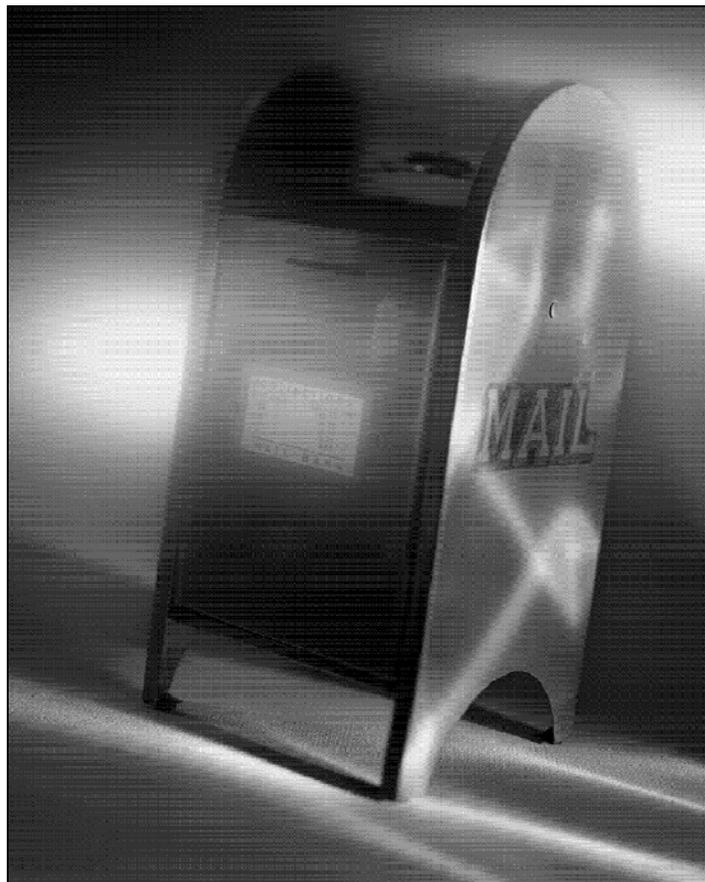


2012

Mail Voting Guide



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TABLE OF CONTENTS

1.0 INTRODUCTION	2
2.0 SAMPLE ELECTION CALENDAR FOR ELECTIONS CONDUCTED BY MAIL	3
3.0 AUTHORIZATION.....	4
3.1 AUTHORIZATION BY RESOLUTION	4
3.2 ADOPTION OF MAIL BALLOTING.....	4
3.2.1 Revoking Mail Balloting.....	4
3.3 AUTHORIZATION FOR SPECIAL ELECTIONS.....	5
4.0 NOTICE.....	5
4.1 NOTICE OF BALLOT PROCEDURES FOR MAIL ELECTIONS	5
5.0 MAILING BALLOTS	6
6.0 NONREGISTERED ELIGIBLE VOTERS	7
7.0 SPOILED OR LOST BALLOTS	7
8.0 UNDELIVERABLE BALLOTS.....	7
9.0 RECEIVING BALLOTS	8
10.0 POLLING PLACES & ELECTION JUDGES.....	8
10.1 NON-REGISTERED VOTERS AND EDR IN MAIL PRECINCTS.....	9
11.0 BALLOT BOARD	9
11.1 REJECTED BALLOTS	10
11.2 ACCEPTED BALLOTS.....	10
12.0 COUNTING BALLOTS.....	10
13.0 COSTS	10
APPENDIX A-1.....	11
APPENDIX A-2.....	13
APPENDIX B	15
APPENDIX C.....	17
APPENDIX D – 1.....	18
APPENDIX D – 2.....	20
APPENDIX D – 3.....	21
APPENDIX E.....	23
APPENDIX F	24

1.0 INTRODUCTION

Mail voting was authorized by the Minnesota legislature in 1987. Two types of mail voting are authorized:

- 1) “mail balloting” for federal, state, county, city or town elections in authorized precincts, and
- 2) “mail elections” for special elections held entirely by mail for a referendum on question(s) in a county, city, town or school district. No offices may be voted on at a “mail election.”

This guide lays out the procedures for “mail balloting” as well as for “mail elections”. The procedures are generally the same for both types of elections conducted by mail and are referred together as "mail voting" in this guide. Any distinctions between "mail balloting" and "mail elections" will be clearly noted throughout the guide where appropriate.

Minnesota Statutes [204B.45](#) authorizes “mail balloting”, whereby a city or township located outside of the seven-county metropolitan area and having fewer than 400 registered voters, or a precinct having fewer than 50 registered voters, may conduct state, county, and municipal elections by mail. Mail balloting is authorized by resolution of the governing body and remains in effect for the subsequent state, county, and municipal elections until revoked. An important distinction is that such “mail balloting” elections are inclusive of ballot questions as well as elected offices (candidates) for these jurisdictions.

By comparison, Minnesota Statutes [204B.46](#) provides for a “mail election”, a one-time authorized special election by mail for question(s). No offices (candidates) may be voted on, and the authorization for this special mail election expires after completion of the election. A school district may conduct one-time special mail elections, but not mail balloting for offices (candidates).

All election laws apply in mail voting unless exceptions are specifically provided for in law. Be sure to carefully review the provisions of Minnesota Statutes, section [204B.45](#) (for on-going conduct of federal, state and county elections) and [204B.46](#) (for one-time ballot question elections) and Minnesota Rules, part [8210.3000](#), which specifically address mail voting. It is also useful to become familiar with the absentee voting procedures in Minnesota Rules, part [8210.0100](#) to [8210.2500](#), which are also used for mail voting.

2.0 SAMPLE ELECTION CALENDAR For Elections Conducted By Mail

The following election calendar highlights dates specific to mail balloting and mail elections. Complete election calendars are available at <http://www.sos.state.mn.us>.

