

2022

Minnesota

Absentee Voting Administration Guide



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1.0 INTRODUCTION

This guide is designed to aid election officials in the administration of absentee voting. 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 [Minnesota Office of the Revisor of Statutes](https://www.revisor.mn.gov/) (<https://www.revisor.mn.gov/>).

For a more comprehensive view of election administration in Minnesota, refer to the County Auditor and various Clerk Election Guides. Current editions are available at the Office of the Minnesota Secretary of State [Election Guides](http://www.sos.state.mn.us/election-administration-campaigns/election-administration/election-guides/) webpage (<http://www.sos.state.mn.us/election-administration-campaigns/election-administration/election-guides/>).

2.0 ABSENTEE ADMINISTRATION CALENDAR

An abbreviated election calendar focused on absentee (AB) administration tasks is provided in this guide. Complete and detailed calendars of all election-related tasks are available at the Office of the Minnesota Secretary of State [Election Calendars](http://www.sos.state.mn.us/election-administration-campaigns/election-administration/election-calendars/) webpage for the current year.

(<http://www.sos.state.mn.us/election-administration-campaigns/election-administration/election-calendars/>).

Dates should be calculated in the following manner, pursuant to [M.S. 331A.08, subs. 1-2](#), [645.13-.15](#) and [645.151](#): When counting the number of days before an election or other event, the day before the event is the first day counted. 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 from the computation.

Table 1 Absentee Election Administration Calendar

Days (in relation to Election Day)	Action	Reference
-98 (-14 weeks)	Last day to designate absentee voting locations	M.S. 203B.081
-60 (45 for <i>some</i> twp and special elections)	Last day to mail absentee application form to voters on the permanent absentee list	M.S. 203B.04, subd. 5; 203B.06, subd. 1; M.R. 8210.0200, subp. 4
In advance of start of absentee voting	Save Master List to PC hard drive for use if SVRS unavailable	<i>Recommended best practice</i>
In advance of start of absentee voting	Establish ballot board (for regular absentees & UOCAVA absentees) Ballot board members must be adequately trained in absentee voting procedures.	M.S. 203B.121, subd. 1; 203B.23, subd. 1
-46 (30 for March twp elections)	1. Last day to begin absentee voting 2. All UOCAVA absentee ballots must be transmitted	M.S. 203B.05, subd. 2; 203B.085; 204B.35
-20	Health Care Facility Outreach begins	M.S. 203B.11, subd. 21
-7	After close of business, absentee ballot processing can begin.	M.S. 203B.121, subds. 3-4
-7	1. 'Direct balloting' is available to absentee voters if approved by the auditor/clerk 2. Agent Delivery of absentee ballots begins 3. After close of business, absentee ballot processing can begin.	M.S. 203B.081, subd. 3; M.S. 203B.11, subd. 4; M.S. 203B.121, subds. 3-4
Saturday Before Election	Auditor's/municipal clerk's office must be open for absentee voting from 10am to 3pm. (10am to Noon for March townships.)	M.S. 203B.085
-1	1. Last day to apply for an absentee ballot 2. Auditor/municipal clerk's office must be open until 5 p.m. for absentee voting	M.S. 203B.04, subd. 1; 203B.085
Election Day	Voter themselves or agents may return absentee ballots to absentee voting location until 3pm. Ballots returned by U.S. mail or package delivery service must arrive by 8 p.m. If absentee ballot drop boxes are being used, follow new language found in M.S. 203B.08, subds. 1 & 3 and new statute M.S. 203B.082	M.S. 203B.08; 203B.082
+42	Auditor post history for those that voted in election, including by absentee ballot. Post history for voters with late/rejected absentee ballot as well.	M.S. 201.171
+42-70	Last day for official in charge of ballot board to mail notice of absentee ballot reject to all <i>regular</i> absentee voters whose ballots were rejected and who did not otherwise vote in the election	M.S. 203B.121, subd. 2 (d)

3.0 PREPARING TO ADMINISTER ABSENTEE VOTING

State law provides that voters can vote early by absentee ballot at any election. There are two separate absentee voting processes:

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

The jurisdiction responsible for administration of the Minnesota process varies depending upon the type of election held. The county auditor administers UOCAVA voting for elections of all types.

3.1 WHO – ADMINISTERS ABSENTEE VOTING

3.1.1 County, State & Federal Elections

The county auditor administers regular absentee voting and UOCAVA absentee voting for county, state, and federal 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. When a city is in more than one county, a clerk must be designated by each county's auditor to administer absentees or give notice to each auditor of their intent to administer.

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 must have the technical capacity to access the statewide voter registration system (SVRS). SVRS technical requirements are provided in Appendix D.
- 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. Notification to OSS is provided by entering the information 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 occurs on a day other than a state election day, the clerk of that jurisdiction is responsible for all absentee administration, except for UOCAVA absentees. ([M.S. 203B.05, subd. 2](#))

The municipality or school district may choose to delegate all absentee voting administration to the county auditor. Minnesota statutes do not provide for a municipal clerk to administer a standalone school district election on behalf of a school district. The county can accept or decline the delegation request. If the auditor agrees to administer absentee voting for the municipality or the school, the city, town, or school district holding the election pays the administration costs incurred.

Note: When a county accepts the delegation and the district/municipality is in multiple counties, the county can request the set-up of an SVRS delegation, which will enable them to administer absentees for the entire jurisdiction within SVRS.

3.1.3 Local Special Elections held on the Same Day

County, municipal, and school district special elections must be held on one of five uniform election dates. Therefore, it is possible that overlapping jurisdictions will hold special elections on the same date. ([M.S. 205.10, subd. 3a; 205A.05, subd. 1a; 375.101](#))

If this occurs, Minnesota law provides that voters must not be required to go to more than one location to cast a ballot, including an absentee ballot. An election hierarchy comes into play. This hierarchy mirrors the order in which offices appear on the state general ballot: first County, second Municipal, and

third School District. The jurisdiction with the highest ranking administers the election for voters that reside in both jurisdictions. There is one ballot, which includes each jurisdiction's contest(s). For example, if a city and school district are conducting special elections on the same day, and they each include some of the same precincts, the city administers the election (including absentee voting) for residents of *both* the city and the school district. (It is the *city's* ballot but also includes school items.) The school clerk administers absentee voting for all school voters who do *not* also reside in that city.

3.2 WHERE – ABSENTEE VOTING LOCATIONS

For all county/state/federal elections, absentee voting takes place in the office of the county auditor, or – if the municipal clerk has been designated to administer ABs– 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 locations for absentee voting. The designation of absentee voting locations must be done at least 14 weeks before the election at which the location will be used. When determining whether additional absentee voting locations are needed, some points you may wish to consider are:

- the geographic location of the auditor or clerk's office – how far will voters be required to travel to reach it
- the accessibility of the office itself – availability of parking, ease of locating the office within the building, are visitor passes needed

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 absentee voting locations through the absentee period. ([M.S. 211B.11](#))

3.3 WHAT – MATERIALS NEEDED

3.3.1 Ballots and Related Materials

An adequate supply of the following materials is necessary to issue absentees:

- ballots
- pens (for marking the ballot)
- regular absentee ballot application forms
- request for agent delivery of absentee ballot forms
- UOCAVA application forms (Federal Post Card Applications)
- instructions
 - for registered voters
 - for unregistered voters
 - for UOCAVA voters (county administrators only)
- voter registration applications (which include the voucher form)
- 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)
 - for agent delivery (for both registered and unregistered voters)
 - ballot secrecy envelopes
 - return envelopes
 - for registered voters

- for unregistered voters
- for UOCAVA voters (county administrators only)

Further, each absentee voting location must have a voting booth(s) available for voters to use. Absentee voting locations must also be equipped with at least one electronic ballot marker (e.g., assistive voting device such as the AutoMARK, ImageCast Evolution or Verity TouchWriter). There is only one exception to this assistive voting device requirement: Townships with than 500 registered voters, which hold their regular elections in March, are not required to have an assistive voting device available at the March elections. **No other jurisdictions are exempt.** ([M.S. 203B.081](#); [M.S. 206.57, subd 5a](#))

Use experience in similar elections as well as feedback from county and/or municipal election administrators to estimate the number of anticipated absentee voters and the quantities of materials needed. Remember to adjust for health care facilities within the jurisdiction and for municipal growth. Some counties have a formula for this process.

3.3.1.1 Form of Application, Instructions, and Envelopes

The application forms, instructions and envelopes used for the absentee voting process have a set form and required content. By January 1 of each even-numbered year, the OSS provides county auditors with the format of the regular absentee ballot application form. The auditor, municipal clerk, or school clerk prepares absentee ballot application forms in the format provided by the OSS. The regular absentee ballot application form, including forms in languages other than English, are available on the [Vote Early By Mail](#) webpage (<http://www.sos.state.mn.us/elections-voting/other-ways-to-vote/vote-early-by-mail/>). The federal government specifies the form of the UOCAVA application - the Federal Post Card Application. ([M.S. 203B.04, subd. 1](#))

Minnesota Rules set the form and content of the absentee instructions and envelopes. Absentee voting instructions conforming to these requirements are available on the OSS webpage [Absentee/Mail Ballot Instructions](#) (<http://www.sos.state.mn.us/election-administration-campaigns/election-administration/absenteemail-ballot-instructions/>). At partisan primary elections, additional instructions must be provided to absentee voters. The instructions must state:

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

- Vote only for candidates of one party – stay 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.

Transmittal, signature, secrecy and return [sample envelopes](#) that conform to Minnesota Rules requirements are available on the OSS website (<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 to be returned from the following locations should be imprinted with postage paid by the federal government: APO or FPO addresses, overseas military bases, and embassies. To save time later, you may wish to pre-print transmittal envelopes with the necessary postage prior to the start of the absentee voting period. ([M.S. 203B.07](#); [M.R. 8210.0300-.0600](#); [8210.0710-0720](#); [8210.0800](#))

Materials (envelopes and instructions) should not contain the name of any candidate whose name appears on the ballot. For example, if the county auditor or municipal clerk is running for election, their name should not appear on any of the materials sent out to absentee voters. ([M.S. 203B.06, subd. 8](#))

3.3.2 Administrative Supplies

The following administrative materials are also necessary to issue absentees:

- 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 themselves who return ballots
- incident log – as with the precinct polling place log, to make note of any occurrences in the absentee voting location
- management methodology such as a spreadsheet (if SVRS will not be used)

3.3.2.1 Absentee Voting Management Methods

The Absentee Ballot (AB) module of SVRS *must* be used for state elections. “State elections” include the state primary and state general election held in even numbered years, any special elections for state, judicial, or federal offices, as well as the presidential nomination primary. ([M.S. 203B.065](#))

The SVRS AB module *may* be used for standalone local elections at the discretion of the county auditor or designated municipality. ‘Local elections’ include township elections held in March, municipal, and school district primary and general elections held in August and November of odd numbered years, and county level, municipal level, or school district level special elections not held in conjunction with state elections.

At elections where SVRS-use is optional, benefits to using the system to administer absentees include:

- The Voter Information Portal’s (VIP) [Absentee/Mail Ballot Status](#) lookup tool (<https://mnvotes.sos.state.mn.us/AbsenteeBallotStatus.aspx>) which enables voters 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).
- Rather than administrators having to hand write the required information onto application forms and signature envelopes, system-generated labels can be applied
- Availability of the *Accepted Absentee / Mail Ballot List* report to fill any public information requests received (see section 4.5 below for further information).
- Absentee ballots marked “accepted” prior to printing are automatically marked on precinct rosters.
- Ability to use the “Apply Accepted AB-MB History” button during voter history posting to quickly apply accepted absentee ballot history to precinct rosters.

If SVRS will not be used to administer absentee voting, administrators should consider employing an alternate tool to assist with managing the flow of absentee ballots. The “official use only” section of the absentee ballot application is used to track the date the application was received, the date the ballot was issued, and the issuer, how the ballot was issued (mail, counter, health care facility), and the materials (registered or non-registered) that were provided. Administrators may find it helpful to track the following data (by voter) in a spreadsheet as voted ballots are *returned*:

- Date received
- Date accepted/rejected by ballot board
- (if rejected) Rejected Reason
- (if needed) Ballot Replacement Reason
- Replacement Sent Date

Recording this data will enable administrators to easily determine counts of accepted ballots, quickly answer voter questions regarding their ballot, and easily fill a public information request for a list of accepted absentee ballots for the election.

3.4 WHEN – ABSENTEE VOTING PERIOD

All elections (including local special elections) have a 46-day absentee voting period. The one exception is March town 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](#))

Without exception, absentee voting must begin as scheduled. Even if the ballot vendor is late in providing the ballots, voters must be allowed to vote. Accommodate voters using unofficial ballots.

Unofficial ballots are printed or written as nearly as practicable in the form of the official ballots. These ballots may be used until the official ballots are available. ([M.S. 203B.06, subd. 3a](#); [204B.35](#))

3.4.1 Hours for Absentee Voting

Absentee voting should be available during the office's regular business hours throughout the absentee period. There is not a Minnesota Statutes or Rules requirement to post or publish the office's absentee voting hours. However, many offices will do so to better serve the public and minimize questions.

Additional minimum extended hours are required for certain jurisdictions:

- 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. (If the county is administering absentees for the March town 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.

School district clerks, when administering absentee voting for a standalone election, are exempt from all extended hours requirements. However, if the county agrees to conduct absentee voting for a standalone school election, the county must be open on the Saturday and Monday 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](#); [203B.085](#); [204B.35, subd. 4](#))

4.0 PRE-AB PERIOD ADMINISTRATION

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

4.1 MAIL ABSENTEE BALLOT APPLICATIONS TO PERMANENT AB VOTERS

Eligible voters with *permanent* absentee status automatically receive an absentee ballot *application form* before an election. In advance of the AB period, the auditor or clerk must send blank AB applications to these voters. These applications should be sent by forwardable mail.

