# 2020

Minnesota
Mail Voting Guide
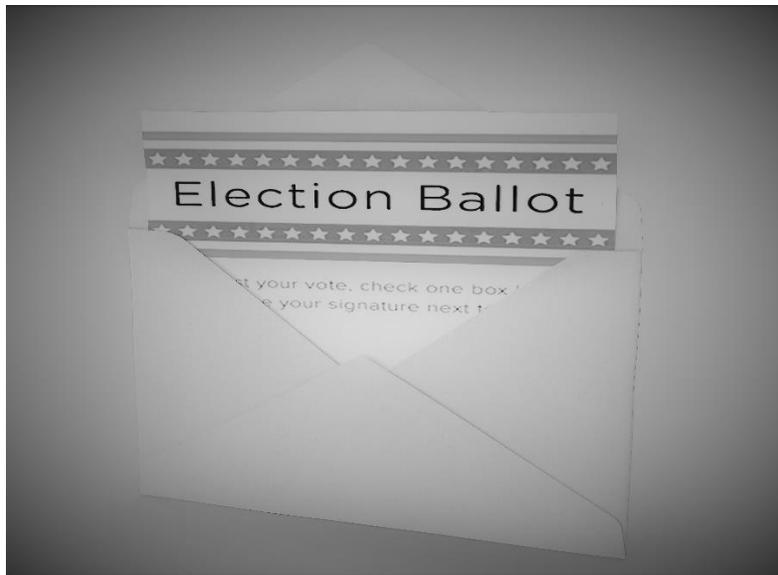
Office of the Minnesota Secretary of State

180 State Office Building

100 Rev. Dr. Martin Luther King Jr. Blvd.

St. Paul, MN 55155

Phone: (651) 215-1440

Toll Free: 1-877-600-8683

Minnesota Relay Service: 1-800-627-3529

Email: elections.dept@state.mn.us

Website: http://www.sos.state.mn.us

TABLE OF CONTENTS

1.0 INTRODUCTION

The Minnesota legislature authorized mail voting in 1987. There are two authorized types:

- "mail balloting" for federal, state, county, city or town elections in authorized precincts, and
- "mail elections" for special *question(s)* elections held entirely by mail in a county, city, town or school district. At a "mail *election*," no *offices* may be voted upon.

This guide lays out the procedures for "mail balloting" as well as for "mail elections". The procedures are generally the same for both and are referred to together as "mail voting" in this guide. Any distinctions between "mail balloting" and "mail elections" are clearly noted throughout the guide where appropriate.

Minnesota Statutes 204B.45 authorizes "mail balloting", whereby a town of any size not located in the seven metropolitan counties, or a city having fewer than 400 registered voters on June 1 of an election year and not located in the seven metropolitan counties, may choose mail balloting. In addition, a municipality may designate mail balloting for any *precinct* having fewer than 100 registered voters.

Mail balloting is authorized by resolution of the governing body and remains in effect for the subsequent elections until revoked. A jurisdiction may choose mail balloting for one or both types of elections: state/county and/or local. An important distinction is that such "mail balloting" elections are inclusive of ballot questions as well as elected offices (candidates) for these jurisdictions.

By comparison, Minnesota Statutes 204B.46 provides for a "mail election", a one-time authorized special election by mail for question(s). **No offices** (candidates) may be on the ballot, and the authorization for this special mail election **expires after completion** of the election. A school district may conduct a one-time special mail election, but cannot authorize this type of special election for offices (candidates).

Note: Although not authorized to adopt mail balloting for general elections or special elections to fill vacancies, a school district election held in conjunction with a "higher" jurisdiction's election who has mail ballot precincts or conducting a mail election will by "default" vote by mail.

All election laws, including all absentee voting statutes and rules, are applicable to mail voting unless exceptions are specifically noted in law.

Be sure to carefully review the provisions of Minnesota Statutes, section 204B.45 (for ongoing conduct of mail balloting) and 204B.46 (for one-time ballot question elections) and Minnesota Rules, part 8210.3000, which specifically address mail voting.

It is also useful to become familiar with

- Minnesota absentee voting statutes, Chapter 203B
  - Ballot Boards, 203B.121
- Minnesota Rules, part 8210.0100 to 8210.2600
  - Replacement Ballots, 8210.2600.

2.0 MAIL BALLOTING & MAIL ELECTIONS CALENDAR TEMPLATE

The following election calendar highlights dates specific to mail balloting and mail elections. *There are most likely other items related to different types of elections. Please use this calendar **with** other appropriate calendars.* Complete election calendars are available the Office of the Minnesota Secretary of State Election Calendars webpage. (http://www.sos.state.mn.us/election-administration-campaigns/election-administration/election-calendars/).