Proposed election date: _____

DATE	DAYS BEFORE ELECTION	ACTIVITY
_____	- 90	Last day for council or board to adopt mail balloting for an upcoming regularly scheduled election. (M.S. 204B.45 ; M.R. 8210.3000, subp. 3)
_____	- 90	Last day for the council or board to revoke a prior mail balloting resolution. (M.R. 8210.3000, subp. 2)
_____	- 53	Last day to provide written notice to the county auditor(s) of a special mail election resolution. (M.S. 204B.46 ; M.R. 8210.3000, subp. 3)
_____	- 46	Absentee ballots must be available for standalone special elections. (M.S. 204B.35)
_____	- 46	First day ballots may be mailed for mail ballot precincts. (M.S. 204B.45)
_____	- 42	Last day to issue notice of mail balloting election procedures. (M.S. 204B.45, subd. 2 ; M.R. 8210.3000, subp. 3)
_____	-30	First day ballots may be mailed for special mail election. (M.S. 204B.45, subd. 2 ; 204B.46)
_____	- 21	Last day for voters to preregister and automatically receive a mail ballot. (M.S. 204B.45, subp. 2 ; 204B.46)
_____	-14	Last day to publish notice of election. (M.S. 205.16 ; M.S. 205A.07)
_____	- 14	Last day to send second ballot mailing for mail ballot precincts. Sent to individuals who registered to vote after initial mailing but before 20 day voter registration cut-off. (M.S. 204B.45, subd. 2 ; 204B.46)
_____	- 14	Last day to post sample ballot for public inspection. (M.S. 205.16, subd. 3 ; M.S. 205A.07, subd. 2)
_____	-10	Last day to post notice of election. (M.S. 205.16 ; M.S. 205A.07)
_____	0	Election Day - Voters may register, obtain ballots, or return ballots until 8:00 p.m. Election judges may begin acceptance of ballots during the day, and counting may begin at 8:00 p.m. (M.S. 204B.45, subd. 2 , M.R. 8210.3000, subp. 10)

3.0 AUTHORIZATION

3.1 AUTHORIZATION BY RESOLUTION

To authorize mail balloting per [M.S. 204B.45](#), a resolution must be adopted by the municipal governing body or county board no later than 90 days prior to the first election at which mail balloting will be used. This resolution is then effective until revoked.

To authorize a mail election per [M.S. 204B.46](#), a one-time resolution may be adopted by the municipal governing body, school board or county board to authorize use of mail ballot procedures at a one-time special mail election. The resolution is no longer effective once the special election is completed. ([M.R. 8210.3000, subp. 2](#); [M.S. 204B.45, 204B.46](#))

3.2 ADOPTION OF MAIL BALLOTING

M.S. 204B.45

If mail balloting is adopted pursuant to [M.S. 204B.45](#), the resolution remains in effect for all subsequent state and county elections until revoked. A municipality having fewer than 400 registered voters on June 1 of an election year and not located in a metropolitan county as defined by [M.S. 473.121](#) may provide balloting by mail at any municipal, county, or state election with no polling place other than the office of the auditor or clerk or other locations designated by the auditor or clerk. The governing body may apply to the county auditor for permission to conduct balloting by mail. The county board may provide for balloting by mail in unorganized territory. The governing body of any municipality may designate for mail balloting any precinct having fewer than 50 registered voters, subject to the approval of the county auditor. The municipal clerk shall notify the county auditor of the adoption of mail balloting no later than two weeks after adoption of the resolution. The county auditor shall then send a similar notice to the Secretary of State by marking the precinct detail in SVRS. ([M.R. 8210.3000, subp. 2](#); [8210.3000, subp. 3](#); [M.S. 204B.45, subd. 1](#))

« VIEW PRECINCT	
Precinct Details	
Precinct Code:	0110
Precinct Name:	LASTRUP
Mail Ballot for State/County Elections:	Yes
Mail Ballot for Municipal Elections:	No
Mail Ballot Polling Place:	MORRISON COUNTY AUDITOR'S OFFICE
County:	Morrison
MCD:	Lastrup-110
Ward:	

3.2.1 Revoking Mail Balloting

A resolution to authorize mail balloting is effective until revoked. The governing body that originally authorized mail balloting may approve a resolution to revoke authorization to conduct mail balloting no later than 90 days before the date of the next affected election. The municipal clerk shall notify the county auditor of the discontinuance of mail balloting no later than two weeks after adoption of the resolution. The county auditor shall then send a similar notice to the Secretary of State by marking the precinct detail in SVRS. ([M.R. 8210.3000, subp. 2](#))

3.3 AUTHORIZATION FOR SPECIAL ELECTIONS

M.S. 204B.46

Authorization to conduct a special election for questions pursuant to [Minnesota Statutes, section 204B.46](#), expires after completion of the election. A county, municipality, or school district submitting questions to the voters at a special election may conduct an election by mail with no place other than the office of the auditor or clerk. No offices may be voted on at a mail election under this provision. Notice of the election must be given to the county auditor at least 53 days prior to the election. This notice fulfills the requirements of [M.R. 8210.3000](#). Notice of the election and the special mail procedure must be posted at least six weeks prior to the election. No earlier than 30 or later than 14 days prior to the election, the auditor or clerk shall mail ballots by non-forwardable mail to all voters registered in the county, municipality, or school district. No later than 14 days before the election, the auditor or clerk must make a subsequent mailing of ballots to those voters who register to vote after the initial mailing but before the 20th day before the election. Authority to conduct a special election by mail expires immediately after the election is completed. ([M.R. 8210.3000, Supb. 2](#))

4.0 NOTICE

4.1 NOTICE OF BALLOT PROCEDURES FOR MAIL VOTING

Before the first election where mail ballot procedures will be used or discontinued, the county auditor, municipal clerk, or school district clerk must publish a notice in a newspaper of general circulation, posting notice at public locations within each precinct, promote public awareness of the mail balloting through press releases, public meetings, or mailed notice to registered voters. Inclusion of the Ballot Procedures for elections conducted by mail in a Notice of Special Election which is published, posted and, in the case of referendum revenue authorization elections, mailed, should meet these requirements.

At least six weeks before each election, the county auditor, municipal clerk, or school district clerk must post a notice of ballot procedures for mail voting. Optionally, the notice may also be printed before each election to inform new residents of the procedures. (See Appendix A for an example of Mail Ballot first election notices)

Notice of Mail Voting Procedures must include:

- A. the name or description of the municipality or unorganized territory;
- B. the date of the election and the dates that ballots will be mailed;
- C. a statement that each voter registered by the 21st day before the election will be mailed a ballot;
- D. the times, places, and manner in which voted ballots can be returned;
- E. an explanation of how an eligible voter who is not registered may apply for an absentee ballot and how a registered voter who will be absent from the precinct may apply to receive an absentee ballot at a temporary address;
- F. the place and time for counting of ballots; and
- G. the name and address or telephone number of the official or office where additional information can be obtained. ([M.R. 8210.3000, subp. 3](#))

The notice should also contain information stating the polling place established for in-person voting pursuant to [M.S. 204B.45, subd. 1](#) or [204B.46](#). For all elections except for standalone township in townships with less than 500 registered voters, it should also state that at least one AutoMARK ballot-marker will be available at that polling place that permit persons with disabilities to vote privately and independently and that permit any voter to submit their ballot to be automatically checked for voting errors. ([M.R. 8210.3000, subp. 3](#))

5.0 MAILING BALLOTS

The county auditor, municipal clerk, or school district clerk shall mail ballots to the voters registered in the municipality or unorganized territory.