When the applications should 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. Access the report through the SVRS Reports menu, Standard Reports. It is 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 spreadsheet.

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 application 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](#) is available on the OSS website (<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.

If a voter moves to a different residence address, they retain their permanent AB status. A voter’s permanent absentee status is terminated upon the voter’s written request, the voter’s death, a postal return of an ongoing voter’s absentee ballot, or when the 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 process and count 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 timeframe 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 voting period. A sample resolution establishing a ballot board is included in Appendix A.

Each member of the ballot board must be adequately trained on the processing and counting of absentee ballots including but not limited to:

- instruction on accepting and rejecting absentee ballots
- storage of absentee ballots
- timelines and deadlines
- the role of the ballot board
- procedures for opening absentee ballot envelopes
- procedures for counting absentee ballots

procedures for reporting absentee ballot totals ([M.S. 203B.121, subd. 1](#); [203B.23, subd. 1](#))

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. (Minnesota has four major political parties: the Republican Party, Democratic-Farmer-Labor Party, Legal Marijuana Now Party and Grassroots-Legalize Cannabis Party) 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](#))

For township and school district elections not held in conjunction with state elections, ballot board judges are exempt from the party balance requirement. Further, township or school clerks and deputy clerks that serve on these ballot boards *must* be trained election judges. They cannot serve by virtue of being a clerk or deputy clerk.

Note: If it is required to compare signatures of an absentee ballot voter's returned signature envelope to their signed absentee ballot application's signature, this ballot board duty must be completed by a team of election judges of two different major political parties. (*Minnesota Voters Alliance, et. al., vs. Ramsey County et. al., 2022*)

Note: The county auditor or a municipal clerk (who has received delegation as a training authority) provides election judge training. ([M.R. 8240.0100, subp. 6](#))

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. A board 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 absentee voting period). For all other elections, jurisdictions may choose whether to provide sample ballots to the secretary of state. ([M.S. 204D.09](#); [204D.16](#))

When sample ballots are provided to OSS, they are available to the public through the Voter Information Portal's (VIP) [My Ballot](#) tool (<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 provide for outreach during the 20 days before an election and 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 were made with each facility

Refer to section 6.0 of this guide for further details about each topic. A detailed overview of 20-Day HCF outreach can be found in Appendix B. ([M.S. 203B.01, subd. 4](#); [203B.04, subd. 2](#); [203B.11](#))

4.5 PREPARE FOR PUBLIC INFORMATION REQUESTS

Absentee ballot application forms, a complete list of those that have applied for a ballot, and a list of names of those who submitted an absentee ballot that was not accepted cannot be made available for public review until after 8:00 p.m. on election day. However, a list of those voters with an *accepted* absentee ballot is available to the public before close of polls on election day. This list of accepted absentees must be available in the same manner as public information lists in [M.S. 201.091, subdivision 4, 5 and 9](#). Absentee data may only be used for election, political activity, or law enforcement purposes. ([M.S. 201.091](#); [203B.04](#); [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. When the auditor or clerk use SVRS to administer absentee voting, there is an SVRS report designed for these requests. The *Accepted Absentee/Mail Ballot List* report 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.

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. ([M.S. 203B.04, subd. 1 \(d\)](#))

4.6 ARRANGE FOR STORAGE AND RETENTION

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

Following election day, these and other materials must be retained for a specific length of time. Make the necessary arrangements for long-term storage. See section 15.1 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 ISSUANCE OF ABSENTEE BALLOTS

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 7.0 for applications submitted by UOCAVA voters. Refer to section 8.2 for presidential-only absentees.

5.1 SUBMITTING A REGULAR ABSENTEE BALLOT APPLICATION

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

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. (However, under certain circumstances, voters may apply for and receive an absentee ballot on election day. These circumstances are covered in section 6.0). Applications received well in advance of the requested election should be held until they can be filled.

Note: To enter a regular absentee ballot application into SVRS, the requested election(s) must be active in the system and districts must be approved.

There are multiple ways to turn in an absentee ballot application. Applications can be submitted in person, through the mail, by email attachment, as well as via fax. For federal, state, and county level elections, applications can also be submitted through the [online regular absentee application form](https://mnvotes.sos.state.mn.us/ABRegistration/ABRegistrationStep1.aspx) (<https://mnvotes.sos.state.mn.us/ABRegistration/ABRegistrationStep1.aspx>). The online application method is **not available** for standalone city, township, or school district elections ([M.S. 203B.04, subd.1](#); [M.S. 203B.17, subd. 1](#))

5.2 SPECIFIC CIRCUMSTANCES

5.2.1 Online Absentee Ballot Applications

Absentee ballot applications submitted through the regular online application form on OSS website are queued in SVRS as they are received *or* daily in the morning dependent upon passage of a security check. The applicant receives an auto-generated email from the OSS when their application is placed in the SVRS Absentee Ballot Online Queue for processing. Timely processing is important.

The SVRS report *Online Regular AB Received by Application Date* allows for the review of all online regular applications submitted by voters within a specified date range. Use the report to confirm the submission of an online application, to check if the application has passed the security check, to see the date the auto-generated email was transmitted to the applicant or verify that an SVRS AB record was created. ([M.S. 203B.04, subd. 7](#))

Special Note: If auditor or clerk prints a copy of the SVRS Absentee Ballot Record screen for those applications received online to file it with the paper applications received, DO NOT scan and upload/attach this image back to the SVRS record. SVRS has the original data; this scan is not necessary.

5.2.2 Absentee Ballot 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\(c\)](#))

5.2.3 Absentee 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. The State Adult Correctional Facilities List is included in the Appendix D. An application for an absentee ballot that 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. Requests received from facilities that are not on the List should be reviewed and filled as appropriate. ([M.S. 203B.06, subd. 3\(a\)](#))

5.2.4 Absentee Ballot Applications and Power of Attorney

Power of attorney (can be indicated with “POA”) does not apply to voting. An absentee applicant can have an individual of their choosing fill out the application form on their behalf. This individual can sign for the voter in their presence and must sign their own name as well. ([M.S. 523.24, subd. 14](#))

5.2.5 Absentee Requests without Absentee Ballot Application Form

It is possible for a voter to request an absentee without using the “official” application form. An individual may apply to for an absentee ballot by sending or presenting a letter. The letter must include 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 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:
 - the voter’s Minnesota driver’s license number
 - Minnesota state identification number
 - the last four digits of the voter’s social security number or
 - 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\(b\)](#))

The potential also exists for an applicant to submit an older version of the absentee ballot application form. If the form has all the required information (items 1-7 above), absentee administrators can accept and fill a request submitted on an older version of the absentee ballot application. Even though an absentee administrator can accept alternative and older forms, the forms *provided* by the administrator should match the format provided most recently by the OSS.

5.3 KEYS TO ISSUING AN ABSENTEE BALLOT

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

- Directly to the voter for them to complete in person.
- 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 6.2)
 - 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

An absentee ballot **cannot** be:

- issued to another person who will then provide it to the voter (unless that individual is the voter’s agent and the special procedures have been completed. Refer to section 6.2)
- sent electronically (e.g., via email or fax)

Though the method of issuance may differ, the following steps should occur before any absentee ballot is issued: registration check, recording information on application form and signature envelope, and ballot and ballot materials review.

5.3.1 Registration Check

To vote, an individual must be registered. An AB applicant not already registered can register as part of the absentee voting process. The type of ballot materials (e.g., instructions and envelopes) issued depends upon whether the applicant is registered or not.

Before issuing the 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 applicant is *not* listed in SVRS or the master list, or is listed as “challenged,” issue non-registered materials. The voter must complete a voter registration application (VRA) and show proof of residence to a witness. An explanatory notice may be included with the non-registered ballot materials issued to “challenged” voters. A sample of this 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 1 Notice to Challenged Voters

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

5.3.1.1 Alternative Procedures for County Absentee Administrators

County auditors administering absentee voting have an alternative if a registration check indicates the applicant’s voter record is “challenged” or indicates “See ID”.

For “challenged” records:

- When a voter is in-person and it is *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.
- If by the application was received by mail at any time 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.

For “See ID” records:

- When a voter is in-person and it is *before* the pre-registration cutoff (or after the cutoff but rosters *have not* been generated): the auditor may view the ID, correct the registration record, and issue registered materials.
- If the application was received by mail at any time or if it is after the pre-registration cutoff and rosters have been printed: the voter must be issued nonregistered absentee materials.

5.3.2 Recording Information on Application Form and Signature Envelope

Complete the “official use only” section of the applicant’s AB application to track when the application was received by the office as well as when and how the ballot and accompanying materials were issued to the voter and the individual staff member who issued them. Retain and file the filled applications.

([M.S. 203B.06, subds. 3 & 5](#))

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

- Voter name and voter MN address
- Voter ward (if applicable) and precinct number ([M.R. 8210.2000](#))

For state elections and other elections where the SVRS Absentee Ballot module is used, apply labels generated by the system to the absentee ballot application and absentee envelopes to dispense with hand entering most information. With the SVRS application label applied, simply initial and note the dates ballots were sent in the official use only section of the paper application. Once the “Env #2” label from SVRS is applied to the signature envelope, no future information is needed.

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

official use only

Primary <input checked="" type="checkbox"/> reg <input type="checkbox"/> non-reg	received date 8/1/2018	ballot issued date 8/1/2018	initials JL	type M C HCF	reason replaced <input type="checkbox"/> rejected <input type="checkbox"/> spoiled <input type="checkbox"/> never received	repl. date:	precinct Star City, P-1
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"/> spoiled <input type="checkbox"/> never received	repl. date:	school district ISD 113

2018 Minnesota Absentee Ballot Application

Apply online at <http://www.mnvotes.org> OR

Complete lines 1 through 7 below. 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 other side for more information.

absentee ballots requested for the following election(s) (if no election is marked, a ballot will be mailed for the next election only)

Figure 2 Administrative Information on Absentee Application

Put the Ballot Envelope in here, then seal flap

Signature Envelope

Voter must complete this section please print clearly

Voter name: _____

Voter MN address: _____

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: X

Put the Ballot Envelope in here, then seal flap

Signature Envelope

Voter must complete this section please print clearly

Voter name: Vernie Irene Warnke

Voter MN address: 1610 Polk St NE, Apt 2
Columbia Heights 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: X

Figure 3 Voter Information on Signature Envelope

5.3.3 Ballot and Ballot Materials Review

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 right ballot has been pulled (e.g., correct ward, precinct, and 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:

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

5.4 ISSUING IN-PERSON ABSENTEES

If complete, fill the application of those applying in person immediately.

If the voter wants to take the ballot with them, ensure that the correct postage is on the return envelope, put all 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, and vote. Once completed, they may seal the ballot in the secrecy envelope, secure the secrecy envelope in the signature envelope, and return the envelope to the administrator. Confirm that the envelope is properly completed and signed. For non-registered voter, they must also have completed the voter registration application, and present proof of identity and residence to their witness in the same manner as would be done before an election judge on election day. The completed voter registration application should be enclosed into the signature envelope with (not inside of) the secrecy envelope.

Complete the witness section of the signature envelope. An absentee witness can be:

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

An election judge can also serve as a witness, as they can administer oaths. They should include their title in the witness section of the signature envelope. In most cases, county, municipal or school election administrators meet at least one of the criteria listed above. County staff, even if they reside in a different state, may serve as a witness if they are a deputy auditor. They should include their title in the witness section. ([M.S. 8210.2450, subp. 5](#))

A sample in-person issuance checklist is included in Appendix D.

5.4.1 Absentee Voting Without Envelope or “Direct Balloting”

If permitted by the county auditor (or the municipal/school district clerk for standalone elections), an alternative in-person absentee voting procedure can be offered beginning seven days before the election. With this alternative procedure, voters can choose to cast their ballot directly into the ballot counter made available at the absentee voting location. (As opposed to completing the signature envelope.) To directly deposit their ballot, a voter must complete the absentee application form and sign a voter’s certificate. ([MS. 203B.081](#))

The voter's certificate must include the voter's name, identification number, and the certification required by [M.S. 201.071, subd. 1](#). An absentee ballot application form, which includes this certificate, is available on the [Election Administrator Forms](#) webpage. (<http://www.sos.state.mn.us/election-administration-campaigns/election-administration/election-administrator-forms/>) An alternative voter certificate can be found in Appendix A.

Per [M.S. 203B.081](#), "direct balloting" is only permitted for regular *absentee* ballots. Registered voters in a mail ballot precinct cannot do direct balloting process with their *mail* ballots. If a registered voter from a mail ballot precinct comes into the office during the seven days before the election, they can:

- return their sealed voted mail ballot envelope *or*
- ask to have their mail ballot spoiled and complete an absentee ballot application in which case they can use the direct balloting process.

A summary of the direct balloting process is included in Appendix D.

5.5 ISSUING ABSENTEE BALLOTS BY MAIL

If an application is received by mail or electronically (fax, email or via the online application form), and the ballots themselves are ready, mail the ballot and appropriate materials immediately. Though absentee ballot request can be received electronically, a regular absentee ballot **cannot be issued by electronic means** (e.g., by email or fax). To receive their ballot more quickly, voters may have their ballot sent to them by express service at their own expense. To do this, they must provide the absentee administrator with a prepaid envelope when submitting their application.

