 STG 11/02/2010 ML PCT NR B549768

Voter MN address: 02 1260 0011-01 ANOKA P-6 JOHN QUINCY ADAMS 325 E MAIN ST ENV92

ID number (MN driver's license #, MN ID card #, or last four digits of SSN): **3241**

I do not have a MN-issued driver's license, MN-issued ID card, or a Social Security Number.

I certify that on Election Day I will meet all the legal requirements to vote.

Voter Signature: **X JQA**

Witness must complete this section

Witness name: **Louisa Adams**

MN street address (or title, if official or notary): **1234 1st St**

City: **Andover** MN

Witness MUST CHECK ONE indicating proof of residence provided by voter: (See instructions)

MN driver's license, ID card, permit, or receipt

Bill, student fee statement, or residential lease plus photo ID

Registered voter in the precinct who vouched for voter's residence in the precinct (must complete the voucher form on back of the Voter Registration Application)

Tribal ID card

Notice of late registration

Previous registration in the same precinct

An employee of a residential facility in the precinct who vouched for voter's residence at the facility (must complete the voucher form on back of the Voter Registration Application)

I certify that:

- the voter showed me the blank ballots before voting;
- the voter marked the ballots in private or, if physically unable to mark the ballots, the ballots were marked as directed by the voter;
- the voter enclosed and sealed the ballots in the ballot envelope;
- the voter registered to vote by filling out and enclosing a voter registration application in this envelope;
- the voter provided proof of residence as indicated above; and
- I am or have been registered to vote in Minnesota, or am a notary, or am authorized to give oaths.

Witness Signature: **X Louisa Adams**

If notary, must affix stamp

For Official Use Only No Proof Marked

Accepted Rejected (reason):

gc Signature Envelope- Unregistered

R-21

Signature Envelope

Voter must complete this section please print clearly

Voter name: [Barcode] 425883 STG 11/02/2010 ML PCT NR B549768

Voter MN address: 02 1260 0011-01 ANOKA P-6 JOHN QUINCY ADAMS 325 E MAIN ST ENV92

ID number (MN driver's license #, MN ID card #, or last four digits of SSN): **3241**

I do not have a MN-issued driver's license, MN-issued ID card, or a Social Security Number.

I certify that on Election Day I will meet all the legal requirements to vote.

Voter Signature: **X John Quincy Adams**

Witness must complete this section

Witness name: **Ben Franklin**

MN street address (or title, if official or notary): **Notary Public**

City: [Blank] MN

Witness MUST CHECK ONE indicating proof of residence provided by voter: (See instructions)

MN driver's license, ID card, permit, or receipt

Bill, student fee statement, or residential lease plus photo ID

Registered voter in the precinct who vouched for voter's residence in the precinct (must complete the voucher form on back of the Voter Registration Application)

Tribal ID card

Notice of late registration

Previous registration in the same precinct

An employee of a residential facility in the precinct who vouched for voter's residence at the facility (must complete the voucher form on back of the Voter Registration Application)

I certify that:

- the voter showed me the blank ballots before voting;
- the voter marked the ballots in private or, if physically unable to mark the ballots, the ballots were marked as directed by the voter;
- the voter enclosed and sealed the ballots in the ballot envelope;
- the voter registered to vote by filling out and enclosing a voter registration application in this envelope;
- the voter provided proof of residence as indicated above; and
- I am or have been registered to vote in Minnesota, or am a notary, or am authorized to give oaths.

Witness Signature: **X Ben Franklin**

If notary, must affix stamp

For Official Use Only No Notary Stamp

Accepted Rejected (reason):

gc Signature Envelope- Unregistered

NOTICE OF BALLOT REJECTION AND REPLACEMENT SAMPLE

[Date]

[Voter's Name/Address]

NOTICE OF BALLOT REJECTION AND REPLACEMENT

Dear [Voter's Name],

Your absentee ballot from the [date and election name i.e. 11/8/2016 State General Election] was rejected by the absentee ballot board for the reason checked below:

- The voter's name on the signature envelope does not match the applicant's name**
- The voter's address on the signature envelope does not match the applicant's address**
- The voter did not sign the signature envelope**
- The numbers provided on the signature envelope do not match the application or voter record and the voter and application signatures do not match**
- A voter registration application was not included in the signature envelope**
- The voter registration application was not signed**
- The voter registration application did not include all required information**
- The witness did not sign the signature envelope**
- The witness did not provide either a Minnesota address, official title, or notary stamp**

The witness did not mark proof of residence used by the voter

The rejected ballot will not be counted.