Mail Ballot Precincts

For mail ballot precincts, ballots must be sent to each registered voter no more than 46 and no later than 14 days before a regularly scheduled election for federal, state, county, city, or school board office or special election for federal office and not more than 30 days before and no later than 14 days before any other election. In addition, the county auditor must do a second mailing no later than 14 days before the election to individuals who registered to vote after the initial mailing but before the voter registration cut-off for the election.

Mail Elections

For mail elections, ballots must be sent to each registered voter no more than 30 days or later than 14 days before the election. Also, the county auditor or clerk must do a second mailing no later than 14 days before the election to individuals who registered to vote after the initial mailing but before the voter registration cut-off for the election.

Challenged or incomplete voters are not sent ballots with these mailings and must apply for an absentee ballot. They should be treated in the same manner as challenged absentee voters and be sent the ballot along with non-registered absentee ballot materials (voter registration application, the non-registered absentee ballot return envelope, and instructions). (See Appendix D) ([M.R. 8210.0225](#))

If no challenge is listed and there is no indication to the contrary, the voter with recurring/ongoing absentee for illness or disability status is a registered voter in the precinct where the mail balloting is taking place. As a result that voter will receive a mail ballot just like all other registered voters in the precinct. Ballots must be sent by first class non-forwardable mail. Ballots for eligible voters who reside in health care facilities may be delivered as provided in [Minnesota Statutes, section 203B.11](#). The ballot mailing must be addressed to the voter at the voter's residence address as shown on the registration file unless the voter completes an absentee ballot request as provided in Minnesota Statutes, section [203B.04](#) or [203B.16](#).

Jurisdictions with SVRS access, can print labels for mail voters by running either the Mail Ballot Labels or Mail Ballot Labels for Excel reports in SVRS.

REPORT CATEGORY:
Mail Ballot
Report
Mail Ballot Labels
Mail Ballot Labels for Excel
Mail Ballot Precincts
Mail Ballot Precincts for Excel
Registered Voters in Mail Ballot Precincts

Alternatively, a CD with either a PDF (formatted to be printed onto standard Avery 5160 mailing labels) or data file containing the names of registered voters in an election jurisdiction conducting mail balloting or a mail election may be ordered from the OSS. More information and the appropriate order forms can be found at www.sos.state.mn.us.

A postage-paid return mailing envelope, a ballot secrecy envelope and instructions for marking and returning ballots must be included with the ballots. (See Appendix B) The instructions include a telephone number or electronic mail address which voters can call or write for help in mail voting. The return signature envelope must be printed with the mail voter's certificate. (See Appendix C) The return mailing envelope must be addressed for return to the county auditor, municipal clerk, or school district clerk who is conducting the election. First class postage must be affixed to the return mailing envelope.

Registered absentee voters must be sent a postage-paid return envelope, a ballot secrecy envelope and instructions for marking and returning absentee ballots with the ballots.

6.0 NONREGISTERED ELIGIBLE VOTERS

An eligible voter who was not registered on the 21st day prior to the election, or whose registration is challenged or incomplete, may apply for and receive an absentee ballot. Absentee voting in precincts using mail balloting must be conducted under Minnesota Statutes, chapter 203B, except that the time for applying for, receiving, and returning absentee ballots is extended until 8:00 p.m. on the day of the election. See Appendix D) Absentee voters must be sent a voter registration application, a ballot secrecy envelope, an administrative envelope (or return envelope with an additional “security flap”) to protect voters information on the back of the return envelope, a postage-paid and addressed return mailing envelope, and instructions for marking and returning absentee ballots with the ballots. Returned mail and absentee ballots are processed by the Ballot Board and are counted together as one vote total. (M.S. 204B.45 Subd. 2; 204B.46; [M.R. 8210.3000](#))

7.0 SPOILED OR LOST BALLOTS

A voter who has spoiled a ballot may request a replacement ballot from the official conducting the election. The election official shall maintain a record of all replacement ballots issued.

([M.R. 8210.3000, subps. 6 and 6a](#); [M.S. 204B.45, 204B.46](#))

8.0 UNDELIVERABLE BALLOTS

Mail ballots returned by the post office as undeliverable to the voter at the address of registration must be securely retained. (Note: Absentee ballots are forwardable). If the auditor, municipal clerk, or school district clerk is able to verify the voter's residence at that address, the ballot may be reissued (e.g. discover a typo in address). A ballot undeliverable to the voter at the address of registration must be considered a returned notice of verification as provided in Minnesota Statutes, section [201.12](#). If the yellow return sticker on the returned mail ballot lists a new permanent address for the voter, follow either the NCOA manual in-state or out-of-state procedure. If the yellow sticker on the returned mail ballot does not list a new permanent forwarding address for the voter, the voter's registration must be challenged. This is the same process as used for returned PVCs. If the

ballot is returned by the post office with notification of the voter's new address within the county, municipality, school district, or unorganized territory holding the mail election, and the voter registration cutoff has not passed, the auditor or clerk follows the manual in-state NCOA process to update the voter's record and then sends mail ballot materials to the voter's new address. If the voter registration cutoff has passed, the manual NCOA update is performed after the election is over and all EDRs from the election have been processed. The official conducting the election must maintain a record of all undeliverable mail ballots. The auditor or clerk shall keep a list of individuals who are sent the second mailing after the rosters are printed and must provide a copy of that list to the election judges for use in processing the returned ballots. (In practice, counties print mail precinct rosters after the 14th day prior to the election and a second mailing list is not needed). ([M.R. 8210.3000, subp. 7](#))

9.0 RECEIVING BALLOTS

Ballots may be returned to the official conducting the election by mail, in person, or by designated agent. The official conducting the election must accept ballots returned in person, or by designated agent, until 8:00 p.m. on the day of the election. An individual shall not be the designated agent of more than three voters in one election. A log must be kept containing the agent's name and address, the name and address of the voter whose ballot was being delivered, and the agent's signature. The agent shall show identification containing their name and signature.

The official accepting the ballots must provide received ballots to the ballot board. If a ballot is received more than 14 days before election day, the envelopes must be examined within five days of receipt. If received within the 14 days before election day, the envelopes must be examined within three days of receipt. Any additional ballots received before 8 pm on election day must also be delivered to the ballot board.