If the voter has 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](#))

5.6 ISSUING ABSENTEE BALLOTS WHEN SVRS IS UNAVAILABLE

During elections where SVRS is used to administer absentee ballots, there could be times when the system is unavailable. When this occurs, absentee administration continues despite technical difficulties. To prepare for such situations, have the following materials available as a backup to allow you to continue issuing ballots without pause:

- master list
 - digital copy saved to a computer hard drive (do not keep solely in SVRS Saved Reports); *or*
 - paper copy
- precinct finder (to precinct nonregistered absentee 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)

Before issuing the ballot and 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 the system.

6.0 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](#))

6.1 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](#))

6.1.1 “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 checking the Minnesota Department of Health’s [Directory of Licensed and Certified Health Care Facilities](#) (<http://www.health.state.mn.us/divs/fpc/directory/fpcdir.html>). ([M.S. 203B.01, subd. 4](#))

6.1.2 Basic Requirements

Designated election judges who are trained in HCF outreach conduct 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 assist 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](#))

6.1.3 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 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 provides election judge training. While school district clerks can receive election judge training, they cannot provide it.

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
- aiding voters
- problems at previous elections

A PowerPoint presentation, which covers the fundamentals of HCF election judge duties and practice scenarios, is available on the [Election Judge Training](http://www.sos.state.mn.us/election-administration-campaigns/election-administration/election-judge-training/) webpage (<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](#))

6.1.4 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](#))

An expanded look at HCF outreach preparation and election judge responsibilities is available in Appendix B.

6.1.5 Election Day HCF Outreach

On election day, a team of election judges delivers 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](#))

6.2 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 their agent. This agent will pick up and return an absentee ballot on the voter's behalf. ([M.S. 203B.11, subd. 4](#))

6.2.1 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. (A voter may authorize one agent to pick up the unvoted ballot and may have a different agent return the voted ballot.) ([M.S. 203B.11, subd. 4](#))

6.2.2 Application Process and Issuing the Ballot

The voter must authorize the agent picking up the ballot in writing. See Appendix A for the agent delivery form. The agent delivery form should be submitted to the absentee voting administrator together with the application for an absentee ballot. To cut down on back-and-forth trips, administrators may email or fax both forms to the voter. The voter may then return them by the same means.

Upon receipt of the absentee ballot application and the agent delivery request form, the ballot and accompanying materials must be prepared. A specific agent delivery signature envelope must be used. (A sample agent delivery signature envelope is available on the [Sample Absentee/Mail Ballot Envelopes](http://www.sos.state.mn.us/election-administration-campaigns/election-administration/sample-absenteemail-ballot-envelopes/) webpage (<http://www.sos.state.mn.us/election-administration-campaigns/election-administration/sample-absenteemail-ballot-envelopes/>.) Seal the ballot and materials in a transmittal envelope and issue to the agent.

Upon the return of the voter's agent with the voted ballot, complete the Agent Return Record (Log). See subsection 9.1.3 for further information on filling out the Return Record. For a step-by-step guide to the agent pick-up and return process refer to Appendix D. ([M.S. 203B.11, subd. 4](#))

7.0 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](https://www.fvap.gov/info/laws/uocava) (<https://www.fvap.gov/info/laws/uocava>).

UOCAVA voters use a separate application form, the Federal Post Card Application (FPCA). They also have expanded ballot delivery options and have additional protections under the law.

The county auditor administers UOCAVA voting for all elections (including local standalone elections). Administration includes establishing a UOCAVA ballot board, receiving applications, issuing ballots and processing returned envelopes. See section 10.2 for further information on UOCAVA AB board processes.

7.1 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

“Military” means the Army, Navy, Air Force, Marine Corps, Coast Guard, or Merchant Marine of the United States, all other uniformed services as defined in [United States Code, title 52, section 20310](#), and military forces as defined by [M.S. 190.05, subd. 3](#), or any eligible citizen of Minnesota enrolled as a student at the United States Naval Academy, the United States Coast Guard Academy, the United States Merchant Marine Academy, the United States Air Force Academy, or the United States Military Academy. ([203B.01, subd. 3](#))

7.1.1 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](#))

Because Minnesota is their permanent residence, military and temporarily away voters do have the option to use the regular absentee process as defined in [M.S. 203B.04](#) to [M.S. 203B.15](#) (e.g., apply for and receive a ballot using a regular absentee ballot application form). However, given the benefits and protections found in the UOCAVA process, if a UOCAVA-eligible voter applies using the regular absentee ballot application form and time permits, direct them to complete the Federal Post Card Application (FPCA) instead. The benefits and protections of the UOCAVA process are discussed more fully in the subsections below. If there is not enough time to reapply using the FPCA, 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.

7.1.2 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. 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. ([M.S. 203B.16, subd. 2](#); [204D.11, subd. 4](#))

7.2 THE APPLICATION PROCESS

UOCAVA voters apply with the Federal Post Card Application (FPCA). The FPCA serves as both an absentee ballot request and as a voter registration application for certain categories of applicants. Voters can use:

- the [online FPCA absentee ballot application](https://mnvotes.sos.state.mn.us/UocavaRegistration/UocavaStep1.aspx) (<https://mnvotes.sos.state.mn.us/UocavaRegistration/UocavaStep1.aspx>)
- the paper FPCA submitted by mail or electronically through email or fax ([M.S. 203B.17](#))

These FPCA forms denote two of the UOCAVA classifications in a slightly different manner:

- Those voters that are temporarily outside of the United States indicate “I intend to return”
- Those voter’s that are indefinitely outside of the United States indicate “I do not intend to return” (online FPCA) or “my return is not certain” (paper FPCA) return

The online FPCA provided through the OSS website is continually available and voters can use it to apply for any election (federal, state, county, or local). When using the online application form, an applicant’s information will go through a security check. Following successful passage of the security check, the applicant receives an auto-generated email from the OSS. This email indicates that their information has been verified and their application is now queued for their county to process.

Note: The SVRS report *Online UOCAVA AB Received by Application Date* allows for the review of all online FPCAs submitted by voters within a specified date range. Use the report to confirm the submission of an online application, to check if the application has passed the security check, to see the date the auto-generated email was transmitted to the applicant or verify that an SVRS UOCAVA record was created.

7.2.1 Application Basics

An applicant may submit an FPCA at any time. The application is valid from the date it is received through the end of that calendar year, or through the next regularly scheduled state general election, whichever is later. If the voter would like to stop receiving ballots after a specific date, they can provide a ballot end date on their application. ([M.S. 203B.17, subd. 1 \(d\)-\(e\)](#))

Once the FPCA is on file with the county auditor, the voter is provided an absentee ballot at each election they are eligible for that occurs during the period the application is active. For example, an application received January 1, 2022, is active through December 31, 2022, and the voter would receive a ballot for every applicable election that occurs between 1/1/2022 and 12/31/2022. An application received November 9, 2022, is active through November 5, 2024, and the voter would receive a ballot for every applicable election that occurs between 11/9/2022 and 11/5/2024.

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.

7.2.2 Completing the FPCA

In addition to the voter themselves, an immediate relative may submit the FPCA on the voter’s behalf. An ‘immediate’ relative is a voter’s parent, spouse, sibling, or child. The relative must be 18 years or older. ([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 of the social security number
- passport number

Those who apply using the online FPCA hosted by the OSS must provide a Minnesota driver's license or state ID card number, or the last four digits of their social security number *and* an email address to submit the ballot request. If the voter does not have one or both items, they should apply using the paper form.

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

7.3 RECEIVING UOCAVA APPLICATIONS

When an FPCA is received, the county auditor must immediately enter it into 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](#))

As indicated in section 7.2, an FPCA – with limited exceptions – serves as both a voter registration application and an absentee ballot request. Therefore, the application is input in two places in SVRS: Voter Registration and Absentee Ballot.

7.3.1 Recording Applications in SVRS

SVRS Voter Registration, Voter Records

When an applicant's classification is *military/spouse/dependent* or *temporarily outside the U.S.* and the voter themselves signed the FPCA, the county auditor must first process the FPCA as a voter registration application. Use the application to update the existing SVRS voter record or, if no record exists, to create a new record. **Complete the registration update even when the voter's address and contact information has not changed.** The Application Date and Updated Registration Date in the voter record change to reflect this new app.

Those FPCAs received through the online application form are automatically queued for processing in Pending Applications within Voter Registration in SVRS when the applicant should be registered to vote.

An FPCA with one of the following conditions is not processed as a VRA:

- Condition 1: The voter specified their classification as indefinitely outside the U.S.
- Condition 2: Someone other than the voter signs the application (e.g., an immediate relative applying on their behalf.)

Note: If an FPCA (whether online or paper) 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 registration has been updated (if applicable), a UOCAVA absentee record is added in the SVRS AB module. When a UOCAVA record already exists, add the new application to the existing record. When a voter record exists, ensure that it is linked to the UOCAVA AB Record. A linked UOCAVA record will contain the voter's voter identification number.

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 as Uniformed Services or Merchant Marine; Eligible spouse or dependent; or National Guard member on state orders. Select the SVRS category 'Uniformed Services or Spouse or Dependent' for all these classifications. 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 ([M.S. 203B.19](#))

7.3.2 Rejecting an Application

There are only three reasons to reject an FPCA: the application is incomplete (e.g., missing required information), the voter is ineligible, or the application form is not signed.

The following are **not acceptable** reasons to reject an FPCA:

- It is a duplicate (e.g., the voter has already submitted an FPCA)
- the election is past or received too late
- there is not currently an election scheduled for which the voter is eligible

If a voter with an active UOCAVA record submits a second FPCA either online or by paper application, the new FPCA should be used to update the voter's registration record again (if applicable) and the new application should be added to the existing SVRS UOCAVA record (click Add App-Existing UOCAVA button). **Do not** reject the application. Likewise, do not reject a UOCAVA application because an election is over or there is not a future election scheduled. As described above, the FPCA is valid for a defined period, and during that period it acts as a request for any election that occurs for which the applicant is eligible. If no elections occur, it will simply expire on the appropriate date.

If it is necessary to reject an FPCA, notation of the rejection should be included in the voter's SVRS UOCAVA absentee record. Further, 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. To print the system-generated notice: From the Final Review Screen, select the Submit Print Now button, and click the Print Rejection Letter button. ([M.S. 203B.17, subd. 2](#))

7.3.3 UOCAVA Applications with Non-matching Precincts

As UOCAVA applications have lengthy validity dates, it is possible for a voter with an active UOCAVA application to submit a voter registration application or VRA update. It may happen that this update is at a different address within the state. As a result, the voter has a registration record at one address (or precinct) and an active UOCAVA application at another address (or precinct). The SVRS report *UOCAVAs With Non-Matching Precincts* will identify any voters in this situation. Before transmitting UOCAVA ballots, it is good practice to run this report and attempt to resolve any cases identified.

For UOCAVA apps with non-matching precincts, attempt to contact the voter to determine if a new FPCA needs to be submitted or if the existing application should be cancelled.

- If a new FPCA is provided, update the voter registration and UOCAVA records to reflect the correct address and send the appropriate ballot.
- If a new FPCA is provided after the original ballot is sent, spoil the original ballot, and send a new ballot for new address.

If no response is received from the voter, send the appropriate ballot based on the voter's residential address in their UOCAVA application (FPCA), *not* the address in their voter registration record. For, pursuant to [M.S. 203B.19](#), a UOCAVA voter is not required to register under any other provision of law to vote using the UOCAVA process.

7.4 FILLING THE BALLOT REQUEST

The ballot and ballot materials may be sent to a UOCAVA voter by mail, email, or fax. Only UOCAVA voters can receive the ballot by electronic means. This is not permitted for regular AB or presidential-only voters.

7.4.1 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](#))

7.4.2 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.

7.5 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., Minnesota driver's license or state identification card number, last four digits of their social security number or passport number). UOCAVA voters self-certify their ballot; a witness is not required. The voter seals the ballot and certificate of eligibility into a return envelope. ([M.S. 203B.21, subd. 3](#))

The ballot and certificate of eligibility are 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 to be counted.

The auditor must immediately deliver returned UOCAVA envelopes to the UOCAVA ballot board for accepting/rejecting. See section 10.2 for further information about ballot board procedures.

7.6 FEDERAL WRITE-IN ABSENTEE BALLOT

Minnesota allows the use of a Federal Write-In Absentee Ballot (FWAB). The FWAB is available for UOCAVA voters who feel that there may not be sufficient time to receive and return the official ballot, or for UOCAVA voters who did not receive their requested absentee ballot. The FWAB allows a voter to write in their choices for federal, state, and local offices.

A 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. As described above, the classification selected by the voter determines the offices for which they can vote. Only those UOCAVA voters eligible to vote for state and local offices (those that are "military" and "temporarily away") should do so.

The FWAB serves as ballot, absentee ballot request, and voter registration application (when applicable) in lieu of an FPCA. The FWAB includes of a Voter's Declaration/Affirmation page and Write-In Absentee Ballot pages. To be complete, the voter must submit both parts.

There are two possible scenarios with a FWAB:

- Scenario 1: Voter submits FWAB; there is no FPCA already on file with county
- Scenario 2: Voter previously submitted FPCA and official ballot was issued; FWAB is now submitted

7.6.1 FWAB Scenario 1

If an applicant did not previously submit an FPCA, treat the FWAB like an FPCA. First, use the FWAB to update the voter's registration record (as appropriate, based on guidelines discussed in section 7.3.1 above.) Next, add a UOCAVA AB record for the voter. The FWAB *is* the voter's ballot. Do not issue an "official" ballot for the election. Use the SVRS ballot record to process the write-in ballot – e.g., mark as accepted/rejected based on ballot board's review of the FWAB. Process the FWAB beginning seven days before the election. ([M.S. 203B.227](#))

7.6.2 FWAB Scenario 2

If a FWAB is received from a voter who previously submitted an FPCA and was issued an official ballot, proceed as if the write-in ballot is the official ballot. Following accepting/rejecting by the ballot board, mark the existing ballot record in SVRS as "accepted" or "rejected" as appropriate and check the FWAB checkbox to indicate the ballot is a FWAB. Up until 8:00 p.m. on election day, the potential exists for the official ballot be returned as well. To account for this, a FWAB in this scenario cannot be processed (e.g., separated from the secrecy envelope and run through the tabulator) until after 8:00 p.m. election night to allow for the return of the official ballot.