Proposed election date: _____

Table 1 Mail Balloting & Mail Elections Calendar Template

Date	Days	Activity
_____	-90	**Authorization** The municipal governing body, school board or county board may authorize mail voting by resolution. If mail *balloting*, the resolution must be adopted no later than 90 days prior to the first election (except between the state primary and state general). It remains in effect for all subsequent elections until revoked. Resolution must note if mail balloting will occur for both municipal-standalone and state/county elections or for one type of election only. If mail *election*, expires after completion (M.R. 8210.3000, subp. 2). Costs The governing body authorizing mail voting shall pay the costs of the mailing. Mailing costs include: - postage - required envelopes printing - instructions - mailing labels - Other expenses must be paid as provided in M.S. 204B.32. M.S. 204B.16, subd. 3; M.S. 204B.45, subd. 1; M.R. 8210.3000, subps. 2 & 12
_____	-90	**Revocation** Revocation of the resolution may occur no later than 90 days before the next affected election. Except between state primary and state general. M.S. 204B.16, subd. 3; M.R. 8210.3000, subp. 2
_____	-76	**Mail Balloting Notice to Auditor & OSS** Clerk shall notify auditor no later than 2 weeks after adoption or revocation resolution (Recommend notifying ***soon*** after adoption/revocation). Auditor is required to notify OSS and does so by: - Changing precinct profile in the statewide voter registration system (SVRS) for mail balloting adoption or revocation. See steps at 3.2.1. M.R. 8210.3000, subp. 3

Date	Days	Activity
_____	-74	**"Question" Special Mail Election Notice to Auditor & OSS** Clerk shall notify auditor at least 74 days prior to the election. Auditor is required to notify OSS and does so by: - Setting up a mail election in SVRS for a question special election. See steps at 3.4.1. M.S. 204B.46; M.R. 8210.3000
_____	-74	**Notification of any Special Election in SVRS** Whether the precinct is a mail ballot precinct or it is a special mail election, it is important that the county election office (multiple counties = home county) notify the OSS of any special election *by entering it into SVRS*, **as soon as known**. This will ensure that: - The election is made known to those who use online MNVotes VIP to inquire as to their poll location. - UOCAVA ballots are "initialized" to be sent. - Safe at Home participants receive their absentee ballots in a timely manner. M.S. 203B.22; M.R. 8290.1300
_____	-74	**School District Notification to Commissioner of Education** School District clerk provides a written notice to the commissioner of education for *financial* related special elections or cancellations (M.S. 123B.62, 123B.63, 126C.17, 126C.69 or 475.58). M.S. 205A.07, subd. 3a

Date	Days	Activity
	-70	**Mail Balloting: Notice of Election & Special Mail Procedure** Notice of election and the special mail procedure must be given at least 10 weeks prior to the election. The notice is posted and must include: - The name or description of the municipality or unorganized territory; - The date of the election and the date that ballot will be mailed; - A statement that each voter registered by the 21st day before the election will be mailed a ballot; - The times, places and manner in which voted ballots can be returned; - An explanation of how an eligible voter who is not registered may apply for a ballot and how a registered voter who will be absent from the precinct may apply to receive the ballot at a temporary address; - The place and time for counting of ballots; and - The name and address or telephone number of the official or office where additional information can be obtained. Before the *first* election at which mail balloting will be used or discontinued, notice must also be given by one or more of the following means: - Publication in a newspaper of general circulation - Posting of notice at public locations within each precinct - Dissemination of information through the media or at public meetings - Mailed notice to registered voters M.S. 204B.45, subd. 2; M.R. 8210.3000, subp. 3

Date	Days	Activity
	Before -46 days (or 30 days before non-regularly scheduled elections)	**Mail Ballot Envelope Labels** Federal and State Elections - SVRS must be used to produce **bar-coded** labels from the mail ballot modules. (Because all steps in the mail ballot process is to be documented through SVRS.) - Please review the SVRS user documents under Mail Ballot for instructions on how to Group Add Mail Ballot Records. - Mail Ballots are then tracked from Initialization through Acceptance in SVRS. County and Local Stand-Alone Elections - Stand-alone county and city elections *may* use SVRS to track mail ballots. However, *most* stand-alone local elections will not use SVRS to track mail ballots. - Non-bar-coded labels are produced from SVRS reports. Mail Ballot report category > Mail Ballot Labels for Local Elections .pdf or Excel versions. <u>Envelopes and Instructions</u> - Gather all envelopes and copy instructions--enough for initial mailing, subsequent mailing(s) and replacement ballots for rejected and spoiled ballots. - Confirm postage arrangements for outgoing and return envelopes: stamps, meter, mailing service, post office delivery, etc. **Note**: If you are working with a vendor to send out "first batches" of mail ballots, please gather and follow their instructions for how they would like your "data." They usually require a .txt data that is one countywide (different from when a county prints labels from .pdfs) file. M.S. 203B.065; M.S. 204B.45, subd. 2; M.R. 8210.3000, subp. 4
	By -46 days	**UOCAVA Ballots** By 46 days before an election, UOCAVA ballots are sent to those whose application is active in SVRS and who are eligible to vote in that particular election. - The county auditor is responsible for the delivery and acceptance of these ballots. - If the county auditor is not administering the election, they will need either a paper or .pdf version of the ballot. If requested, please immediately send to the auditor for speedy delivery. M.S. 203B.22

Date	Days	Activity
	-46	**Absentee Ballots** At least 46 days before an election, absentee ballots are made available. Mail ballot precinct and mail election voters must apply for an <u>absentee</u> ballot if: - Not registered - The registration record is "challenged" and believe the challenge to be an error - Have an incomplete registration - Want ballots sent to a location other than their residence *Note: Absentee ballots can be ready at least <u>30</u> days before a <u>town's</u> March annual election.* All absentee voting laws and procedures are followed for these types of ballots. It does not matter that the jurisdiction conducts mail balloting or it is a special mail election. M.S. 204B.35, subd. 4; M.S. 204B.45, subd. 2; M.R. 8210.3000, subp. 4