The auditor or clerk must provide the ballot board with returned ballots, applications for absentee ballots, records of any replacement ballots that were sent, and the list of the voters who were included in the second mailing. ([M.R., 8210.2200; 8210.3000, subp. 8](#))

10.0 POLLING PLACES & ELECTION JUDGES

The only polling place required for mail balloting is the office of the election official conducting the election. The number of voting stations set up in the office of the official conducting the election must be sufficient to accommodate the number of voters expected to vote in person on Election Day. Each polling place must have an electronic voting system at that polling place that permits persons with disabilities to vote privately and independently.

On Election Day, the official conducting the election shall provide one or more secure drop boxes where voters can deposit mailing return envelopes containing ballots. During the day of the election at least two election judges must be present at the office of the official conducting the election to accept mail ballots delivered in person and to process persons registering on Election Day. Additional judges may be appointed as needed.

The governing body of the jurisdiction conducting the election shall appoint election judges as provided in Minnesota Statutes, sections [204B.19](#) to [204B.21](#). For state elections, the county auditor shall appoint election judges for mail ballot precincts and shall apportion the cost of the election judges among the precincts voting by mail in that election. The county auditor may delegate the authority to appoint election judges for precincts voting by mail in state elections to the municipal clerk.

10.1 NON-REGISTERED VOTERS AND EDR IN MAIL PRECINCTS

If voting prior to election day, a non-registered voter must complete an absentee ballot. There is flexibility within M.R. 8210.3000 for a non-registered voter who votes on election day, depending on the type of location the voter visits on election day.

Absentee Only Location

At this type of location on election day, a non-registered voter would only have the option to apply, receive, and return an absentee ballot as time for absentee voting for a mail precinct is extended until 8 p.m. on election day per M.R. 821.30000, subp. 5.

Polling Place Only Location

This would not have to be an operating polling place in a specific precinct. It could be a second polling place available for a number of mail precincts. At this type of location on election day, a non-registered voter would only have the option to complete the EDR process and sign the blank EDR roster page, obtain a ballot, and deposit the voted ballot into a ballot box per M.R. 8210.3000, subp. 9.

Absentee Voting Location and Mail Precinct's Designated Polling Place

At this type of location on election day, a voter would have the choice of voting by completing the EDR process and signing the blank EDR roster page, or by applying for and voting an absentee ballot.

Vote totals from mail ballots cannot be made public before the close of voting on election day.
([M.R. 8210.3000](#); [M.S. 204B.45](#); [204B.46](#))

11.0 BALLOT BOARD

The auditor or clerk must establish a ballot board to examine and "accept" or "reject" the mail and absentee ballot return envelopes.

1. The ballot board: must consist of election judges trained in the handling of mail and absentee ballots and appointed as provided in sections 204B.19 to 204B.22. The board may include staff trained as election judges;
2. election judges performing these duties must be of different political parties (unless exempted for town and school elections not held in conjunction with statewide elections);
3. two or more members of the board examine each return envelope and mark it accepted or rejected;
4. the board must accept and reject the ballots as provided in M.S. 203B.121 and M.R. 8210.2450;
5. mark the return envelope as "Accepted" and sign or initial below this indication on the envelope if satisfied that:
 - a. the voter is registered at the name and address listed on the signature envelope;
 - i. use of, or lack of, full names, nicknames, abbreviations, or initials within either signature is not a reason for rejection
 - b. the voter has signed on the back of the return envelope;

- c. a witness has signed the statement on the return envelope, and has provided a Minnesota address, or a title indicating they are eligible to administer oaths, or has affixed a notary stamp;
 - d. the voter has not already voted in the election, in person or, if it is after the 4th day before the election, by absentee; and
6. if not satisfied the returned ballot should be accepted, mark the return envelope as “Rejected” and sign or initial below this indication and list the reason for rejection and return it to the auditor or delegated clerk.
 7. ([M.S. 203B.23](#); [203B.24](#))

11.1 REJECTED BALLOTS

If a ballot has been rejected at least five days before the election, a replacement ballot and materials must be sent to the voter. If a ballot has been rejected within the 5 days before the election, the official in charge of the ballot board must attempt to contact the voter by telephone or email to notify them that their ballot has been rejected. Attempts to contact a voter because their ballot was rejected must be documented. Auditor or clerk must keep a record of the date the ballot was rejected, the reason for rejection, and the date any replacements were sent. Also, all rejected ballot materials must remain sealed and kept in a separate sealed container. Mail ballots are not subject to the rejection notice mailed to absentee voters 6 to 10 weeks after the election.

11.2 ACCEPTED BALLOTS

If a ballot is marked "accepted", the auditor, clerk or ballot board must mark the roster to indicate that the voter has already cast a ballot by marking "MB" or "AB" on the signature line. After the close of business on the fourth day before the election, "accepted" ballot return envelopes can be opened, the ballot secrecy envelopes separated from the return signature envelopes, the ballot secrecy envelopes can be opened, the ballots can be duplicated as needed, and the ballots can be placed in a ballot counter/box. Voting history for mail voters are posted within 6 weeks of the election and marked as an "M" for mail rather than a "P" for polling place.

12.0 COUNTING BALLOTS

After 8 p.m. on election day, the mail and absentee ballots are counted by the board and must be open to the public. The board completes a combined summary statement of the mail and absentee returns for each mail precinct. Accepted mail ballots for registered voters are recorded on the summary statement as "signatures". Non-registered and other absentee ballots are recorded as absentee statistics on the summary statement.

13.0 COSTS

The governing body authorizing mail balloting shall pay the costs of the mailing. Costs of mailing include postage costs and the costs of printing required envelopes, instructions, affidavits, and mailing labels. Other expenses must be paid as provided in [Minnesota Statutes, Section 204B.32](#).

APPENDIX A-1

NOTICE OF MAIL BALLOT PROCEDURES TO VOTERS OF _____ IN _____ COUNTY, MINNESOTA

1. Beginning in 20__, voters in _____ in _____ County will vote entirely by mail in statewide elections as authorized by the township/city under MN Statutes 204B.45.
2. For 20__ statewide elections, the election dates and the corresponding dates that ballots will be mailed to all registered voters in mail ballot precincts are:

Statewide Primary Election: August ____, 20__

Ballot Mailing Dates: July ____ – ____, 20__

Statewide General Election: November ____, 20__

Ballot Mailing Dates: October ____ – ____, 20__

Each voter registered by _____, 20__ for the Statewide Primary Election, and/or _____, 20__ for the Statewide General Election will be mailed a ballot automatically.