7.6.3 FWAB Processing

When a FWAB is received, place the write-in ballot portion of the FWAB in a secrecy envelope. Keep the certification portion with the secrecy envelope. Delivery it to the ballot board for accepting/rejecting. For further information on processing FWABs, see section 13.2.2.

8.0 SPECIAL CIRCUMSTANCES

8.1 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 can register as permanent absentee voters.

Before every election (whether regularly scheduled or special), the SAH office reviews participants and their voting precinct to determine who is eligible to cast a ballot in the election. SAH will contact the appropriate county auditor to request the necessary number of absentee ballots for SAH voters. At 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 conducting the election or forward them to the SAH office or forward the OSS request directly to the appropriate clerk for them to fill.

The SVRS AB module is not used to record and track SAH ballots. Provide the following materials to the SAH office: ballots in quantity requested and a copy of the OSS request letter. SAH has its own supply of instructions and envelopes. Do not send these materials.

When SAH obtains the absentee ballot from the auditor or election administrator, they mail the ballot and accompanying materials to the voter. The SAH voter returns their absentee ballot envelope to SAH. SAH reviews the envelope. Based on the review, the SAH office makes a recommendation to the local ballot board for acceptance or rejection of the envelope. This recommendation is recorded on the reverse of the SAH signature envelope.

After SAH review, all ballots are forwarded to the county auditor. The auditor directs them to the county absentee ballot board or to the appropriate clerk, who then directs them to the board. The ballot board must accept or reject the ballot based on the certification provided.

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

An Absentee Voter states they are a Safe at Home Participant

Minnesota statutes, section [5B.06](#) states that the name and address of a Safe at Home participant must not be listed in the statewide voter registration system. Therefore, their names will not be found in SVRS when they attempt to vote as a regular absentee voter.

Safe at Home participants vote by an absentee ballot administered by the Safe at Home staff and not by county or municipal election administrators. That process is outlined in statutes and administrative rules.

There is no process for a Safe at Home participant to vote using regular absentee voting processes and procedures. If a voter offers that they are a participant of the program, have them contact the Safe at Home offices immediately for next steps.

Safe at Home office phone numbers are: 651-201-1399 (metro area), 1-866-723-3035 (greater Minnesota), 711 (Minnesota relay service)

8.2 PRESIDENTIAL-ONLY VOTERS

The presidential-only ballot, as its name suggests, contains only the office of President and Vice-President. Voters eligible for this ballot meet a unique set of circumstances: they have **moved to** another state within 30 days of the general election in a presidential election year. 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. However, as U.S. citizens, they are still eligible to vote for the office of President and Vice-President.

Note: Do not confuse the presidential-only 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 only ballots will be available for the November 2024 elections. To apply for the presidential-only ballot, applicants must have moved to another state between October 6 and November 5 of **2024**. They must meet all voter eligibility requirements except residence in Minnesota. They do not have to be active registered Minnesota voters. Voters who may move *into* Minnesota within 20 days of the election, and thus cannot meet our residency requirement, must request the presidential-only ballot from their former state.

Voters who would like to request a presidential ballot must submit a Presidential Absentee Application to the auditor of the county of last residence. This application is separate and distinct from the regular absentee ballot application and the FPCA. It must be submitted by mail, email, or fax. There is not an option to apply online.

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 and presidential ballot signature envelope. Samples of Presidential absentee materials are available on the OSS website at:

<http://www.sos.state.mn.us/election-administration-campaigns/election-administration/sample-absenteemail-ballot-envelopes/>. ([U.S. Code, title 42, section 1973aa-1](#); [M.R. 8210.0100](#))

9.0 RETURN OF VOTED ABSENTEE BALLOTS

All Absentee voters – regular, UOCAVA, presidential-only - may return their marked absentee ballots

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

Voted ballots cannot be returned electronically through email or fax.

9.1 RETURN OPTIONS

9.1.1 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 (“last” mail delivery could be up until 8:00 p.m.). ([M.S. 203B.08, subd. 1](#); [M.R. 8210.2100](#))

9.1.2 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. The ballot cannot be returned to the polling place. Absentee ballots received after 3:00 p.m. must be marked as late and not delivered to the ballot board. Note that this is different from 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. 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](#))

9.1.3 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. An agent must be at least 18 years old. They may only return ballots for up to three voters per election.

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 6.2.

A ballot brought back by an agent must be submitted by 3:00 p.m. on election day. An agent may not return an absentee ballot to election judges in a polling place. ([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 write the reason for rejection. This rejected signature

envelope must be retained by the auditor or clerk. The absent voter may apply for a replacement ballot. A notice of nonacceptance must be mailed promptly 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 11.0 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, subps. 2 & 3](#))

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

9.1.4 Drop Boxes

Jurisdictions holding elections *may* provide for a drop box for the return of voted absentee ballots. An absentee voting drop box means a secure receptacle or container established to receive completed absentee ballots 24 hours per day. A drop box is not a receptacle or container maintained by the United States Postal Service or a location at which ballots are provided directly to an employee of the county auditor or municipal clerk.

Only the absentee voter themselves can place their voted ballot in a drop box.

Minimum Security and Integrity Standards for Drop Boxes

If a jurisdiction provides a drop box, there are minimum security and integrity standards outlined in [M.S. 203B.082, subd. 2](#).

Publication of Drop Box Locations Required

A list of designated drop box locations must be provided to the OSS no later than 40 days prior to the start of the absentee voting period at every regularly scheduled primary or general election. The list must be published on the website of the county or municipality and on the website of the OSS at least 35 days prior to the start of the absentee voting period.

An updated list of designated drop box locations is to be provided to the OSS no later than 20 days prior to the start of the absentee voting period. The updated list must be published on the website of the county or municipality and on the website of the OSS at least 15 days prior to the start of the absentee voting period.

9.2 ADMINISTRATIVE PROCEDURES

When a voted absentee ballot is returned to the county auditor or 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 **five** 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 **three** 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. ([M.S. 203B.23, subd. 2](#))

Note: When SVRS is used, ballots going to the board the same day do not need to be marked “Received” in the system. Following the ballot board meeting, simply mark ballots “Accepted” or “Rejected” and the received date will automatically be set to the accepted or rejected date.

10.0 ABSENTEE BALLOT BOARD DUTIES: ENVELOPE REVIEW

As described above, absentee ballots are delivered to the appropriate ballot board in the stipulated time frame. Challengers can view meetings of the absentee ballot board. The meeting schedule of the absentee ballot board should be posted. See section 10.3 for further information.

10.1 REGULAR ABSENTEE BALLOT BOARD

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

There are two limited exceptions. In the following cases, envelopes do not have to be brought to the ballot board:

- 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 **five** days of receipt. During the 14 days immediately preceding election day, the ballots must be delivered to the board within **three** days. ([M.S. 203B.08, subd. 3](#))

Two or more members of the ballot board examine each signature envelope. The envelope is marked accepted or rejected as provided in [M.S. 203B.121](#) and [M.R. 8210.2450](#). Guidelines on accepting/rejecting envelopes as well as examples of accepted/rejected signature envelopes can be found in Appendix C.

Acceptance Criteria:

1. The voter's name and address on the envelope matches the application
 - a. Notes:
 - i. Use of, or lack of, full names, nicknames, abbreviations, or initials on the application or envelope is not a reason for rejection.
 - ii. Power of Attorney (POA) does not apply to voting.
2. The voter has signed on the back of the envelope
 - a. Note: A signature is considered the voters even if a voter used a signature mark on either or both the application 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 5.2.5 for acceptable ID numbers)
 - a. If neither matching option results in a match, the board must compare the signature on the envelope to the signature provided on the application form 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 application 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 VIP 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 of 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. Dependent upon timing, a replacement ballot will be issued, or the voter will be contacted. See section 11.0 for more information.

In a state primary, state general election, 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. At other elections, record this information into the tracking spreadsheet.

10.2 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 try 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 for final processing. ([M.S. 203B.23](#))

10.3 BALLOT BOARD “CHALLENGERS”

As per October 16, 2020, Minnesota Attorney General’s opinion, “Challengers do not have any role or authority within the ballot-board process.”

For more information, please review the [opinion](https://www.ag.state.mn.us/office/Opinions/182-20201016.pdf) (<https://www.ag.state.mn.us/office/Opinions/182-20201016.pdf>).

11.0 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](#))

11.1 BALLOT REJECTED BY AB BOARD

If a regular absentee ballot or UOCAVA absentee ballot is rejected more than **five** 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. A sample notice with a list of possible ballot rejection reasons for use by the absentee ballot board is available in Appendix C.

If an envelope is rejected within **five** days of the election, a replacement ballot is not sent. 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 and their options for casting a replacement. These contact attempts must be documented. When the SVRS Absentee Ballot 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](#))

Recommended Best Practice: If the voter cannot be reached successfully, issue a replacement ballot.

11.2 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 close of business on the seventh day before the election.

Requests for a replacement **do not** need to be made in writing. However, the administrators should satisfy themselves that they are communicating with the AB applicant. 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. When a voter requests to spoil their accepted ballot (to "claw back their 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 in the spoiled ballot envelope. ([M.S. 203B.121, subd. 2](#); [M.R. 8210.2600 subp. 1](#))

11.3 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 to provide replacement ballots to affected absentee voters.

If the SVRS absentee ballot 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 absentee ballot (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, do not 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, do not click Submit Print Now.)
- Once all replacements have been added, use the SVRS AB Labels report Avery or Dymo to create a batch. Set criteria to print "Replacement ballots only," and print ballot labels for all replacements. When sending replacement ballots, label transmittal envelope "REPLACEMENT BALLOT."
- With replacements issued, one of three possible 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.

12.0 VOTER REGISTRATION CHANGES FOR ABSENTEE VOTERS

12.1 PROCESS WHEN ABSENTEE VOTER BECOMES DECEASED

Election administrators may receive notification that a voter with an existing absentee request has passed away. When a death notice is received, administrators should consider both the voter's registration and their absentee ballot request.

Voter Registration Record

The county auditor should confirm the notification with a second source, such as an obituary or Department of Health Death Check. Once confirmed, the status of the SVRS voter record should be changed to *Deceased*. Maintain a copy of the second source for 22 months.

When the SVRS voter record has been marked deceased, the SVRS absentee ballot record associated to the voter will automatically be set to *Inactive*.

Absentee Ballot Record

The administrative steps to take depend upon whether a **voted** ballot has been returned.

If the **voted** ballot has been returned, the ballot should be brought to the ballot board for *rejection*. The ballot board would reject the ballot for the reason "voter has died." A ballot that was previously accepted by the ballot board should be returned to the board for further review. A deceased individual no longer meets the voter eligibility criteria.

Note: If SVRS is used to administer absentee voting, ensure that the Resend Ballot checkbox has been unchecked when marking the ballot rejected in the system. Else an unnecessary replacement ballot will be initialized for the voter.

If an **unvoted** ballot has been returned, the auditor or clerk should mark the ballot as *undeliverable*. As undeliverable ballots do not go before the ballot board, the ballot would not be marked rejected.

If **no** ballot has been returned, the auditor or clerk should mark the ballot as *spoiled/lost*.

12.2 PROCESS WHEN COA ACTIVITY AFFECTS ABSENTEE VOTERS

Change of address (COA) information from the United States Postal Service and the Electronic Registration Information Center is received and loaded into SVRS monthly. However, COA data is not loaded into SVRS within 47 days of the state primary or the state general election. With voters applying far in advance of the election for absentee ballots, it is quite possible to receive change of address (COA) updates for voters with absentee ballot records.

When processing COA changes in SVRS – whether through COA Express, Pending Applications or manually within the voter record – county administrators will receive notification when a voter with a COA Change also has an active absentee record in the system. The absentee ballot record could exist in the SVRS user's county or in any other county in the state.

A recommended best practice is to review the voter's absentee record before applying the COA update.

- If a voter has a **UOCAVA** record, administrators should complete additional research (e.g., contact the voter for clarification) before applying the address change and moving the voter. It may be that the voter used COA for a mail forward while they're away, but have not permanently moved.
- If a voter has a **regular** absentee record, the COA change should be applied.

Once the Express and Pending Queues have been processed or manual updates completed, both county and municipal administrators can review the SVRS report *COA Activity Affecting Absentee Voters*. This report is located under the report category Absentee Ballot (or Local AB for municipal users). It is recommended to run this report at least weekly.

The report provides up to three breakouts:

- Voters where both voter record and absentee record are in the administrator's county
- Voters where absentee record is in the administrator's county, but the voter record is in a different county
- Voters where the voter record is in the administrator's county, but the absentee record is in a different county

12.2.1 Processing Steps

Scenario 1: COA Address and AB Address are the Same

When both the voter record and absentee ballot record are in the administrator's county, it is possible that the COA update has modified the voter's registration to reflect the address the voter provided on their AB application. In these cases, no action is needed.

Scenario 2: COA Address and AB Address are Different

If an absentee ballot has been sent, update the status of the ballot to *spoiled/lost* in SVRS. Because the voter has moved to an address different from the residence address they certified on the absentee ballot application, the voter can no longer vote the issued ballot. Further, as the application's residence address is now incorrect, the Application status within the SVRS AB record should be changed from Approved to Rejected, and an explanatory note added to the Comments field. Finally, notify the voter via email, phone, or mail. Provide information on how to reapply for an absentee ballot at their new address.