Date	Days	Activity
	-46 to -14 (regularly scheduled election) -30 to -14 (any other election)	**First Delivery of Mail Ballots to Registered Voters** Not more than 46 days nor later than 14 days before a *regularly* scheduled election and not more than 30 days nor later than 14 days before *any other* election, the auditor shall mail ballots by **nonforwardable** (different than absentee ballots) mail to all registered voters within the jurisdiction. - A return envelope, a ballot secrecy envelope and instructions for marking and returning mail ballots must be included with the ballots. - Envelopes must be printed as provided in statutes and rules. - The instructions sent to mail voters must include a telephone number and e-mail address that voters can call or write for help in mail voting. - Ballot return envelopes, with return postage provided must be preaddressed to the mail voting clerk for that particular election. - And, the voter may return the ballot by mail or in person to the clearly noted location listed in the required notice. Eligible voters not registered at the time the ballots are mailed may apply for an absentee ballot. Ballots cannot be mailed to challenged voters. A notice must be transmitted to challenged voters with an explanation of the challenge and with instructions on how they may apply for an absentee ballot if they believe their registration was challenged in error. - SVRS will place notices in a queue. Administrators must print and mail them out - A notice (with instructions on how they may apply for an absentee ballot) must be transmitted to voters with incomplete registrations. - *Notices* can be sent by forwardable mail **Note**: If you are working with a vendor to send out "first batches" of mail ballots, please gather and follow their instructions for how they would like your "data." They usually require a .txt data that is one countywide (different from when a county prints labels from .pdfs) file. Ballots for eligible voters who reside in health care facilities may be delivered as provided in M.S. 203B.11. **2020 state primary & general:** A witness is not needed for registered absentee or mail ballot voters. It is suggested to cross out the witness section and any references to witnesses in checklists on these envelopes. There is a specific set of 2020 state primary & general instructions for these ballot packets. M.S. 204B.45, subd. 2; M.R. 8210.3000, subp. 4

Date	Days	Activity
	-46 to +1 (regularly scheduled election) -30 to +1 (any other election)	**Safe at Home Ballots** The OSS will notify election administrators of the number of ballots necessary to provide ballots to eligible program participant voters. - Program participant will return their voted ballots to the OSS. - The identifying portions of the returned ballot envelopes will be removed and the voted ballot will be passed on to the election administrator with a certificate. - The voted ballot will be sent to the county auditor who will then pass it on to the appropriate ballot board. - The ballot board will review the verification certificate and only rejects the ballot if the OSS has indicated that the participant has not met the requirements. Otherwise the ballot is accepted. - If accepted, the ballot board judges write "SAH" followed by a sequential number for each Safe at Home ballot processed and "AB" on the election day registration roster page. - An accepted ballot is counted as any other registered absentee ballot for statistical purposes. More details regarding Safe at Home voting are found in the Absentee Voting Administration Guide and M.R. 8290.1300. M.R. 8290.1300

Date	Days	Activity

	-46 to 0 (regularly scheduled election)
	
	-30 to 0 (any other election)
		Mail Ballot & Absentee Ballot Boards
		
		The governing body with the responsibility to accept and reject mail/absentee ballots must, by ordinance or resolution, establish a ballot board.
		
		- Election judges and/or deputy county *auditors* or deputy *city* clerks who have received training in the processing and counting of mail/absentee ballots serve on the ballot board. *Note: Town and school district clerks are not listed, so* **election judges** *must be used for these stand-alone elections.*
		
		- Two or more ballot board members of different major political parties examine each return envelope and mark it accepted or rejected. Deputy county auditor and city clerks and school district elections are exempt from political party requirement.
		
		    ▪ Examines the mail and absentee ballot return envelopes and marks them "accepted" or "rejected" within five days of receipt between the beginning of absentee ballot (AB)/mail ballot (MB) voting up to 14 days before the election; every three days from 14 days.
		
		- Details regarding the decision process for accepting or rejecting mail/absentee ballots are outlined in <u>M.S. 203B.121, subd. 2</u>.
		
		- Replacement ballots along with an explanation letter are sent out in a transmittal envelope labeled "REPLACEMENT BALLOT" by the election administrator if the ballot is *rejected more than 5 days* before the election.
		
		    ▪ Within 5 days, attempts to contact voter must be made by telephone or e-mail explaining options; attempts are documented.
		
		    ▪ If a voter would like a replacement ballot mailed out within the 5 days, knowing that the mail delivery time period might be a factor in the successful "acceptance" of a voted ballot, that request can be accommodated.
		
		- If SVRS is being used, returned voted ballots are marked as *received, accepted/rejected, replaced* by tracking each step in the system.
		
		- If SVRS is not being used, the election administrator must keep a record (spreadsheet, paper log) of voted ballots that are *received, accepted/rejected* and *replaced.*
		
		- Rosters are marked "MB/AB" on the voter's signature line and a supplemental report of AB-EDRs is printed by the opening of voting on Election Day.
		