3. Eligible voters not pre-registered by the dates noted, or pre-registered voters wishing to receive their ballot at a temporary address may contact the _____ by phone, mail or in person for an absentee ballot application.
4. All ballots may be returned by mail (a postage prepaid return envelope is included when the ballots are mailed), or may be delivered in person, or delivered by designated agent to:

Ballots must be received no later than 8:00 p.m. on election day in order to be counted. Normal business hours are Monday-Friday, 8:00 a.m. to 4:30 p.m.

5. In addition to the normal business hours, extended hours for mail ballot voting are:

Statewide Primary Election: Saturday, August ____, 20__ from 10:00 a.m. to 3:00 p.m.; Monday, August ____, 20__ 8:00 a.m. to 5:00 p.m.;

Statewide General Election: Saturday, November ____, 20__ from 10:00 a.m. to 3:00 p.m.; Monday, November ____, 20__ 8:00 a.m. to 5:00 p.m.;

6. The polling place for this election will be at _____.

The polls will be open:

Statewide Primary Election: Tuesday, August __, 20__ from _____ to _____.

Statewide General Election: Tuesday, November __, 20__ from _____ to _____.

At least one AutoMARK ballot-marker will be available at that polling place that permit persons with disabilities to vote privately and independently.

7. All mail ballots will be counted at the _____ after 8:00 p.m. on the respective election dates.

Additional information is available by contacting _____

_____, phone _____.

Dated _____ day of _____, 20__.

By order of _____ (governing body)

(election official)

APPENDIX A-2

POSTED NOTICE OF MAIL BALLOT PROCEDURES TO VOTERS OF _____ IN _____ COUNTY, MINNESOTA

8. The following precincts located in _____ have elected to vote by mail ballot procedure in statewide elections as authorized under Minnesota Statutes 204B.45. All other precincts vote at their designated polling places on election day.

Townships Cities Unorganized Areas

9. For 20__ statewide elections, the election dates and the corresponding dates that ballots will be mailed to all registered voters in mail ballot precincts are:

Statewide Primary Election: August ____, 20__

Ballot Mailing Dates: July ____ – ____, 20__

Statewide General Election: November ____, 20__

Ballot Mailing Dates: October ____ – ____, 20__

Each voter registered by _____, 20__ for the Statewide Primary Election, and/or _____, 20__ for the Statewide General Election will be mailed a ballot automatically.

10. Eligible voters not pre-registered by the dates noted, or pre-registered voters wishing to receive their ballot at a temporary address may contact the _____ by phone, mail or in person for an absentee ballot application.

11. All ballots may be returned by mail (a postage prepaid return envelope is included when the ballots are mailed), or may be delivered in person, or delivered by designated agent to:

Ballots must be received no later than 8:00 p.m. on election day in order to be counted. Normal business hours are Monday-Friday, 8:00 a.m. to 4:30 p.m.

12. In addition to the normal business hours, extended hours for mail ballot voting are:

Statewide Primary Election: Saturday, August ____, 20__ from 10:00 a.m. to 3:00 p.m.; Monday, August ____, 200__ 8:00 a.m. to 5:00 p.m.;

Statewide General Election: Saturday, November __, 20__ from 10:00 a.m. to 3:00 p.m.; Monday, November __, 2010 8:00 a.m. to 5:00 p.m.;

13. The polling place for this election will be at _____.

The polls will be open:

Statewide Primary Election: Tuesday, August __, 20__ from _____ to _____.

Statewide General Election: Tuesday, November __, 20__ from _____ to _____.

At least one AutoMARK ballot-marker will be available at that polling place that permit persons with disabilities to vote privately and independently and that permit any voter to submit their ballot to be automatically checked and corrected for voting errors prior to being cast and counted.

14. All mail ballots will be counted at the _____ after 8:00 p.m. on the respective election dates.

Additional information is available by contacting _____

_____, phone _____.

Dated _____ day of _____, 200__.

By order of _____ (governing body)

(election official)

APPENDIX B

Instructions

How to vote by mail ballot

- You will need:
- Ballot*
 - Tan ballot envelope*
 - White signature envelope*
 - Pen with black ink
- Witness
Anyone registered to vote in Minnesota, including your spouse or relative, or a notary public, or a person with the authority to administer oaths

*If any of these items are missing, please contact your local election official.

1 Vote!

- Show your witness your blank ballot, then mark your votes in private.
- Follow the instructions on the ballot.
- Do not write your name or ID number anywhere on the ballot.
- Do not vote for more candidates than allowed.

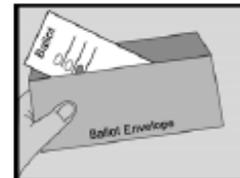
If you do, your votes for that office will not count.

See the other side if you make a mistake on your ballot.

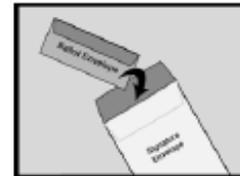


2 Seal your ballot in the tan ballot envelope

- Do not write on this envelope.



3 Put the tan ballot envelope into the white signature envelope



4 Fill out the white signature envelope completely

- If there is no label, print your name and Minnesota street (not a P.O. Box) address.
- Read and sign the oath.
- Ask your witness to print their name and Minnesota address and sign their name.

If your witness is an official or notary, they must print their title instead of an address.

Notaries must also affix their stamp.

- Seal the envelope.



5 Return your ballot by Election Day to the address on the signature envelope

You have three options:

- Send it so it arrives by Election Day, using U.S. mail or a package delivery service,
- Deliver it in person by 8:00 p.m. on Election Day, or
- Ask someone to deliver it by 8:00 p.m. on Election Day.

This person cannot deliver more than 3 ballots.

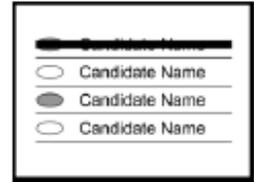


If you have questions, please call:

See other side for special instructions if you have a disability

Correcting a mistake

- Completely erase the mistake, or
- Completely cross out the name of the candidate you accidentally marked and then mark your ballot for the candidate you prefer (do not initial your corrections), or
- Ask for a new ballot from your election office. Their contact information can be found in the return address section of the envelope in which you received these materials.



If you have a disability:

If you have a disability or cannot mark your ballot, your witness may assist you by marking your ballot at your direction, assembling the materials, and filling out the forms for you.

When signing the envelope, Minnesota law says you may:

- Sign the return envelope yourself, or
- Make your mark, or
- Ask your witness to sign for you in your presence. (Have the witness sign their own name as well.)
- If you have adopted the use of a signature stamp for all purposes of signature, you may use your signature stamp or ask your witness to use your signature stamp in your presence.

Minnesota Statutes, section 645.44, subdivision 14

Please note: Voting is not covered by power of attorney. A person with power of attorney may only sign for you in your presence, as outlined above.