13.0 ABSENTEE BALLOT BOARD DUTIES: ENVELOPE PROCESSING

Regular absentee and (with a few limited exceptions) UOCAVA envelope processing can begin after the close of business (COB) on the seventh day before the election. Before an accepted ballot can be separated from its envelope, the roster must be marked to indicate that the voter has voted. After COB and the marking of the roster, ballots from “Accepted” signature envelopes may be opened, duplicated if necessary and deposited into the ballot counter.

13.1 RECORD OF VOTING ABSENTEE: MARKING ROSTERS AND CREATING REPORT

Two items must be prepared by the start of voting on election day:

- polling place roster 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 with AB notations:

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

13.1.1 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 onto the rosters. Using data from the tracking spreadsheet, administrators must also prepare the report of absentee election day registrants.

13.1.2 When SVRS Absentee Ballot Module is used

When SVRS is used to record AB applications and mark ballots accepted/rejected, the system will aid in the marking of the polling place rosters and the creation of a report of absentee election day registrants.

13.1.2.1 Polling Place Rosters

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 in the roster for those ballots marked “accepted” in the system before the rosters are created. Be sure SVRS is up to date (all ballots processed through Returned AB Envelopes or UOCAVA Ballot Board) before marking rosters ready to build (i.e., print).

Ballots marked “accepted” after rosters are built must be added to the printed roster by hand using the supplemental AB reports. See Appendix D for details about the SVRS supplemental reports.

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

13.1.2.2 Report of Absentee Election Day Registrations

Polling place election judges who are registering voters on election day must have a report of those voters who completed an election day registration while voting absentee. The SVRS reports *Absentee Election Day Registrants for Polling Place* and *Roster Supplement: Accepted Absentee Ballots for Election Day Registrants* lists those AB voters who received non-registered AB materials and whose ballots were marked “accepted” in the system. If a voter’s name appears on these reports, they should not be allowed to register and vote because they have already done so by absentee ballot.

For further information about this and other SVRS absentee reports for use by the ballot board, refer to Appendix D.

13.2 OPENING OF ENVELOPES AND STORAGE

The processing of ballots is not open to the public. Retrieve the accepted absentee ballots from secure storage after close of business on the seventh day before the election. Confirm that the number of envelopes matches the number expected. (When SVRS is used, count the number of accepted envelopes, and compare to the number accepted in SVRS. In most cases, the two numbers should match.) 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.

While initialing, the judges should check that the ballot style is that of the precinct being processed. (i.e., make sure that the municipality, ward, and precinct are a match, and that the voter was not issued an incorrect ballot.) If it is found that the voter was issued the wrong ballot style, a duplicate of the ballot should be made on the correct ballot style.

Once this check or the duplication process (if needed) is complete, the ballot (or the duplicated ballot) should then be inserted into the tabulator. See section 13.2.1 for further information about the ballot duplication process.

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 ballots containing write-ins separate by precinct for later tallying (general election only). (Write-ins cannot be counted until after polls close on election day.)

No vote totals from ballots may be made public before the close of voting on election day. ([M.S. 203B.121, subd. 5\(c\)](#))

Note: An *optional* absentee ballot tracking spreadsheet template designed to aid in daily balancing and confirming final totals is available at the following link: <http://www.sos.state.mn.us/election-administration-campaigns/election-administration/election-administrator-forms/>.

13.2.1 Duplicating Ballots

As described above, there are circumstances that require a ballot be duplicated. In addition to the issuance of the wrong ballot, other circumstances include:

- a damaged ballot
- a ballot that is unreadable by the tabulator (i.e., the voter used the wrong type of marking utensil or vote mark)
- a federal-only ballot
- a presidential-only ballot

The ballot is still valid, so a duplicate ballot that the tabulator can count must be made. A duplicate ballot replaces an original ballot. Two election judges from different major parties complete the duplication process. When duplicating UOCAVA federal-only ballots or presidential-only ballots, be sure to select the correct ballot style – e.g., the ballot for the voter’s Minnesota precinct. ([M.S. 203B.121, subd. 4](#))

13.2.1.1 Duplication Steps

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](#))

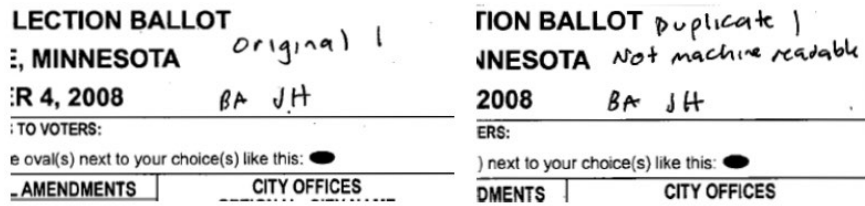


Figure 4 Ballot Duplication

13.2.2 Processing a Federal Write-In Absentee Ballot

The procedure for processing Federal Write-in Absentee ballots for UOCAVA voters is different from processing other absentee ballots. When the potential exists that an 'official' ballot could be returned (e.g., the voter submitted an FPCA, was issued a ballot, then returned a FWAB), the FWAB cannot be processed until after 8:00 p.m. on election night to allow for the receipt of the official ballot. If both a FWAB and an official ballot are received for a voter, count only the official ballot. The FWAB should be marked "rejected."

If no official ballot was issued (e.g., voter did not previously submit an FPCA), a FWAB can be processed beginning at the close of business on the seventh day before the election.

All FWABs will need to be duplicated by the absentee ballot board on an official ballot. The official ballot should be the appropriate ballot style – that of the voter’s ward, precinct, and school district. ([M.R. 8210.2700](#))

Before separating the FWAB certificate from the secrecy envelope, check the voter’s classification and note the appropriate ballot type (federal-only or full precinct) on the secrecy envelope. A ballot is federal-only when the voter is indefinitely (permanently) away or has never resided in the United States. A ballot is full precinct when the voter is in the military or is temporarily away.

When duplicating write-in votes for:

- federal offices – vote may be for a candidate’s name or a party name
- state, county, and local offices – vote must include the candidate’s name.
- state, county, or local office that is for only a political party - vote cannot be counted.

13.2.3 Safe at Home (SAH) Ballot Processing

Count accepted ballots for Safe at Home participants like non-registered absentee ballots. When ballot processing occurs, include ballots cast by participants with the rest of the absentee ballots for a precinct. As mentioned above, there is no SVRS record for these ballots. To balance counts for reporting purposes, the Absentee Election Day Registrants Roster includes space for Safe at Home voters. An Absentee Election Day Registrations Roster template is available in Appendix D. The absentee ballot board members should write "SAH" followed by a sequential number on the AB EDR roster.



Figure 5 SAH section of Absentee Election Day Registrants Rosters

14.0 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.) Two members of the ballot board must conduct the count. If the members are election judges, they must be of two different major political parties.

In the consolidated cases brought by Minnesota Voters Alliance in 2020 against Duluth, Minneapolis, Ramsey County and Olmsted County, a district court judge determined that absentee ballot boards are not independent bodies but are subsumed under other policymaking boards. This leads to the conclusion that the Open Meeting Law does not apply and therefore does not require that the public be admitted to the absentee ballot board. However, it also does not prohibit the county from voluntarily allowing such observers.

If observers are allowed, they may not see or hear any private data that appears on the absentee ballot envelope, or which is otherwise in the voter record, such as driver license or SSN numbers, complete dates of birth, and the like. This presents logistical issues to be resolved at the county's discretion.

The relevant portion of the judge's opinion in Petitions of the Minnesota Voters Alliance et al for Writs of Mandamus, Case no. 62-CV-20-4124, starts on p. 30 of that opinion. The state election's director emailed the opinion to counties in the October 22, 2020, weekly update. ([M.S. 203B.121, subd. 5\(c\)](#); [206.86, subd. 3](#))

14.1 STATE ELECTIONS

For state elections, the results must be tabulated by precinct. The absentee ballot board must submit *at least one* summary statement for each precinct in the election to the auditor or municipal clerk. The auditor or clerk may in turn certify reports containing details of the absentee ballot board summary statements for the other required recipients of the summary statements (municipal clerk, school district clerk, etc.).

When absentee ballots are counted centrally, results may be produced for each precinct by

- printing a separate summary statement for each precinct *or*
- producing segregated results for each precinct that can be identified and attached individually as part of a complete summary statement for each precinct. ([M.R. 8230.3560](#))

When using the second option, ballot board members close the polls on the tabulator and do not run the results tape. Instead, the administrators use the reporting management software to generate a report. This report, together with the summary statistics for each precinct, is signed by the absentee ballot board members.

A precinct's absentee totals are added to its polling place totals, and this combined total (Absentee + Polling Place) is 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 are printed in the abstract of votes cast. ([M.S. 203B.121, subd. 5\(b\)](#); [204C.27](#))

14.2 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 grand 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 total. ([M.S. 203B.121, subd. 5\(b\)](#))

14.3 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\(c\)](#))

15.0 POST-ELECTION DUTIES

After an election, several tasks must be completed. A post state general election absentee/mail ballot checklist is included in Appendix D. Checklists for other elections will be similar.

15.1 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:

- AB 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)

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](#))

15.2 ABSENTEE VOTING HISTORY

Within six weeks after every election, the county auditor must post voting history for every person who voted in the election. Registered absentee voters will have history added through the precinct polling place roster. AB election day registrants will have their voter registration applications entered together with those who registered at the polling place on election day. ([M.S. 201.171](#))

15.2.1 Processing Rosters

If absentee balloting is administered without the aid of SVRS, history must be posted manually using a scanner and roster barcodes. When administrators use SVRS to manage absentee voting, the system can be used to apply absentee voting history for those pre-registered voters with accepted ballots. Rather than scanning the paper roster pages manually, a simple button click will mark the post voting history (PVH) roster “A.B.” for all voters on the roster with an accepted absentee ballot.

Before beginning the posting process in the Post Voting History module, ensure that all absentee ballots for the precinct are marked ‘accepted’ or ‘rejected’ in SVRS. Only those voters with a ballot in “Accepted” status will have the “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 the PVH history for the precinct.

15.3 REJECTED OR LATE ABSENTEE BALLOTS

Although not counted in an election, rejected absentees or absentees received too late are considered a vote for the purpose of continuing registration. So, voting history must also be added for regular and UOCAVA absentee voters whose ballots were rejected by the ballot board or were received too late to be counted and who did not otherwise vote in the election (e.g., did not vote by replacement absentee ballot or in person at the polling place on election day).

For rejected non-registered envelopes, if the enclosed voter registration application is complete, use it to register the voter. This would be entered as a regular application, not as an election day registration. Rejected history does not need to be posted for voters in this situation, as their registration date serves to keep them active through the annual list maintenance (ALM).

Rejected or late absentee history is applied separately from history for accepted ballots. To post rejected/late history, go to the Elections menu in SVRS, select Post Rejected or Late AB History. When the SVRS Absentee Ballot module is used to administer absentees, ballots received too late should be marked as 'rejected received late' through Returned AB Envelopes and then have late history posted through Post Rejected or Late or AB History.

15.3.1 Notices of Rejection

After an *election* (including local special elections), a notice must be sent to each *regular* absentee voter whose signature envelope was rejected. This notice is not sent to UOCAVA voters with rejected ballots. A notice is *not* required if the regular absentee voter has successfully cast a ballot in the election (either in person or by replacement absentee).

The official in charge of the ballot board is responsible for sending the notices of rejection. (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.) All voting history (including election day registrations) should be entered before mailing out these notices. Notices must be mailed between six and 10 weeks following the election. 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 and the contact information of the election official.

When the SVRS Absentee Ballot 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\(d\)](#))

15.4 UOCAVA SPECIFIC

15.4.1 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 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 15.1 above.

15.4.2 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. In preparation for creating this report, verify that no UOCAVA ballots remain in "Initialized" or "Received" status in SVRS.

UOCAVA statistics for each county are compiled by SVRS and available in the report *UOCAVA Statistics Certification*. This report is in SVRS Reports, under the category Absentee Ballot. 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](#))

APPENDIX A - SAMPLE FORMS

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; 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 must consist of a sufficient number of election judges appointed as provided in sections 204B.19 to 204B.22; and

WHEREAS, the Absentee Ballot Board may include 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 effective [month day year] to perform the required tasks.

COMMISSIONERS	VOTE			
	Yes___	No___	Absent___	Abstain___
	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 ___, [year].

_____ County Administrator

_____ Administrator's Designee

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	

AGENT DELIVERY REQUEST FORM

This form is available for download from the [Agent Delivery](http://www.sos.state.mn.us/elections-voting/other-ways-to-vote/have-an-agent-pick-up-your-ballot-agent-delivery/) webpage (http://www.sos.state.mn.us/elections-voting/other-ways-to-vote/have-an-agent-pick-up-your-ballot-agent-delivery/)



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.

RESIDENTIAL FACILITIES EMPLOYEES LIST

This form is available for download from the [I'm in a Residential Facility](http://www.sos.state.mn.us/elections-voting/register-to-vote/im-in-a-residential-facility/) webpage.
 (http://www.sos.state.mn.us/elections-voting/register-to-vote/im-in-a-residential-facility/)



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

<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

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

DIRECT BALLOTING VOTER'S CERTIFICATE

The voter's certificate used for direct balloting must include the voter's name, identification number and the oath required by [M.S. 201.071](#). ([M.S. 203B.081](#)) A voter's certificate is included on the reverse of the Direct Balloting version of the regular absentee ballot application form. An alternative certificate sample (including multiple signature lines) is included directly below.

Election Name: _____ **Election Date:** _____

AB LOCATION: _____

I certify that I 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 at the address given on the registration 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 the following statement: that giving false information is a felony punishable by not more than five years imprisonment or a fine of not more than \$10,000, or both.