		<u>M.S. 203B.121</u>; <u>M.S. 204C. 13, subd. 6</u>; <u>M.R. 8210.3000</u>

Date	Days	Activity
	-46 to 0 (regularly scheduled election) -30 to 0 (any other election)	**Post Office Returned Mail Ballots** Must be securely retained and maintain a record of all undeliverable ballots. If able to verify the voter's residence at that address, the ballot may be reissued. Undeliverable returned ballots are treated as provided in M.S. 201.12. - Please review Processing Undeliverable Mail Ballots in SVRS User Documentation or the Undeliverable Mail Ballots section found in this Guide. **Voter Registration Applications after Ballots have been Mailed** When a voter registration application is processed on a voter record where a ballot has been previously mailed, the original mail ballot record must be marked as "spoiled" and the voter must be notified that the original mail ballot cannot be counted. - Please review Changes to Voter Registration After Mail Ballots Sent in SVRS User Documentation or Changes to Updating Mail Ballot Voter Information During the Mail Period found in this Guide. **Spoiled Ballots** Voters who do not receive their ballots or make mistakes during the voting time period, may contact the elections official for a replacement ballot. - If SVRS is being used, the ballot is marked as spoiled and a new ballot is issued. - If SVRS is not being used, the spoiled ballot is noted on a log and a new ballot is issued. M.S. 201.12; M.R. 8210.3000

Date	Days	Activity
	-42	**"Questions" Mail Special Elections: Notice of Special Mail Ballot Procedures** The special mail ballot procedures must be posted at least six weeks prior to the election. The notice must include: - The name or description of the municipality or unorganized territory; - The date of the election and the date that ballot will be mailed; - A statement that each voter registered by the 21st day before the election will be mailed a ballot; - The times, places and manner in which voted ballots can be returned; - An explanation of how an eligible voter who is not registered may apply for a ballot and how a registered voter who will be absent from the precinct may apply to receive the ballot at a temporary address; - The place and time for counting of ballots; and - The name and address or telephone number of the official or office where additional information can be obtained. The notice must also be given by one or more of the following means: - Publication in a newspaper of general circulation - Posting of notice at public locations within each precinct - Dissemination of information through the media or at public meetings - Mailed notice to registered voters M.S. 204B.46; M.R. 8210.3000, subp. 3
	-30 to -15	**Notice of Referendum to Property Owners** If a school district special mail election is about referendum revenue, the board must deliver by mail to each taxpayer a notice of the referendum and the proposed revenue increase. - Between 30 and 15 days before election. - Property owners listed with the county records. This list is often obtained either through the county tax office or GIS department. This list is **not** the same as a registered voter list. - If a school district resides in multiple counties, each county is contacted for their own information. M.S. 126C.17, subd. 9(b)

Date	Days	Activity
____	**By** -25 days	**Notice to Voters of Changed Polling Place** If a jurisdiction has decided to return to using a polling location for voting, a nonforwardable mailed notice stating the location of the new polling place is to be sent to each household with at least one registered voter. - The usual practice is to have the county auditor send postal verification cards to households within the jurisdiction with a message on the card that the polling place has changed and charge the costs for cards and postage to the jurisdiction. M.S. 204B.16, subd. 1a
____	-21 to -14	**Pre-Registration Deadline & Subsequent Mailing of Ballots** During the 20 days immediately preceding any regularly scheduled election, an eligible voter or any individual who will be an eligible voter at the time of the next election may register to vote in the precinct in which the voter maintains residence by completing a voter registration application as per M.S. 201.061. - Mail ballots are sent to those who are currently registered in that precinct. - No later than 14 days before the election, the auditor must make a subsequent mailing of ballots to those who register to vote after the initial mailing but before the 20th day pre-registration deadline. - Eligible voters not registered by the time the subsequent mailing takes place may apply for an absentee ballot. **Note:** Some jurisdictions choose to send <u>one</u> mailing between the 20th and the 14th day. M.S. 201.061; M.S. 204B.45, subd. 2; M.S. 204B.46
____	-20	**Health Care Facility Outreach Voting** Health Care Facility Outreach Voting begins. This activity must occur even if the precinct is mail ballot or if it is a mail election. The mail ballots are sent to the registered residents through the mail. HCF Outreach Voting is offered to assist registered voters with their mail ballots and to assist non-registered residents with an application and a non-registered absentee ballot. M.S. 203B.11, subd. 2

Date	Days	Activity
<u> </u>	**By** -14 days	**Notice of Election & Sample Ballot** For every municipal and school district election, the clerk shall give two weeks' published notice of the election. Information related to the times, places and manner in which voted ballots can be returned and offices/questions to be voted upon are to be included in the notice. Municipal clerks also publish the sample ballot at the same time as notice. Cities of the fourth class and non-metro towns may dispense with publication of notice and sample ballot. If so, must post by 10 days. Municipalities make sample ballots available for public inspection. M.S. 205.16, subds. 1-3; M.S. 205A.07, subd. 1
<u> </u>	**By** -10 days	**Posting Notice of Election** For every municipal and school district election, the municipal clerk may (mandatory if not published) and the school district shall post the notice of election. - Municipal clerk posts in clerk's office. - School district posts in the admin offices of school district. M.S. 205.16, subd. 1; M.S. 205A.07, subd. 1
<u> </u>	-7 to -1	**Direct Balloting (if available)** Those registered voters who reside within a mail ballot precinct, and direct balloting is made available as per M.S. 203B.081. subd. 3, wish to place their voted ballot directly into a tabulator, must *apply* for an absentee ballot. Their *mail* ballot is to be marked as spoiled and the mail ballot record remains active. A new *absentee ballot* record is established. The deadline to apply for an absentee ballot is up until 5:00 p.m. the day before the election. Under current laws, a registered mail ballot voter is *not* able to apply for an absentee ballot <u>on election da</u>y nor place their ballot directly into a tabulator on election day. Non-registered or challenged voters who reside within a mail ballot precinct must apply for an absentee ballot (M.S. 204B.45, subd. 2; M.R. 8210.3000, subp. 4) therefore, the direct balloting choice is already available to them during this time. M.S. 203B.081, subd. 3; M.S. 204B.45; M.R. 8210.3000, subp. 4