APPENDIX C

Example Mail Voter Certificate Form ([M.R. 8210.3000, subp. 4b](#))

Put the Ballot Envelope
in here, then seal flap 

Signature Envelope

Voter must complete this section please print clearly

Voter name

Voter MN address
 MN

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

Voter Signature

Witness must complete this section

Witness name

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

If notary, must affix stamp

For Official Use Only

Accepted Rejected (reason: _____)

Signature Envelope- Mail

APPENDIX D – 1

Minnesota Absentee Ballot Application

For unregistered voters
in mail ballot precincts

Complete lines 1 through 8. Please print clearly.

Return this application as soon as possible. Ballots must be returned by election day to be counted.

Important: Active duty military and overseas voters should not use this application. See the reverse side for more information.

1.	reason for needing an absentee ballot <i>(if a reason is not marked a ballot cannot be sent)</i> <input type="checkbox"/> I am unregistered, challenged or my registration is incomplete and I am living in a mail ballot precinct.			
2.	absentee ballots requested for the following election(s) <i>(if no election is marked, a ballot will be mailed for the next election only)</i> <input type="checkbox"/> both primary and general elections <input type="checkbox"/> special primary (date) ____/____/____ <input type="checkbox"/> primary only <input type="checkbox"/> special election (date) ____/____/____ <input type="checkbox"/> general election only			
3.	last name or surname	first name	middle name	suffix
4.	date of birth ____/____/____	county where you live	phone number ____ - ____ - _____	
email address				
5.	mark all boxes that apply: <input type="checkbox"/> I have a MN-issued driver's license or MN ID card number: _____ <input type="checkbox"/> I have a Social Security Number. The last four digits are: XXX-XX- ____-____-____ <input type="checkbox"/> I do not have a MN-issued Driver's License, MN-issued ID card or a Social Security Number Your identification number will be compared to the one on your absentee ballot envelope.			
6.	address where you live (residence)	apt.	city	zip code
			MN	
7.	address where your absentee ballot should be sent	apt.	city	zip code
8.	I certify that I: <ul style="list-style-type: none"> • am completing this application on my own behalf; • will be at least 18 years old on election day; • am a citizen of the United States; • will have resided in Minnesota for 20 days immediately preceding election day; • maintain residence address at the address given on this application form; • am not under court-ordered guardianship in which the court order revokes my right to vote; • have not been found by a court to be legally incompetent to vote; • have the right to vote because, if I have been convicted of a felony, my felony sentence has expired (been completed) or I have been discharged from my sentence; and • have read and understand this statement: The above information is accurate, and I sign this application form under penalty of perjury, a felony punishable by not more than 5 years imprisonment, a fine of not more than \$10,000, or both. sign here: X _____ date ____/____/____			

See other side for special instructions for voters with disabilities or power of attorney

official use only

Primary → <input type="checkbox"/> reg <input type="checkbox"/> non-reg	received date	ballot issued date	initials	type M C HCF	reason replaced <input type="checkbox"/> rejected <input type="checkbox"/> lost <input type="checkbox"/> spoiled <input type="checkbox"/> never received	repl. date:	precinct
General → <input type="checkbox"/> reg <input type="checkbox"/> non-reg	received date	ballot issued date	initials	type M C HCF	reason replaced <input type="checkbox"/> rejected <input type="checkbox"/> lost <input type="checkbox"/> spoiled <input type="checkbox"/> never received	repl. date:	school district

Return this application as soon as possible to:

Where to return your application

You should return this to your local election office. If not provided above, contact information for your local election official can be found under "Election Official Directory" at <http://www.sos.state.mn.us>.

Information for unregistered voters living in mail ballot precincts.

Voters who are not registered and live in precincts designated for "Mail Balloting" should use this application to obtain a ballot. You will be sent voter registration materials along with your ballot.

Information for active-duty military and overseas voters:

If you are applying for an absentee ballot because you or your family are active-duty military or because you will be overseas and/or outside of the territorial limits of the United States, do not use this application. You are entitled to special protections if you apply using the Federal Postcard Application. For more information, go to <https://minnesota.overseasvotefoundation.org>

Options for returning absentee ballot applications

Absentee ballot applications may be returned by mail, fax or as a scanned attachment to an email.

When your ballot will be sent

Your absentee ballot materials will be sent to you at least 46 days before a regularly scheduled election for federal, state, county, city or school board office or a special election for federal or county office and 30 days before any other election. If you applied after this date, your ballot will be sent when the application is received. Contact your local election official if have not received your ballot. To check the status of your absentee ballot, visit <http://www.mnvotes.org>.

Who may apply for a ballot

Each person must apply for themselves. It is a felony to make a false statement in an application for an absentee ballot, to attempt to cast an illegal ballot, or to help anyone to cast an illegal ballot.

If you think you may not be registered to vote

If you are not registered at the given legal residence address, you will be sent a voter registration application with your ballot materials.

Confidentiality Notice

The data you supply on this application is restricted to election officials prior to Election Day at 8:00 p.m. After that time, this application and the data on it, other than your identification number and date of birth, are public information. Your date of birth is required to ensure that this application can be associated with the correct voter. If you refuse to provide your date of birth, this application cannot be processed and you will not be provided with an absentee ballot. Your ID number is required to ensure that the ballot is returned by the same voter who applied for it. You may refuse to provide it, but doing so may lead to your absentee ballot being rejected and will prevent you from checking the status of your absentee ballot online.

Options available to you if you have a disability:

You may:

- sign the application yourself,
- make your mark, or
- ask another person to sign for you in your presence (have the person sign their own name as well).
- If you have adopted the use of a signature stamp for all purposes of signature, you may use your signature stamp or ask another person to use your signature stamp in your presence. See *Minnesota Statutes*, section 645.44, subdivision 14.

Information regarding Power of Attorney:

Voting is not covered by power of attorney. A power of attorney pertains only to affairs affecting property. A person with power of attorney may only sign for you in your presence, as outlined above. See *Minnesota Statutes*, section 523.24, subdivision 14.

Revised 12-20-2011

APPENDIX D – 2

(Using signature envelope with flap)

How to vote by absentee ballot

- You will need:
- Ballot*
 - Tan ballot envelope*
 - Voter registration application*
 - White signature envelope*
 - Pen with black ink
 - Minnesota driver's license with your address or other authorized proof of where you live.
See other side for a list of options
 - *If any of these items are missing, please contact your local election official.
 - Your ID number
Minnesota driver's license number,
Minnesota ID card number,
or the last four digits of your Social Security Number.
See below if you do not have any of these numbers.
 - Witness
Anyone registered to vote in Minnesota,
including your spouse or relative,
or a notary public,
or a person with the authority to administer oaths

Important: You must submit the voter registration application with your ballot (in the white signature envelope) for your vote to be counted.