1. Voter Name, ID # (affix label # 2)	2. Voter Name, ID # (affix label # 2)
1. Voter Signature and Date:	2. Voter Signature and Date:
3. Voter Name, ID # (affix label # 2)	4. Voter Name, ID # (affix label # 2)
3. Voter Signature and Date:	4. Voter Signature and Date:
5. Voter Name, ID # (affix label # 2)	6. Voter Name, ID # (affix label # 2)
5. Voter Signature and Date:	6. Voter Signature and Date:
7. Voter Name, ID # (affix label # 2)	8. Voter Name, ID # (affix label # 2)
7. Voter Signature and Date:	8. Voter Signature and Date:
9. Voter Name, ID # (affix label # 2)	10. Voter Name, ID # (affix label # 2)
9. Voter Signature and Date:	10. Voter Signature and Date:

APPENDIX B - HEALTH CARE FACILITY OUTREACH

The auditor or clerk must facilitate absentee voting for health care facilities (HCFs) within their jurisdiction before each election. Minnesota Statutes provides for outreach during the 20 days before an election. ([M.S. 203B.11, subd. 2](#))

PREPARING FOR HCF OUTREACH

Voter Registration

To facilitate a simpler absentee voting experience, auditors or clerks can work with the facility to ensure that residents are registered to vote, and the registrations are up to date. Voters would not then have to complete non-registered materials when voting during outreach.

List of Employees

Facilities can submit a certified list of employees to the auditor at least 20 days before the election. Employees on this list can vouch for an unlimited number of residents.

Absentee Ballot Applications

Distribute absentee applications to HCFs in advance of outreach day to be able to prepare absentee materials for voters prior to the visit. However, blank materials (application forms and envelopes) should also be included in outreach supplies.

Supplies

- 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.

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. (For instance, if a voter submitted a request through the mail.)

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. The witness will also record the proof on the signature envelope. 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 a voucher. 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 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 6 Voucher Form

Although usually completed by judges, employee vouchers may also serve as the witness on the voter's signature envelope if 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 them. Voter vouchers can vouch for up to **eight** residents if they personally know the resident(s) live in the same 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>	1234567	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 7 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. An election judge team does not have a limit to the number of voters they can assist. Judges should always ask before helping a voter. All questions should be directed to the voter themselves, not to others who may be with the voter.

A voter may also obtain assistance from another person instead of asking the HCF election judges. An individual providing assistance in marking a ballot can now do so for an unlimited number of voters. The individual selected by the voter **cannot** be the voter’s employer, or an officer of the voter’s union. Candidates are now allowed to assist in marking voters’ ballots. Election judges and other individuals providing assistance must not influence the voter. ([M.S. 204C.15](#))

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 personal 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
- MN residence 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)
- Proof of personal 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. If this occurs, all materials are to be returned to the auditor/clerk. When the SVRS AB module is used to administer absentee ballots and this 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).

APPENDIX C – ABSENTEE BALLOT BOARD GUIDELINES

BALLOT BOARD RECOMMENDED GUIDELINES FOR ACCEPTING/REJECTING 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, R-5

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	○ Detroit Twp	○ New York Mills
○ Berlin Twp	○ Detroit Lakes	○ Ottawa Twp
○ Bismarck Twp	○ Hollywood Twp	○ Reno
○ Brooklyn Center	○ Houston	○ San Francisco Twp
○ Brooklyn Park	○ Madison	○ Springfield
○ Chisago City	○ Moscow Twp	○ Warsaw
○ Cleveland	○ New Germany	○ Washington Twp
○ Little Chicago	○ New London	
○ Denver Twp		

- Titles indicating the ability to administer oaths and therefore eligible to be a witness include the following (and their deputies):

○ Election Judge	○ County Auditor
○ State Senator	○ County Recorder
○ State Representative	○ Municipal Clerk
○ County Commissioner	○ 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 (if it has not been separated as of yet).
- [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 _____

Voter MN ID card # _____

address { 425882 STG 11602010 P PCT R BSA9707
JOHN ADAMS 02 1280 0011-01 ANOKA P-8
325 E MAIN ST ENW42

ID number (MN driver's license #, MN ID card #, or last four digits or 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 { 325 E Main ST
Street Address Anoka MN
City

I certify that:

- the voter showed me the blank ballot 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 X Abigail Adams

If notary, must affix stamp

For Official Use Only
 Accepted Rejected (reason): _____
 Signature Envelope - Registered

gc

Signature Envelope - Registered

A-2

Signature Envelope

Voter must complete this section please print clearly

Voter name _____

Voter MN ID card # _____

address { 425882 STG 11602010 P PCT R BSA9707
JOHN ADAMS 02 1280 0011-01 ANOKA P-8
325 E MAIN ST ENW42

ID number (MN driver's license #, MN ID card #, or last four digits or 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 { 325 E Main ST
Street Address Anoka MN
City

I certify that:

- the voter showed me the blank ballot 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 X Abigail Adams

If notary, must affix stamp

For Official Use Only
 Accepted Rejected (reason): _____
 Signature Envelope - Registered

gc

Signature Envelope - Registered

A-3

Signature Envelope

Voter must complete this section please print clearly

Voter name _____

Voter MN ID card # _____

address { 425882 STG 11602010 P PCT R BSA9707
JOHN ADAMS 02 1280 0011-01 ANOKA P-8
325 E MAIN ST ENW42

ID number (MN driver's license #, MN ID card #, or last four digits or 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

Witness must complete this section

Witness name Abigail Adams

MN street address { 325 E Main ST
Street Address Anoka MN
City

I certify that:

- the voter showed me the blank ballot 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 X Abigail Adams

If notary, must affix stamp

For Official Use Only
 Accepted Rejected (reason): _____
 Signature Envelope - Registered

gc

Signature Envelope - Registered

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.

A-4

Signature Envelope

Voter must complete this section please print clearly

Voter name: 425882 STG 11002010 p PCT R B048767
 Voter MIN address: 02 1290 0011-01 ANOKA P-6 JOHN ADAMS ENW92
 325 E MAIN ST

ID number: M9876543210123
 [MN driver's license #, MN ID card #, or last four digits or 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: John Adams Jr

Witness must complete this section

Witness name: Abigail Adams
 MN street address: 325 E Main ST
 City: Anoka State: MIN

I certify that:

- the voter showed me the blank ballot 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 ballot in the ballot envelope; and
- I am, or have been, registered to vote in Minnesota, or am a nativity, or am authorized to give votes.

 Witness Signature: X Abigail Adams
 If nativity, must affix stamp

Voter signature outside of signature box with Is acceptable.

For Official Use Only
 accepted [Accepted reason]: _____
 Signature Envelope - Registered

gc Signature Envelope - Registered

A-5

Signature Envelope

Voter must complete this section please print clearly

Voter name: 425882 STG 11002010 p PCT R B048767
 Voter MIN address: 02 1290 0011-01 ANOKA P-6 JOHN ADAMS ENW92
 325 E MAIN ST

ID number: M9876543210123
 [MN driver's license #, MN ID card #, or last four digits or 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: X

Witness must complete this section

Witness name: Abigail Adams
 MN street address: 325 E Main ST
 City: Anoka State: MIN

I certify that:

- the voter showed me the blank ballot 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 ballot in the ballot envelope; and
- I am, or have been, registered to vote in Minnesota, or am a nativity, or am authorized to give votes.

 Witness Signature: X Abigail Adams
 If nativity, must affix stamp

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

For Official Use Only
 accepted [Accepted reason]: _____
 Signature Envelope - Registered

gc Signature Envelope - Registered

A-6

Signature Envelope

Voter must complete this section please print clearly

Voter name: 425882 STG 11002010 p PCT R B048767
 Voter MIN address: 02 1290 0011-01 ANOKA P-6 JOHN ADAMS ENW92
 325 E MAIN ST

ID number: M9876543210123
 [MN driver's license #, MN ID card #, or last four digits or 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: X J. Adams Jr.
(Abigail Adams)

Witness must complete this section

Witness name: Abigail Adams
 MN street address: 325 E Main ST
 City: Anoka State: MIN

I certify that:

- the voter showed me the blank ballot 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 ballot in the ballot envelope; and
- I am, or have been, registered to vote in Minnesota, or am a nativity, or am authorized to give votes.

 Witness Signature: X Abigail Adams
 If nativity, 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 [Accepted reason]: _____
 Signature Envelope - Registered

gc Signature Envelope - Registered

A-7

Signature Envelope

please print clearly

Voter must complete this section

Voter name: 426882 STG 110022010 P PCT R B049767
 Voter MN address: 02 1290 0011-01 ANOKA P-6 JOHN ADAMS 325 E MAIN ST ENW42

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**

Witness must complete this section

Witness name: **Abigail Adams**

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

I certify that:

- the voter showed me the blank ballot 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: **X Abigail Adams**

If notary, must affix stamp

For Official Use Only

accepted rejected (reason):

Signature Envelope - Registered

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

A-8

Signature Envelope

please print clearly

Voter must complete this section

Voter name: 426882 STG 110022010 P PCT R B049767
 Voter MN address: 02 1290 0011-01 ANOKA P-6 JOHN ADAMS 325 E MAIN ST ENW42

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**

Witness must complete this section

Witness name: **Abigail Adams**

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

I certify that:

- the voter showed me the blank ballot 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: **X Abigail Adams**

If notary, must affix stamp

For Official Use Only

accepted rejected (reason):

Signature Envelope - Registered

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

A-9

Signature Envelope

please print clearly

Voter must complete this section

Voter name: 426882 STG 110022010 P PCT R B049767
 Voter MN address: 02 1290 0011-01 ANOKA P-6 JOHN ADAMS 325 E MAIN ST ENW42

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

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

Note: Voter's SVRS record contains LA SSN \$ 2356

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 an official or notary): **325 E Main ST**
 City: **Anoka** State: **MN**

I certify that:

- the voter showed me the blank ballot 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: **X Abigail Adams**

If notary, must affix stamp

For Official Use Only

accepted rejected (reason):

Signature Envelope - Registered

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

A-10

Signature Envelope

Voter must complete this section please print clearly

Voter name: 425882 STG 11/02/2010 P PCT R BS49767
Voter PIN: 02 1280 0011-01 ANOKA P-6
address: JOHN ADAMS, 325 E MAIN ST, ENWA2

ID number: 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: 325 E Main ST
City: Anoka, MN

- the voter showed me the blank ballot 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

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.

For Official Use Only: Accepted/Rejected (reason):

gc Signature Envelope - Registered

A-11

Signature Envelope

Voter must complete this section please print clearly

Voter name: 425882 STG 11/02/2010 P PCT R BS49767
Voter PIN: 02 1280 0011-01 ANOKA P-6
address: JOHN ADAMS, 325 E MAIN ST, ENWA2

ID number: 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: Woodrow Wilson
MN Street address: County Auditor
City: MN

- the voter showed me the blank ballot 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 Woodrow Wilson

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

For Official Use Only: Accepted/Rejected (reason):

gc Signature Envelope - Registered

A-12

Signature Envelope

Voter must complete this section please print clearly

Voter name: 425882 STG 11/02/2010 P PCT R BS49767
Voter PIN: 02 1280 0011-01 ANOKA P-6
address: JOHN ADAMS, 325 E MAIN ST, ENWA2

ID number: 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: Thomas Jefferson
MN Street address: State Senator
City: MN

- the voter showed me the blank ballot 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 Thomas Jefferson

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):

gc Signature Envelope - Registered

A-13

Signature Envelope

Voter must complete this section please print clearly

Voter name: 425883 STG 11022010 ML PCT NR B649768
 Voter: 02 1280 0011-01 ANOKA P-6
 MN: JOHN QUINCY ADAMS
 address: 325 E MAIN ST ENVAZ

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

Rental ID card registration

Previous registration in the same precinct

An employee of a residential facility in the precinct who vouches 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, PK

Signature on application is John Q Adams

the voter registered to vote by filling out and endorsing a voter registration application in this envelope;

this 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

Accepted [] Rejected [] Reason: _____

gc Signature Envelope - Unregistered

A-14

Signature Envelope

Voter must complete this section please print clearly

Voter name: 425883 STG 11022010 ML PCT NR B649768
 Voter: 02 1280 0011-01 ANOKA P-6
 MN: JOHN QUINCY ADAMS
 address: 325 E MAIN ST ENVAZ

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
 City: 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 vouches for voter's residence in the precinct (must complete the voucher form on back of the Voter Registration Application)

Rental ID card registration

Previous registration in the same precinct

An employee of a residential facility in the precinct who vouches 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

Accepted [] Rejected [] Reason: _____

gc Signature Envelope - Unregistered

A-15

Signature Envelope

Voter must complete this section please print clearly

Voter name: 425883 STG 11022010 ML PCT NR B649768
 Voter: 02 1280 0011-01 ANOKA P-6
 MN: JOHN QUINCY ADAMS
 address: 325 E MAIN ST ENVAZ

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

Rental ID card registration

Previous registration in the same precinct

An employee of a residential facility in the precinct who vouches 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 ballot, allowed another voter to do so under the supervision of the voter;

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

Accepted [] Rejected [] Reason: _____

gc Signature Envelope - Unregistered

A-16

Signature Envelope

Witness must complete this section please print clearly

Voter name: 42883 STG 11/02/2010 ML PCT NR B449788
 Voter MN 02 1280 0011 01 ANCKA P-6
 address JOHN QUINCY ADAMS ENH42
 320 E MAIN ST

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**

Witness address **Ben Franklin**
 Street Address **Notary Public**
 (or title, if official or notary) **MY COMMISSION EXPIRES 12/31/2011**
 CITY