Date	Days	Activity
Note: **2020 state election cycle**—The "7th day" was replaced with "14th day."	-7 to +1	**Counting Votes** After the close of business on the 7th day before the election, mail and absentee ballots from return envelopes marked "accepted" may be: - Opened - Duplicated as needed in the manner provided by M.S. 206.86, subd. 5 - Initialed by the members of the ballot board - Deposited in the ballot box Mail and absentee ballots for a precinct must be counted together and reported as one vote total. If direct balloting was used, the results from ballots placed directly into tabulators are to be joined with "envelope-type" mail and absentee ballot results before release of the final totals. No vote totals may be made public before the close of voting on election day. If the ballot is accepted, the roster is marked to indicate that the voter has already cast a ballot in that election. *No further voting can take place by that voter.* Counting of ballots must be open for public observation. **Note:** Even though the law allows for the "counting" of accepted ballots starting on the 7th day, it is **not required** to begin that day. **Agent Delivery of Ballots** During the seven days preceding and until 2:00 p.m. on election day, an eligible voter identified in M.S. 203B.11, subd. 4 may designate an agent with a pre-existing personal relationship to deliver the ballots to the voter from the election official, returning the voted ballot by 3:00 p.m. on election day. **Remember:** This is a specialized absentee voting process, not a mail balloting process. If a mail ballot was sent, that mail *ballot* should be marked "spoiled" and the mail ballot record remains active. The application for the agent delivery absentee ballot is processed and a new absentee record will be established for the same voter. M.S. 203B.081, subd. 3; M.S. 203B.11, subd. 4; M.S. 203B.121, subd. 3; M.S. 204B.45, subd. 2; M.S. 204B.46; M.S. 206.86, subd. 5; M.R. 8210.3000, subp. 9
	By -4 days	**School District Posting of Sample Ballot** School district clerk posts their sample ballot in the admin offices for public inspection. M.S. 205A.07, subd. 2

Date	Days	Activity
_____	Saturday *before* Election Day <u>and</u> Day before Election Day	**Saturday Before Election Absentee Voting Hours** Auditor's/municipal clerk's office must be open for absentee voting from 10:00 a.m. to 3:00 p.m. (10:00 a.m. to 12:00 p.m. for March town elections. School district clerks exempt.) (Voters may vote their mail ballots too.)
_____	Day *before* Election Day	**Day Before Election Absentee Voting Hours** Auditor/municipal clerk's office must be open until 5:00 p.m. for absentee voting. (Voter may vote their mail ballots too.)

Date	Days	Activity
	Election Day	**Return of Voted Ballots on Election Day**

Return of Voted Ballots on Election Day

Any voted ballot received by 8:00 p.m. must be counted. If returned by mail or in envelope, it goes before the ballot board for "acceptance" before it is counted.

Mail Ballot Polling Location on Election Day

The only polling place required for mail balloting is the office of the election official conducting the election.

- Number of voting stations set up in the office must be sufficient to accommodate the number of voters expected to vote in person on Election Day.

- One or more secure drop boxes where voters can deposit return envelopes containing ballots are to be available.

- During the day of the election at least 2 election judges must be present to accept mail ballots delivered in person and to process persons registering on Election Day.

- For state elections, the county auditor shall appoint election judges from mail ballot precincts; apportioning the costs among the mail ballot precincts.

- Must be open for public observation of the ***counting*** of the ballots.

Nonregistered eligible voters may apply for, receive and return absentee ballots up until 8:00 p.m.

Direct Balloting – Not Available on Election Day

Under current laws, only non-registered or challenged mail ballot precinct voters may place a voted ballot directly into a tabulator (M.S. 204B.45, subd. 2; M.R. 8210.3000, subp. 5). (Because they are completing an election day registration.)

Registered voters must vote a *mail ballot*, placing it into the certification envelope. The returned ballot packet is to be reviewed by the ballot board and accepted before it is counted.

Vote Totals

No vote totals from mail or absentee ballots may be made public before the closing of voting on election day. If direct balloting is used, all results from central count and direct ballot tabulators are to be merged before final totals are released.

M.S. 204B.45, subd. 2; M.R. 8210.2200, subp. 1; M.R. 8210.3000

Note: 2020 state primary & general —Post office or delivery service-returned absentee and mail ballots can be post marked on or before election day. The returned state primary ballots must be received in the election office the day before the state primary county canvass date to be counted. The returned state general ballots must be received in the election office within 7 days of the general election date.