1 Fill out the voter registration application and sign it

- Show your witness your driver's license or other authorized proof of where you live.
See the other side for a list of options.

2 Vote!

- Show your witness your blank ballot, then mark your votes in private.
- Follow the instructions on the ballot.
- Do not write your name or ID number anywhere on the ballot.
- Do not vote for more candidates than allowed. *If you do, your votes for that office will not count.*
See the other side if you make a mistake on your ballot.

3 Seal your ballot in the tan ballot envelope

- Do not write on this envelope.

4 Slide the tan ballot envelope and the voter registration application into the top of the white signature envelope

5 Fill out the white signature envelope completely

- If there is no label, print your name and Minnesota address.
- Print your Minnesota driver's license number, Minnesota ID card number, or the last four digits of your Social Security Number.
Be sure to use the same number that you provided on your absentee ballot application.
If you do not have any of these numbers, check the box.
- Read and sign the oath.
- Ask your witness to print their name and Minnesota street address (not a P.O. Box), indicate which proof you showed them, and sign their name.
If your witness is an official or notary, they must print their title instead of an address.
Notaries must also affix their stamp.
- Seal the envelope. First the small flap, then the large flap.

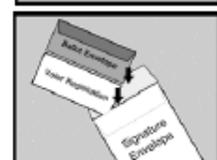
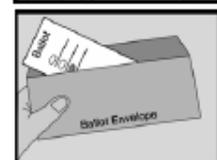
6 Return your ballot by Election Day to the address on the signature envelope

Ballots may not be delivered to your polling place.

You have three options:

- Send it so it arrives by Election Day, using U.S. mail or a package delivery service,
- Deliver it in person by 5:00 p.m. on the day before the election, or
- Ask someone to deliver it by 3:00 p.m. on Election Day.
This person cannot deliver more than 3 ballots.

To check the status of your absentee ballot, visit www.mnvotes.org.



Options for proof of where you live

A valid Minnesota driver's license, Minnesota ID card, or permit with your current address

or

A photo ID that does not have your current address along with a document that has your current address

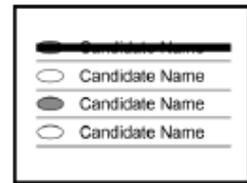
- **Eligible photo IDs:** Minnesota driver's license, Minnesota ID card, U.S. passport, U.S. military ID card, Minnesota college/university student ID card, or tribal ID card with your signature, from a tribe recognized by the Bureau of Indian Affairs (BIA)
- **Eligible documents with your current address:** a current student fee statement, or an original utility bill with a due date 30 days before or after the election, or a rent statement showing utility expenses. Eligible utility bills are gas, electric, solid waste, water, sewer, phone, television, or internet provider services.

or one of the following:

- A yellow receipt for a valid Minnesota driver's license, Minnesota ID card, or permit with your current address
- **Vouching:** the signature of a registered voter who lives in your precinct and personally knows that you live in the precinct. If your witness is registered to vote in this precinct, your witness may vouch for you.
This person must complete and sign the voucher form on the back of the voter registration application.
- A tribal ID card with your name, address, signature and picture, from a tribe recognized by the BIA
- A "Notice of Late Registration" if you received one from the county auditor or city clerk
- If you have moved within your precinct or changed your name, a current registration in the precinct
- **Vouching for residents of certain residential facilities:** the signature of an employee of your residential facility, including nursing homes, group homes, battered women's shelters, homeless shelters, etc. If you are not sure if the residential facility where you live is eligible, call your local election official.
The employee must complete and sign the voucher form on the back of the voter registration application.

Correcting a mistake

- Completely erase the mistake, or
- Completely cross out the name of the candidate you accidentally marked and then mark your ballot for the candidate you prefer (do not initial your corrections), or
- Ask for a new ballot from your election office. Their contact information can be found in the return address section of the envelope in which you received these materials.



If you have a disability:

If you have a disability or cannot mark your ballot, your witness may assist you by marking your ballot at your direction, assembling the materials, and filling out the forms for you.

When signing the envelope, Minnesota law says you may:

- Sign the return envelope yourself, or
- Make your mark, or
- Ask your witness to sign for you in your presence. (Have the witness sign their own name as well.)
- If you have adopted the use of a signature stamp for all purposes of signature, you may use your signature stamp or ask your witness to use your signature stamp in your presence.

Minnesota Statutes, section 645.44, subdivision 14

Please note: Voting is not covered by a power of attorney. A person with power of attorney may only sign for you in your presence, as outlined above.

Confidentiality Notice: The data you supply on your signature envelope is restricted to election officials prior to Election Day at 8:00 p.m. After that time, your envelope and the data on it, other than your identification number, are public information. Your ID number is required to ensure that the ballot is returned by the same voter who applied for it. You may refuse to provide it, but doing so may lead your absentee ballot to be rejected and will prevent you from checking on the status of your absentee ballot online.

APPENDIX D – 3

(Using third mailing envelope)

Instructions

How to vote by absentee ballot

- You will need:
- Ballot*
 - Tan ballot envelope*
 - Voter registration application*
 - White signature envelope*
 - Larger white return envelope*
 - Pen with black ink
 - Minnesota driver's license with your address or other authorized proof of where you live.
See other side for a list of options
- *If any of these items are missing, please contact your local election official.
- Your ID number
Minnesota driver's license number,
Minnesota ID card number,
or the last four digits of your Social Security Number.
See below if you do not have any of these numbers.
 - Witness
Anyone registered to vote in Minnesota,
including your spouse or relative,
or a notary public,
or a person with the authority to administer oaths

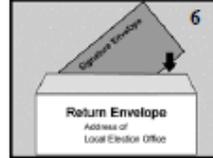
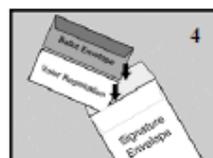
Important: You must submit the voter registration application with your ballot (in the white signature envelope) for your vote to be counted.