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 vouches for voter's residence in the precinct (must complete the voucher form on back of the Voter Registration Application)
- Notice of late registration
- Previous registration in the same precinct
- An employee of a residential facility in the precinct who vouches 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 ballot before voting;
- the voter marked the ballots in private or, if physically unable to mark the ballot, the ballot was marked as directed by the voter;
- the voter enclosed and sealed the ballot in the ballot envelope;
- the voter registered to vote by filling out and endorsing 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

Witness 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 **X**

Witness must complete this section

Witness name

Witness address **MIN**
 Street Address
 (or title, if official or notary) **MIN**
 CITY

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 vouches for voter's residence in the precinct (must complete the voucher form on back of the Voter Registration Application)
- Notice of late registration
- Previous registration in the same precinct
- An employee of a residential facility in the precinct who vouches 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 ballot before voting;
- the voter marked the ballots in private or, if physically unable to mark the ballot, the ballot was marked as directed by the voter;
- the voter enclosed and sealed the ballot in the ballot envelope;
- the voter registered to vote by filling out and endorsing 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):

Signature Envelope - Unregistered

A-18

Signature Envelope

Witness 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 **X**

Witness must complete this section

Witness name

Witness address **MIN**
 Street Address
 (or title, if official or notary) **MIN**
 CITY

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 vouches for voter's residence in the precinct (must complete the voucher form on back of the Voter Registration Application)
- Notice of late registration
- Previous registration in the same precinct
- An employee of a residential facility in the precinct who vouches 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 ballot before voting;
- the voter marked the ballots in private or, if physically unable to mark the ballot, the ballot was marked as directed by the voter;
- the voter enclosed and sealed the ballot in the ballot envelope;
- the voter registered to vote by filling out and endorsing 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):

Signature Envelope - Unregistered

REJECTED ABSENTEE BALLOT ENVELOPE EXAMPLES

R-1

Signature Envelope

Voter must complete this section please print clearly

Voter name: 425882 STG 11/02/2010 P PCT R B049767
 Voter MIN ID card #: 02 1280 0011-01 ANOKA P-6
 address: **James Adams** ENW92
 325 E MAIN ST

ID number (MN driver's license #, MIN ID card #, or last four digits of SSN): **M4876543210123**

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 (or title if an official or notary): **105 Elm St**
 Street Address: **Andover** City: **MIN**

I certify that:

- the voter showed me the blank ballot 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 ballot 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): **Voter Name Not Match**

gc Signature Envelope - Registered

R-2

Signature Envelope

Voter must complete this section please print clearly

Voter name: 425882 STG 11/02/2010 P PCT R B049767
 Voter MIN ID card #: 02 1280 0011-01 ANOKA P-6
 address: **John Adams** ENW92
 105 Elm St

ID number (MN driver's license #, MIN ID card #, or last four digits of SSN): **M4876543210123**

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 an official or notary): **325 E Main St**
 Street Address: **Anoka** City: **MIN**

I certify that:

- the voter showed me the blank ballot 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 ballot 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): **Voter Address Not Match**

gc Signature Envelope - Registered

R-3

Signature Envelope

Voter must complete this section please print clearly

Voter name: 425882 STG 11/02/2010 P PCT R B049767
 Voter MIN ID card #: 02 1280 0011-01 ANOKA P-6
 address: **John Adams** ENW92
 325 E MAIN ST

ID number (MN driver's license #, MIN ID card #, or last four digits of SSN): **M4876543210123**

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 (or title if an official or notary): **325 E Main St**
 Street Address: **Anoka** City: **MIN**

I certify that:

- the voter showed me the blank ballot 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 ballot 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): **No Voter Signature**

gc Signature Envelope - Registered

R-4

Signature Envelope

Voter must complete this section please print clearly

Voter name B449767

Voter MN address 02 1280 0011-01 ANOKA P-8
JOHN ADAMS
325 E MAIN ST
ENVA#2

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 (or title, if an official or notary) 325 E Main ST
Anoka MN

I certify that:

- the voter showed me the blank ballot 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 X

If notary, must affix stamp

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

For Official Use Only

Accepted Rejected Reason: No Voter Signature

Signature Envelope—Registered

gc

Signature Envelope—Registered

R-5

Signature Envelope

Voter must complete this section please print clearly

Voter name B449767

Voter MN address 02 1280 0011-01 ANOKA P-8
JOHN ADAMS
325 E MAIN ST
ENVA#2

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 by Abigail Adams of 308

Witness must complete this section

Witness name Abigail Adams

MN Street address (or title, if an official or notary) 325 E Main ST
Anoka MN

I certify that:

- the voter showed me the blank ballot 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 X Abigail Adams

If notary, must affix stamp

Note: Voting is not covered by power of attorney (POA).

For Official Use Only

Accepted Rejected Reason: No Voter Signature

Signature Envelope—Registered

gc

Signature Envelope—Registered

R-6

Signature Envelope

Voter must complete this section please print clearly

Voter name B449767

Voter MN address 02 1280 0011-01 ANOKA P-8
JOHN ADAMS
325 E MAIN ST
ENVA#2

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
Anoka MN

I certify that:

- the voter showed me the blank ballot 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 X Abigail Adams

If notary, must affix stamp

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

For Official Use Only

Accepted Rejected Reason: Voter # and Signature

Signature Envelope—Registered

gc

Signature Envelope—Registered

R-7

Signature Envelope

Voter must complete this section please print clearly

Voter name _____

Voter MN address _____

MIN

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 X

Witness must complete this section

Witness name _____

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

Street Address _____

CITY _____

MIN

I certify that:

- the voter showed me the blank ballot 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 ballot 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

For Official Use Only

Accepted Rejected (reason): _____

Signature Envelope - Registered

R-8

Signature Envelope

Voter must complete this section please print clearly

Voter name _____

Voter MN address _____

425882 STG 11002010 p PCT R B549767
JOHN ADAMS
325 E MAIN ST ENW42

ID number (MN driver's license #, MN ID card #, or last four digits of SSN) M49876543210123

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 an official or notary) _____

Street Address 325 E Main ST

CITY Anoka

MIN

I certify that:

- the voter showed me the blank ballot 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 ballot 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

For Official Use Only

Accepted Rejected (reason): No Witness Signature

Signature Envelope - Registered

R-9

Signature Envelope

Voter must complete this section please print clearly

Voter name _____

Voter MN address _____

425882 STG 11002010 p PCT R B549767
JOHN ADAMS
325 E MAIN ST ENW42

ID number (MN driver's license #, MN ID card #, or last four digits of SSN) M49876543210123

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 an official or notary) _____

Street Address 325 E Main ST

CITY Anoka

MIN

I certify that:

- the voter showed me the blank ballot 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 ballot 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

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 11002/2010 P P/CT R B049767
JOHN ADAMS 02 1280 0011-01 ANOKA P-6
325 E MAIN ST ENW42

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 John Adams**

Witness must complete this section

Witness name **Abigail Adams**

MN street address 100 Main St
Street Address
City Phoenix AZ MN
(for title or notary)

I certify that:

- the voter showed me the blank ballot 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 ballot 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**

gc Signature Envelope - Registered

R-11

Signature Envelope

Voter must complete this section please print clearly

Voter name _____

Voter MN address 425882 STG 11002/2010 P P/CT R B049767
JOHN ADAMS 02 1280 0011-01 ANOKA P-6
325 E MAIN ST ENW42

ID number (MN driver's license #, MN ID card #, or last four digits of SSN) **M4876543210123**

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 100 Main St
Street Address
City Salt Lake City MN
(for title or notary)

I certify that:

- the voter showed me the blank ballot 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 ballot 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**

gc Signature Envelope - Registered

R-12

Signature Envelope

Voter must complete this section please print clearly

Voter name _____

Voter MN address 425882 STG 11002/2010 P P/CT R B049767
JOHN ADAMS 02 1280 0011-01 ANOKA P-6
325 E MAIN ST ENW42

ID number (MN driver's license #, MN ID card #, or last four digits of SSN) **M4876543210123**

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 100 Main St
Street Address
City MN
(for title or notary)

I certify that:

- the voter showed me the blank ballot 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 ballot 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**

gc Signature Envelope - Registered

R-13

Signature Envelope

Voter must complete this section please print clearly

Voter name 425882 STG 11002010 P PCT R B549767

Voter MIN address 02 1280 0011-01 ANOKA P-6 JOHN ADAMS 325 E MAIN ST ENW42

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 John Adams

Witness must complete this section

Witness name Abigail Adams

MN Street address (or title, if an official or notary) Anoka MIN

City State

I certify that

- the voter showed me the ballot before voting;
- the voter marked the ballot in private or, if physically unable to mark the ballot, the ballot was marked as directed by the voter;
- the ballot was marked as directed by the voter;
- the voter endorsed and sealed the ballot 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

gc Signature Envelope - Registered

R-14

Signature Envelope

Voter must complete this section please print clearly

Voter name 425882 STG 11002010 P PCT R B549767

Voter MIN address 02 1280 0011-01 ANOKA P-6 JOHN ADAMS 325 E MAIN ST ENW42

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 an official or notary) 100 Main ST Canada MIN

City State

I certify that

- the voter showed me the ballot before voting;
- the voter marked the ballot in private or, if physically unable to mark the ballot, the ballot was marked as directed by the voter;
- the ballot was marked as directed by the voter;
- the voter endorsed and sealed the ballot 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

gc Signature Envelope - Registered

R-15

Signature Envelope

Voter must complete this section please print clearly

Voter name 425882 STG 11002010 P PCT R B549767

Voter MIN address 02 1280 0011-01 ANOKA P-6 JOHN ADAMS 325 E MAIN ST ENW42

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 an official or notary) Anoka MIN

City State

I certify that

- the voter showed me the ballot before voting;
- the voter marked the ballot in private or, if physically unable to mark the ballot, the ballot was marked as directed by the voter;
- the ballot was marked as directed by the voter;
- the voter endorsed and sealed the ballot 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

gc Signature Envelope - Registered

R-16

Signature Envelope

Voter must complete this section please print clearly

Voter name: 428883 STG 11/02/2010 NL PCT NR B049788
 Voter: 02 1280 0011-01 ANOKA P-6
 MN: JOHN QUINCY ADAMS
 address: 320 E MAIN ST ENVA2

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 PO, if official or notary): 1234 1st St
 City: Andover MN

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

Bill, student fee statement, or residential lease plus photo ID
 Registered voter in the precinct who vouches 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
 An employee of a residential facility in the precinct who vouches 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 ballot before voting.

Note: Not registered in SVRS or master list. No VRA inside Signature env. No VRA inside ballot env.

Witness Signature: X Louisa Adams

If notary, must affix stamp

For Official Use Only Not Registered—No VRA
 Accepted Rejected (reason): gc

R-17

Signature Envelope

Voter must complete this section please print clearly

Voter name: 428883 STG 11/02/2010 NL PCT NR B049788
 Voter: 02 1280 0011-01 ANOKA P-6
 MN: JOHN QUINCY ADAMS
 address: 320 E MAIN ST ENVA2

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 PO, if official or notary): 1234 1st St
 City: Andover MN

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

Bill, student fee statement, or residential lease plus photo ID
 Registered voter in the precinct who vouches 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
 An employee of a residential facility in the precinct who vouches 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 ballot before voting.

Note: Not registered in SVRS or master list. No VRA inside Signature env. No VRA inside ballot env. VRA received separate from AB

Witness Signature: X Louisa Adams

If notary, must affix stamp

For Official Use Only Not Registered—VRA Sepa-
 Accepted Rejected (reason): gc rate Thoroughly Reviewed—Unregistered

R-18

Signature Envelope

Voter must complete this section please print clearly

Voter name: 428883 STG 11/02/2010 NL PCT NR B049788
 Voter: 02 1280 0011-01 ANOKA P-6
 MN: JOHN QUINCY ADAMS
 address: 320 E MAIN ST ENVA2

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 PO, if official or notary): 1234 1st St
 City: Andover MN

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

Bill, student fee statement, or residential lease plus photo ID
 Registered voter in the precinct who vouches 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
 An employee of a residential facility in the precinct who vouches 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 ballot before voting.

Note: Not registered in SVRS or master list. VRA in envelope is not signed.

Witness Signature: X Louisa Adams

If notary, must affix stamp

For Official Use Only Not Reg. VRA Not Signed
 Accepted Rejected (reason): gc

R-19

Signature Envelope

Voter must complete this section please print clearly

Voter name: 425883 STG 11022010 ML PCT NR B649788
 Voter MN: 02 1260 0011 01 ANDREA P-6
 address: JOHN QUINCY ADAMS 320 E MAIN ST ENVR2

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

Witness address (or title, if official or notary): Pastor
 Street Address: _____
 City: MIN

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
 Bill, student fee statement, or residential lease plus photo ID
 Registration Application
 Trial ID card
 Notice of late registration
 Previous registration in the same precinct
 An employer or a residential facility in the precinct who vouches 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 ballot before voting;
 • the voter marked the ballot in private or, if physically unable to mark the ballot, the ballot was marked as directed by the voter;
 • the voter enclosed and sealed the ballot 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 Rev. J. Johnson

If notary, must affix stamp

For Official Use Only: No Notary Stamp
 Accepted/Rejected Reason: Notary Stamp

gc Signature Envelope - Unregistered

R-20

Signature Envelope

Voter must complete this section please print clearly

Voter name: 425883 STG 11022010 ML PCT NR B649788
 Voter MN: 02 1260 0011 01 ANDREA P-6
 address: JOHN QUINCY ADAMS 320 E MAIN ST ENVR2

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

Witness address (or title, if official or notary): 1234 1st St
 Street Address: _____
 City: Andover
 State: MIN

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
 Bill, student fee statement, or residential lease plus photo ID
 Registration Application
 Trial ID card
 Notice of late registration
 Previous registration in the same precinct
 An employer or a residential facility in the precinct who vouches 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 ballot before voting;
 • the voter marked the ballot in private or, if physically unable to mark the ballot, the ballot was marked as directed by the voter;
 • the voter enclosed and sealed the ballot 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

gc Signature Envelope - Unregistered

R-21

Signature Envelope

Voter must complete this section please print clearly

Voter name: 425883 STG 11022010 ML PCT NR B649788
 Voter MN: 02 1260 0011 01 ANDREA P-6
 address: JOHN QUINCY ADAMS 320 E MAIN ST ENVR2

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

Witness address (or title, if official or notary): Notary Public
 Street Address: _____
 City: MIN

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
 Bill, student fee statement, or residential lease plus photo ID
 Registration Application
 Trial ID card
 Notice of late registration
 Previous registration in the same precinct
 An employer or a residential facility in the precinct who vouches 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 ballot before voting;
 • the voter marked the ballot in private or, if physically unable to mark the ballot, the ballot was marked as directed by the voter;
 • the voter enclosed and sealed the ballot 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

gc Signature Envelope - Unregistered

SAMPLE 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., 8/9/2022 State Primary] 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

APPENDIX D - LISTS, CHECKLISTS AND OTHER SAMPLES

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.