A replacement ballot, instructions and envelope are enclosed. To have a vote counted in this election, you may:

- Follow the instructions and complete and return the replacement ballot, or
- Vote an absentee ballot in person at our office, or
- Vote in person at your polling place on election day.

If you have any questions regarding your absentee ballot, please contact the [county/city/school district name] election office by phone at [phone #] or by email at [email address].

Sincerely,

[county/city/school district name] Elections

PROCESS FOR DUPLICATING BALLOTS

Occasionally, the ballot counter will reject a ballot because it is damaged or unreadable (e.g. the voter used the wrong type of pen or vote mark). The ballot is still valid, so a duplicate ballot that the tabulator can count must be made. Two ballot board members from different major political parties do the duplication.

1. Label ballots as 'original 1' and 'duplicate 1.' Number subsequent ballots consecutively.
2. Note the reason for duplication on the duplicate ballot. For example, write 'torn ballot.'
3. One member reads the votes to the other member who marks the duplicate ballot accordingly.
4. If voter intent is in question, follow the principles laid out in [M.S. 204C.22](#) for determining voter intent.
5. Both board members initial both the original and duplicate ballots. When finished, both members compare the ballots to be sure the duplicate matches the original.
6. Insert the duplicate into the ballot counter.
7. Place the original in an envelope labeled 'Original ballots for which duplicates have been made.' ([M.S. 206.86, subd. 5](#); [M.R. 8230.3850](#))

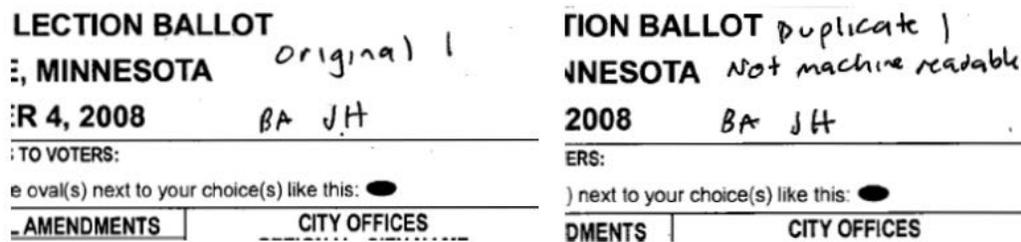


Figure 11 Ballot Duplication

ABSENTEE AND MAIL BALLOT POST-STATE GENERAL ELECTION SVRS CHECKLIST

Ballot Records

To be completed for each precinct before starting to post voter history

- Ensure all accepted and rejected envelopes have been given this status in SVRS
- Process any ballots remaining in *Received* status in SVRS
- Review ballots remaining in *Initialized* status in SVRS and address as appropriate. DO NOT leave in *Initialized* status

Online Application Queue

To be completed as soon as possible following Election Day

- Process online AB applications remaining in county or municipality queues
 - UOCAVA apps, unless deficient, should be accepted. (In case of special election in December.)
 - NOTE: Be sure to process any accompanying voter registration in SVRS Voter Registration >> Pending Applications >> Source: FPCA Queued for Processing before processing the AB request.
 - Regular apps that were not filled should be marked as *Rejected*.

Envelopes Received Late

To be completed when envelopes are received by office

- Absentee and mail ballots received late must be:
 - Marked as *Received* in SVRS through Received AB Envelopes
 - Marked with appropriate *Rejected – Received Late* reason in SVRS through Returned AB Envelopes
 - NOTE: **Uncheck the Resend Ballot checkbox** before scanning barcode or clicking Record Ballot button else a new ballot will be added when will need to be deleted.
 - Given Late History through Elections >> Post Rejected or Late AB History

Envelopes Rejected by Ballot Board

To be completed as soon as possible after ‘normal’ voter history has been posted

- Voters with rejected AB or MB history and who did not otherwise vote in the election (by replacement or in person) must receive Rejected History through Elections >> Post Rejected or Late AB History.
 - Use the Rejected AB Post-Election Notices *Summary Only* report for a list of AB voters that need rejected/late AB history posted.

UOCAVA Statistics Certification

To be completed no later than 60 days after the state general election

- Run and review the UOCAVA Statistics Certification report to verify the data is accurate. After verification, submit a signed certification report to OSS via email (elections.dept@state.mn.us) or by fax (651-296-9073).

Rejected AB Post-Election Notices

To be completed 6-10 weeks after the election or 6-10 weeks after receipt of late ballot

- Send notice to voters whose absentee ballots were rejected and who did not otherwise vote in the election (by replacement absentee or in person).
 - Use SVRS report Rejected AB Post-Election Notices
 - **Report will not be available for election until 6 weeks after election date.**
 - NOTE: This notice is not required for UOCAVA or Mail Ballot voters.

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