Date	Days	Activity
	+24 hours	**Completion of Absentee Ballot Vote Counts** Ballot board members must verify no later than 24 hours after the end of the hours for voting, that voters whose absentee ballots arrived after the rosters were marked or supplemental reports were generated and *whose ballots were accepted did not vote in person on election day.* If it is confirmed that the person did not vote in person, the vote totals from these ballots must be incorporated into the totals with the other absentee ballots. M.S. 203B.121, subd. 5(c)

	Within + 6 Weeks	**Posting History**
		
		Within 6 weeks after every election, the county auditor shall post the voting history for every person who voted in the election.
		   - If SVRS is being used, please review the process to post voting history of accepted mail and absentee ballots. See SVRS user document posting voter history when the SVRS AB module is used.
		
		Election day registration applications from non-registered ABs are entered and postal verification cards are sent.
		   - If card is returned and the county auditor does not obtain satisfactory proof of an individual's eligibility, the county attorney is notified.
		
		Although not counted in an election, a late or rejected absentee or mail ballot must be considered a vote for the purpose of continuing registration, but not for voting history.
		
		M.S. 201.121; M.S. 201.171

	Between + 6 and + 10 weeks	**Notice of Rejected Absentee Ballot** The official in charge of the AB ballot board must mail the *AB* voter a written notice of AB ballot rejection between six and ten weeks following the election (not primaries or special primaries) if the official determines that the voter has not otherwise cast a ballot in that election. - If SVRS is being used, please review procedures found in this guide on how to print the SVRS produced notices. M.S. 203B.121, subd. 2(3)

Note: 2020 state primary & general — Post office or delivery service-returned absentee and mail ballots can be post marked on or before election day. The returned state primary ballots must be received in the election office the day before the state primary county canvass date to be counted. The returned state general ballots must be received in the election office within 7 days of the general election date.

3.0 AUTHORIZATION

3.1 AUTHORIZATION BY RESOLUTION

To authorize mail *balloting* per M.S. 204B.45, a resolution must be adopted by the municipal governing body or county board no later than 90 days prior to the first election at which mail balloting will be used. Except between the state primary and the state general.

This resolution is then *effective until revoked.*

The resolution will note if mail balloting will be in place for:

- federal/state/county AND/OR
- local elections.

To authorize a mail *election* per M.S. 204B.46, a one-time resolution may be adopted by the municipal governing body, school board or county board to authorize use of mail ballot procedures at a one-time special mail election. The resolution is no longer effective once the special election is complete. *(M.S. 204B.45, subd. 1; M.S. 204B.46; M.R. 8210.3000, subp. 2)*

An example resolution is in Appendix A.

3.2 ADOPTION OF MAIL BALLOTING

- A town of any size not located in a metro county as defined by M.S. 473.121, or
- A city having fewer than 400 registered voters on June 1 of an election year and not located in a metro county as defined by M.S. 473.121,

may provide balloting by mail with no polling place other than the office of the auditor or clerk or other locations designated by the auditor or clerk (not between the state primary and state general).

- The governing body may apply to the county auditor for permission to conduct balloting by mail.
- The county board may provide for balloting by mail in unorganized territory.
- The governing body of any municipality may designate for mail balloting any precinct having fewer than 100 registered voters, subject to the approval of the county auditor.

The municipal clerk shall notify the county auditor of the adoption of mail balloting no later than two weeks after adoption of the resolution.

The county auditor shall notify the Office of the Secretary of State after receiving the notification from the municipal clerk. Notify the OSS by updating the precinct's profile in the statewide voter registration system (SVRS). Many jurisdictions only have one precinct, but, if a city/town has more than one precinct, make sure to change the profile of each precinct that has moved to mail balloting.

3.2.1 Updating a Precinct to Mail Ballot in SVRS

There are four tasks to complete in SVRS when changing a precinct from having a "normal" polling location to being a mail ballot precinct:

1. Ensuring that a mail ballot polling place is set up.
2. Changing the precinct profile to reflect if it will have mail balloting for State/County, Municipal or Both types of elections.
3. Linking a mail ballot polling place to the new mail ballot precinct.
4. Removing the normal polling place from the precinct's profile. (If precinct will be voting by mail for all elections.)

3.2.1.1 Setting up a Mail Ballot Polling Place

When setting up a mail ballot polling place in SVRS, a county can decide to have:

- a single mail ballot polling place, which is assigned to all mail ballot precincts *or*
- a separate mail ballot polling place for each mail ballot precinct.

County	Polling Place Name	Street Name	Zip Code
Beltrami	BELTRAMI AUDITOR-TREASURER	701 MINNESOTA AVE NW	56601

Figure 1 Example of First Option

If a county elects to set up a separate mail ballot polling place for each precinct, including the particular precinct's name in the Polling Place Name is recommended.

County	Polling Place Name	Street Name	Zip Code
Cass	ANSEL MAIL BALLOT POLLING PLACE	303 MINNESOTA AVE W	56484
Cass	BACKUS MAIL BALLOT POLLING PLACE	303 MINNESOTA AVE W	56484
Cass	BARCLAY MAIL BALLOT POLLING PLACE	303 MINNESOTA AVE W	56484
Cass	BECKER MAIL BALLOT PRECINCT	303 MINNESOTA AVE W	56484
Cass	BENA MAIL BALLOT POLLING PLACE	303 MINNESOTA AVE W	56484
Cass	BEUALH MAIL BALLOT POLLING PLACE	303 MINNESOTA AVE W	56484

Figure 2 Example of Second Option

Under Precincts and Polling Places, select Polling Places. On the search screen, choose Mail Ballot from the Polling Place Type dropdown list. Before adding a mail ballot (MB) polling place, conduct a search and confirm that the location does not already exist.