- 1** Fill out the voter registration application and sign it
 - Show your witness your driver's license or other authorized proof of where you live.
See the other side for a list of options.
- 2** Vote!
 - Show your witness your blank ballot, then mark your votes in private.
 - Follow the instructions on the ballot.
 - Do not write your name or ID number anywhere on the ballot.
 - Do not vote for more candidates than allowed. *If you do, your votes for that office will not count.*
See the other side if you make a mistake on your ballot.
- 3** Seal your ballot in the tan ballot envelope
 - Do not write on this envelope.
- 4** Put the tan ballot envelope and the voter registration application in the white signature envelope
- 5** Fill out the white signature envelope completely
 - If there is no label, print your name and Minnesota address.
 - Print your Minnesota driver's license number, Minnesota ID card number, or the last four digits of your Social Security Number.
Be sure to use the same number that you provided on your absentee ballot application.
If you do not have any of these numbers, check the box.
 - Read and sign the oath.
 - Ask your witness to print their name and Minnesota street address (not a P.O. Box), indicate which proof you showed them, and sign their name.
If your witness is an official or notary, they must print their title instead of an address.
Notaries must also affix their stamp.
 - Seal the envelope.
- 6** Put the signature envelope into the larger white return envelope to protect your private information from view
- 7** Return your ballot by Election Day to the address on the return envelope

Ballots may not be delivered to your polling place.
You have three options:

 - Send it so it arrives by Election Day, using U.S. mail or a package delivery service,
 - Deliver it in person by 5:00 p.m. on the day before the election, or
 - Ask someone to deliver it by 3:00 p.m. on Election Day.
This person cannot deliver more than 3 ballots.

To check the status of your absentee ballot, visit www.mnvotes.org.



Options for proof of where you live

A valid Minnesota driver's license, Minnesota ID card, or permit with your current address

or

A photo ID that does not have your current address along with a document that has your current address

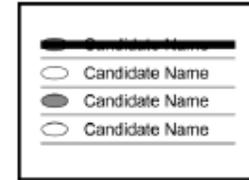
- **Eligible photo IDs:** Minnesota driver's license, Minnesota ID card, U.S. passport, U.S. military ID card, Minnesota college/university student ID card, or tribal ID card with your signature, from a tribe recognized by the Bureau of Indian Affairs (BIA)
- **Eligible documents with your current address:** a current student fee statement, or an original utility bill with a due date 30 days before or after the election, or a rent statement showing utility expenses. Eligible utility bills are gas, electric, solid waste, water, sewer, phone, television, or internet provider services.

or one of the following:

- A yellow receipt for a valid Minnesota driver's license, Minnesota ID card, or permit with your current address
- **Vouching:** the signature of a registered voter who lives in your precinct and personally knows that you live in the precinct. If your witness is registered to vote in this precinct, your witness may vouch for you.
This person must complete and sign the voucher form on the back of the voter registration application.
- A tribal ID card with your name, address, signature and picture, from a tribe recognized by the BIA
- A "Notice of Late Registration" if you received one from the county auditor or city clerk
- If you have moved within your precinct or changed your name, a current registration in the precinct
- **Vouching for residents of certain residential facilities:** the signature of an employee of your residential facility, including nursing homes, group homes, battered women's shelters, homeless shelters, etc. If you are not sure if the residential facility where you live is eligible, call your local election official.
The employee must complete and sign the voucher form on the back of the voter registration application.

Correcting a mistake

- Completely erase the mistake, or
- Completely cross out the name of the candidate you accidentally marked and then mark your ballot for the candidate you prefer (do not initial your corrections), or
- Ask for a new ballot from your election office. Their contact information can be found in the return address section of the envelope in which you received these materials.



If you have a disability:

If you have a disability or cannot mark your ballot, your witness may assist you by marking your ballot at your direction, assembling the materials, and filling out the forms for you.

When signing the envelope, Minnesota law says you may:

- Sign the return envelope yourself, or
- Make your mark, or
- Ask your witness to sign for you in your presence. (Have the witness sign their own name as well.)
- If you have adopted the use of a signature stamp for all purposes of signature, you may use your signature stamp or ask your witness to use your signature stamp in your presence.

Minnesota Statutes, section 645.44, subdivision 14

Please note: Voting is not covered by power of attorney. A person with power of attorney may only sign for you in your presence, as outlined above.

Confidentiality Notice: The data you supply on your signature envelope is restricted to election officials prior to Election Day at 8:00 p.m. After that time, your envelope and the data on it, other than your identification number, are public information. Your ID number is required to ensure that the ballot is returned by the same voter who applied for it. You may refuse to provide it, but doing so may lead your absentee ballot to be rejected and will prevent you from checking on the status of your absentee ballot online.

APPENDIX E

Absentee Ballot Return Envelope,
including Statement of Absentee Voter
([M.R. 8210.0700](#); [M.R. 8210.0600, subp. 1a](#); M.S. 203B.04 to 203B.15)

Put the Ballot Envelope and the
Voter Registration Application
in here, then seal flap 

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 by absentee ballot.

Voter Signature

Witness must complete this section

Witness name

MN street address (or title, if official or notary) MN

Voter must provide proof of residence: (See instructions, **check one**)

- MN driver's license, ID card, permit, or receipt
- Utility bill, rent statement, or student fee statement 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

If notary, must affix stamp

For Official Use Only

Accepted Rejected (reason: _____)

Signature Envelope—Unregistered

APPENDIX F

Absentee Ballot Return Envelope for Military and Overseas Voters,
including Affidavit of Eligibility
([M.R. 8210.0800, subp. 3a](#); [M.S. 203B.21](#); [M.S. 203B.16](#) and [203B.17](#))

Put the Ballot Envelope
in here, then seal flap 

Signature Envelope

Voter must complete this section please print clearly

Voter name

Voter MN address (present or last)

ID Number (U.S. passport #, MN driver's license #, MN ID card #, or last four digits of SSN)

Email

Phone (optional)

I swear or affirm, under penalty of perjury, that I am (check one):

- a member of the uniformed services or merchant marine on active duty or an eligible spouse or dependent of such a member;
- a United States citizen temporarily residing outside the United States;
- other United States citizen residing outside the United States,

and

- I am a United States citizen,
- at least 18 years of age (or will be by the date of the election), and
- I am eligible to vote in the requested jurisdiction;
- I have not been convicted of a felony, or other disqualifying offense, or been adjudicated mentally incompetent, or, if so, my voting rights have been reinstated;
- I am not registering, requesting a ballot, or voting in any other jurisdiction in the United States except the jurisdiction cited in this voting form.
- In voting, I have marked and sealed my ballot in private and have not allowed any person to observe the marking of the ballot, except for those authorized to assist voters under state or federal law. I have not been influenced.
- My signature and date below indicate when I completed this document.

The information on this form is true, accurate and complete to the best of my knowledge. I understand that a material misstatement of fact in completion of this document may constitute grounds for a conviction for perjury.

Voter Signature:

For Official Use Only

Accepted Rejected (reason:)

Signature Envelope— UOCAVA