SAMPLE IN-PERSON ABSENTEE BALLOT ISSUANCE (WITH ENVELOPES)

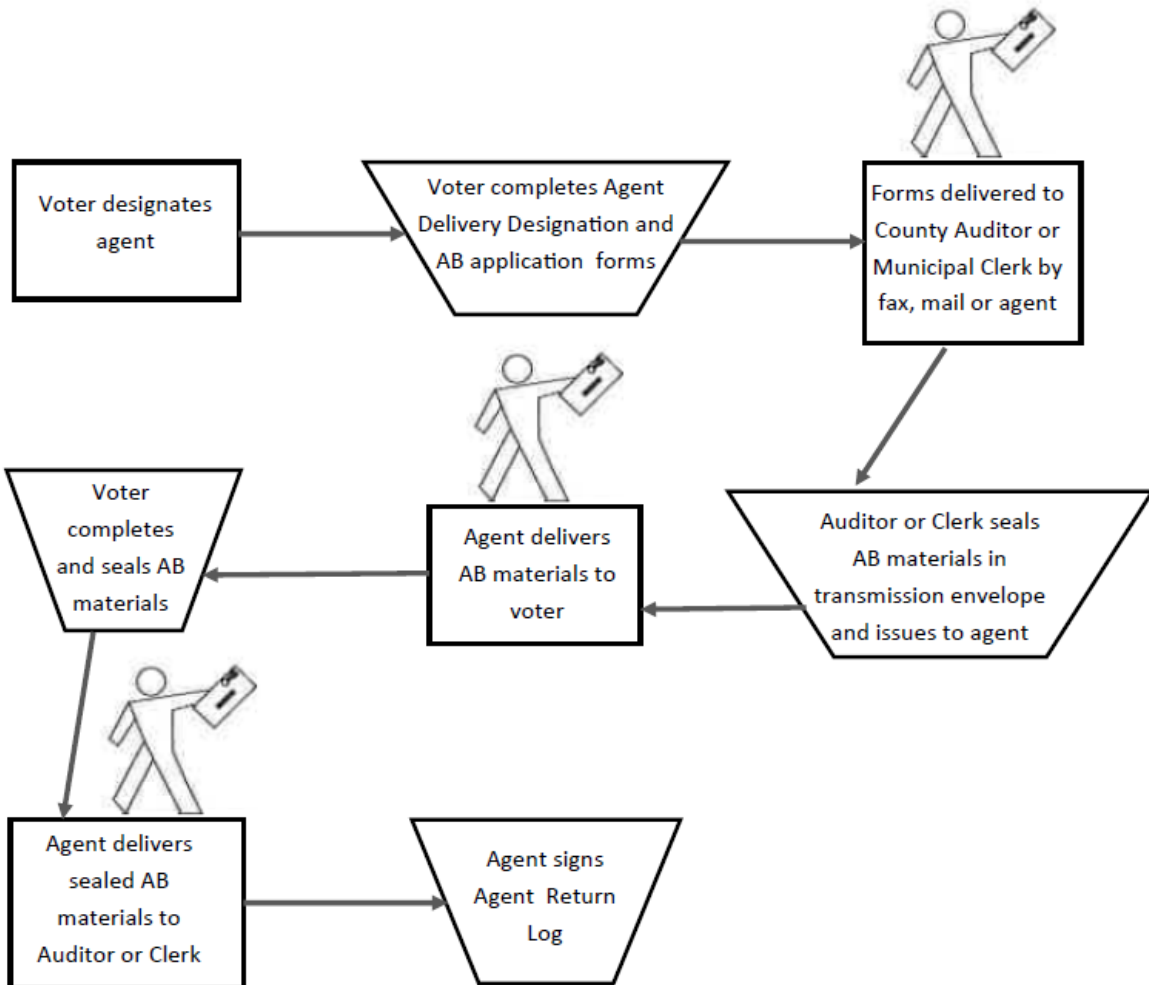
Registered Voter

- Have voter fill out absentee ballot application. Check for completeness and legibility.
- Check voter's name and address on the voter master list or in SVRS. (If name or address is different, voter receives non-registered materials.) Enter the application in SVRS and print envelope labels. Complete "official use only" portion of application (or attached application label) and file as instructed.
- Select the ballot that matches the precinct and school district the voter resides in as indicated in the registration record. Precinct and school district also indicated on Env. 2 label. Apply label to envelope.
- Provide the ballot, a tan secrecy envelope, and a registered voter signature envelope.
- After the voter has sealed their completed ballot in the secrecy envelope, and completed the signature envelope, seal and complete the witness portion of the signature envelope.
- Give the voter an "I VOTED" sticker. [Optional]

Non-Registered Voter

- Check voter's name and address on the voter master list or in SVRS to confirm the voter is not registered.
- Have voter fill out both the voter registration (VRA) and absentee ballot applications. Check them for completeness and legibility. [After pre-registration cut-off.]
- Ask the voter for proof of residence. Use the "Election Day Registration" poster for list of acceptable proofs of residence.
- Enter the application in SVRS, print labels and apply to envelope and VRA. Complete "official use only" portion of application (or attach application label) and file as instructed.
- Select the ballot that matches the precinct and school district the voter resides in (using precinct finder). Precinct and school district also indicated on Env. 2 label.
- Provide the ballot, a tan secrecy envelope, and a non-registered voter signature envelope. Remind them to put the VRA into the signature envelope and not into the secrecy envelope.
- After the voter has sealed their completed ballot into the secrecy envelope, and completed the signature envelope, seal and complete the witness portion of the signature envelope including the proof of residence type.
- Give the voter an "I VOTED" sticker. [Optional]

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:
 - At least 18 years old
 - Must have preexisting relationship with voter
 - Not a candidate in the election
 - Has delivered ballots to no more than 3 persons in an election

SAMPLE DIRECT BALLOTING (ABSENTEE VOTING WITHOUT ENVELOPE) PROCESS

Voting Process

1. Voter completes ('DB' version of) absentee application
2. Staff asks voter if they want to insert ballot into tabulator, or if they want to use envelopes
3. If voter chooses without envelopes, staff creates absentee record in SVRS using one of the Direct Balloting options (*Registered or New*) and prints the labels. The ballot is automatically marked "Accepted".
4. Staff pulls ballot from appropriate precinct split
5. Staff hands ballot application, labels, and ballot to verifying staff member
6. Verifying staff member ensures information is correct, puts signature envelope label (#2) on voter certificate on reverse of the absentee application and voter signs certificate and provides their ID number
7. Verifying staff provides ballot instructions to voter and hands ballot to voter and directs to voting booth
8. Voter votes ballot and inserts into tabulator

Administrative Process

1. End of day
 - a. Note ballot count from tabulator screen on spreadsheet
 - b. Two ballot board members remove ballots from tabulator, verify number of ballots by precinct to the signature certificates and tabulator screen
 - c. Note number of ballots on spreadsheet
 - d. Two members initial all ballots
 - e. Seal ballots in envelopes by precinct with date label and number of ballots scanned on each envelope
 - f. Push "Power" button on tabulator
 - g. Press "CONTINUE POWER DOWN" on screen
 - h. When powered down, remove memory stick
 - i. Place envelope with sealed ballots in transfer case in secure location
 - j. Seal memory stick into envelope and place in secure location
 - k. Seal signature oath pages in envelope and place in box in secure location
2. Beginning of day
 - a. Retrieve memory stick from elections vault, log unsealing of envelope, and place in tabulator
 - b. Press Tabulator's "Power" button
 - c. When powered on, press "CONTINUE" if "Diverter not found" message appears
 - d. Press "CONTINUE VOTING" on screen
 - e. Note ballot count on screen for beginning of day on spreadsheet
 - f. Place new signature oath sheets at counter
3. 8:00 p.m. on election day
 - a. Push "Close Polls" button on tabulator
 - b. Press "Summary Totals" for total summary of votes cast
 - c. When printing is complete, remove memory stick and bring to assigned staff member for upload

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*

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

- I. At least one PC running Windows (number of computers required will depend upon jurisdiction size and absentee voting activity level)
 - PC(s) must have current malware and anti-virus protection software installed
 - Windows 10+ is recommended
 - **Windows 10:** November 2021 Update installed (21H2) or soon to be installed if have 20H2 installed.
 - **Windows 11:** 21H2 (The original release for Windows 11)
 - Static IP address (CANNOT be unsecured, open Wi-Fi, i.e., guest user for library, lobby, etc.). Consult your IT staff to determine how your IP address is configured.
 - Broad internet connection
 - Google Chrome Version 102+ and Microsoft Edge Version 94+
 - Adobe Reader DC Version 20.xxx.xxxxx or higher
2. Each SVRS user **must** have a work-issued 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 a laser printer will be used for printing sheet labels (absentee labels)
5. Barcode wand reader for processing barcodes
 - *Note:* OSS does not provide recommendations on product brands. Consult with county/municipal election administrators for product feedback.
6. **Optional:** If the 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).

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 the 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.

SVRS ABSENTEE REPORTS

As described in section 13.1.2, when SVRS is used to administer absentee voting there are reports available to assist with marking accepted ABs on polling place rosters and to create a list of absentee election day registrants. Once rosters are generated in the system, voters with an accepted AB are listed on the Roster Supplement reports. These reports are in the SVRS Report Category *Absentee Ballot Board*. There are four reports:

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.					
<i>Election Judge Instructions:</i> Review this list before registering each voter on election day. If the person's name appears on this list, do not 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, ROBBYAN GRAY 1829 FURNESS ST N # 308	5138858	11/26/1986	0220 MAPLEWOOD P-10	1450426	10/31/2014 4:54:06 PM

Figure 8 Absentee Election Day Registrants for Polling Place Report

Content: Lists voters who received non-registered AB materials and whose ballots were accepted.

Note: Voters with “Challenged” or “See ID” notations appear on both this report *and* the *Roster Supplement: Accepted Absentees for Registered Voters* report because they have an existing line in the roster, but due to the notation on their record, must register to vote.

Purpose: For use by Polling Place EDR judges on election day. Judges can review the list before registering each voter on election day; if voters name appears on this list, the voter should not be permitted to register and vote as they have already done so by absentee ballot. Providing report to judges removes need to hand-write AB EDRs into EDR pages of precinct’s roster.

When to run: Run after all ballots received by close of business on the seventh day before the election have been marked “accepted” in SVRS.

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: Accepted Absentees for Registered Voters* report.

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 9 Roster Supplement: Accepted Absentee Ballots for Registered Voters Report

Content: Lists **registered** voters with accepted ABs who do not have “A.B.” pre-printed in the roster.

Purpose: Use when manually marking “A.B.” on rosters for registered voters with accepted ballot.

When to run: Begin printing this report any time after rosters have been created.

Tips:

- Regardless of date range selected, this report will never include the names of voters whose ballots were accepted *before* rosters were generated. Notations for these voters are already printed in the roster.
- Leaving start date and time blank will ensure that 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 following day.

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 10 Roster Supplement: Accepted Absentee Ballots for Election Day Registrants Report

Content: Lists voters who received non-registered AB materials and whose ballots were accepted.

Purpose: Serves as a supplement to the *Absentee Election Day Registrants for Polling Place* report, covering any dates that this report does not include. 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 AB voter's name to the *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 for Polling Place* report has been run.

Tips:

- Run for the date range **not** covered by the *AB EDR for Polling Place* report.
- DO NOT make AB notation in polling place roster for voters on this report.

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 11 Absentee Election Day Registrants Roster

Content: 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 all absentee election day registrants to be retained with the polling place rosters for a complete record. Rather than enter all AB EDRs into the roster by hand, use this report. This report includes space to account for Safe at Home voters.

When to run: Print this report after all absentee ballots have been accepted/rejected and the election has passed.

ABSENTEE ELECTION DAY REGISTRANTS ROSTER TEMPLATE



Absentee Election Day Registrants Roster

Absentee Ballot Board

Absentee Election Day Registrants Roster - [MM/DD/YEAR] [Election Title], [County Name]

Voter Name and Address	Voting Method	District/Precinct	Voter ID Number	DOB
Safe At Home Voters:				

School District: _____

Precinct: _____

Total Voters on Roster: _____

Figure 12 Absentee Election Day Registrants Roster Template

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 marked as such 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.
 - 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 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.

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 regular 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.

Office of the Minnesota Secretary of State Elections
Division
2022 Absentee Voting Administration Guide
Updated 6-13-2024 (Absentee Ballot Board
resolution update)