If the location must be added, click "Add".

Figure 3 SVRS Search Polling Places Screen

Enter the necessary polling place details, including address and ballot return address. (The precinct will be attached in step 2 described in section 3.2.2 directly below.) Press "Continue" and finish adding the new mail ballot polling place. Return Precincts under Precincts and Polling Places to update the precinct's profile.

3.2.1.2 Changing the Precinct Profile
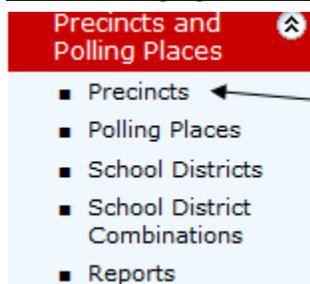
Figure 4 SVRS Precincts and Polling (Left) Menu
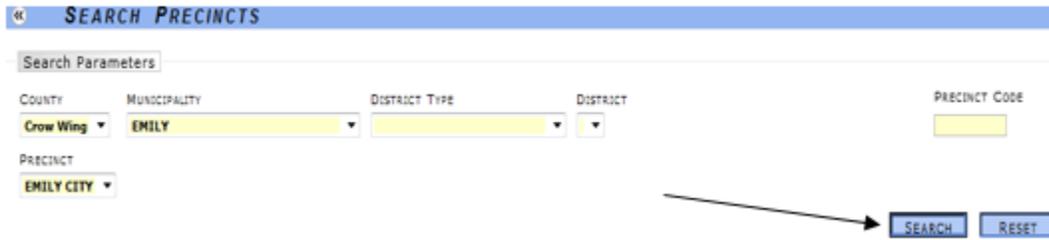
Figure 5 SVRS Search Precincts Screen

Select the precinct to be changed to a mail ballot precinct (the line will turn a light yellow) and click Update.
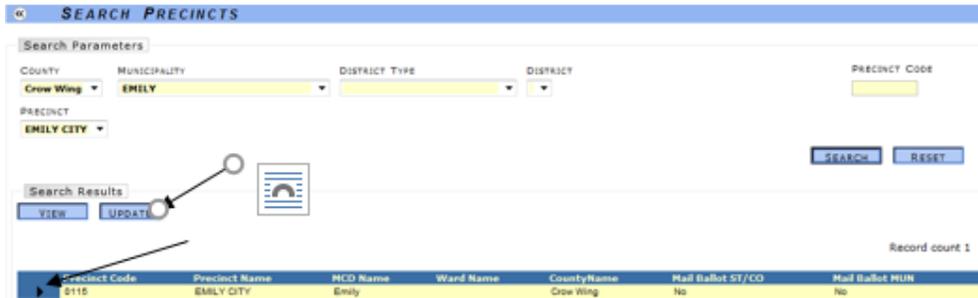
Figure 6 Precinct selected for update

Update the precinct's profile with check marks by State/County Elections and/or Municipal Election based on the authorizing resolution.
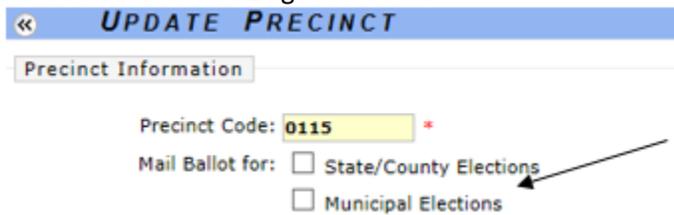
Figure 7 A Precinct's Mail Ballot options

3.2.1.3 Selecting a Mail Ballot Polling Place

Choose the appropriate mail ballot polling place from the dropdown list.
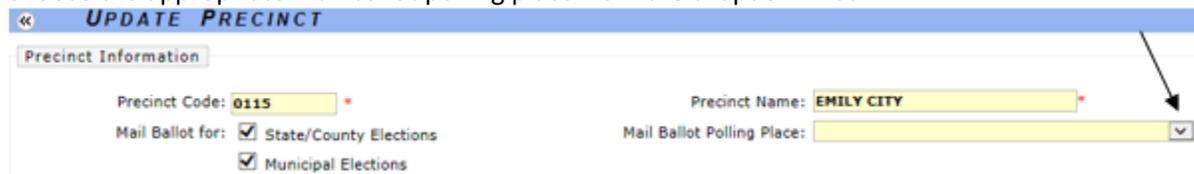
Figure 8 Selecting a mail ballot polling place

Update any field that might have changed under Associated Districts and Absentee Ballot Return Address.

3.2.1.4 Removing the Normal Polling Place

If all elections – state/county and municipal – will be conducted by mail ballot, the current associated polling place (the "normal" polling place) can be unassigned. (For townships that hold their local election in March at the town hall, leave the normal polling place assigned.)

To unassign, select the current associated polling place to make the line yellow. Press the "Unassign polling place" button. Then click the "Continue" button.

Figure 9 Unassigning unneeded "normal" polling place

Complete the steps to update the precinct. You will receive a warning message that you have removed the previous polling place. Press the "Submit" button if all is correct. *(M.S. 204B.45, subd. 1; M.R. 8210.3000)*

3.2.2 Notification to Voters of Polling Place Change

M.S. 204B.16, subd. 1a requires every affected household with at least one registered voter to receive a change of polling place notice. This notice must be sent at least 25 days before the next election where the new polling place will be used.

Frequently, postal verification cards (PVCs) is the means of notification selected. The SVRS Group Send PVC feature could be used to generate these PVCs. Please refer to SVRS User Documentation "Group Send PVC" under Voter Registration for guidance on using this feature.

Another option is to combine this notice of polling place change with the notice of mail ballot procedures to voters discussed in section 4.0. Refer to section 4.0 for further information.

3.2.3 Making the Switch to Mail Ballot

As municipalities and unorganized territories make the switch from a brick and mortar precinct polling place to mail balloting, the following are some things to consider to ease the transition.

As described in sections 3.2.2 and 4.0 in this guide, Minnesota law requires notice of election and mail ballot procedures before each election. However, further communication and outreach to voters in these communities can be beneficial. This is especially true for jurisdictions that may have a more transient population. For example, areas that include college campuses, apartment buildings, and health care facilities where residents regularly move in and out. Administrators may find that more frequent outreach to these communities about the importance of voter registration, the mail balloting process, and the availability of a centralized mail ballot polling place on election day rather than a local "traditional" polling place to be beneficial and help avoid issues during an election.

Further, election administrators may also wish to communicate with the local post office about the mail balloting process, the expected volume, and ballot delivery expectations. It may also be useful to highlight that mail ballots, unlike absentee ballots, cannot be forwarded, and any MB materials that cannot be delivered to the voter as addressed, should be returned to the election official.

3.3 REVOKING MAIL BALLOTING

A resolution to authorize mail balloting is effective until revoked. The governing body that originally authorized mail balloting may approve a resolution to revoke authorization to conduct mail balloting no later than 90 days before the date of the next affected election (not between the state primary and state general). The municipal clerk shall notify the county auditor of the discontinuance of mail balloting no later than two weeks after adoption of the resolution.

The county notifies the OSS by changing the precinct's profile in SVRS to remove the mail ballot information.

3.3.1 Removing a Mail Ballot Precinct

From the Precincts and Polling Places left menu, select Precincts.

Figure 10 SVRS Search Precincts Screen

Search precincts and then choose to "Update" the precinct.

Figure 11 Selecting a Precinct to update

Uncheck all "Mail Ballot for" choices. The mail ballot polling place will be cleared out automatically.

Figure 12 Removing mail ballot indicators

Finally, associate a "normal" polling place. If the needed location is not already a choice, you will need to add it as a normal polling place. *See the SVRS user documentation on how to enter a new "normal" polling location*.

Make sure that the polling place is noted as "Permanent." Press "Continue".

Figure 13 Assigning a "Normal" Polling Place

Review the precinct's information. Press "Submit" to finalize changes. *(M.R. 8210.3000, subp. 2)*

Figure 14 SVRS Final Review screen when a precinct is changing back to voting at a "normal" polling place

3.3.2 Notification of Change of Polling Place Location after Revocation

When moving back to a regular polling location from being a mail ballot precinct as per M.S. 204B.45, the jurisdiction is required to send a Notice of Polling Place Change as per M.S. 204B.16, subd. 1a.

Municipalities work with the county elections office to either send a postal verification postcard mailing or receive labels that can be used for their own mailing.

A notification must be sent to each household that has at least one registered voter at least 25 days before the next election.

3.3.2.1 Sending Postal Verification Cards

Please see SVRS User Documentation titled "Group Send PVC" under Voter Registration.

If a municipality crosses counties, each county election's office will need to send PVCs to their voters within the municipality.

Use the PVC Message area to let the voters know that there has been a change to their polling place location.

ADD GROUP SEND PVCs

Your selection criteria: **County: Freeborn, Level: Precinct, Precinct: TWIN LAKES-0220**

PVC Message: There has been a change to your poll location.
It is now:

☑ Send to Each Household Only

Figure 15 Entry screen for PVC message in SVRS > Group Send PVC

Freeborn County Voter Registration

FREEBORN COUNTY GOVERNMENT CENTER
411 S BROADWAY
ALBERT LEA, MN 56007

Phone No: 507-377-5121
Website: www.co.freeborn.mn.us/auditor/defaul

Your Precinct: TWIN LAKES
There has been a change to your poll location. It is now:

Figure 16 Example PVC with message

3.3.2.2 Mailing Labels

Household labels can be found under Reports > Voter Registration.

Reports ⊗
■ Standard Reports
■ Saved Reports
■ Report Schedules

Figure 17 SVRS Reports (Left) menu

REPORT CATEGORY:

Voter Registration ▼

Report
Administrative Voter List
Administrative Voter List: Status and Category
Administrative Voter List: Voter Records with Duplicate History
Administrative Voter List: Voters With Same Address
County Public Information List – Detail History
County Public Information List – Summary History
Countywide Notices of Information Needed for Registration
Countywide Notices of Late Registration
Court Event History for Voter
EDR/PVH Statistics
Household Mailing Labels
Household Mailing Labels for Excel
Master List

Figure 18 SVRS Report Category Voter Registration

If a jurisdiction crosses counties, each county elections office will need to provide their set of labels. Or, it is recommended, order the cross-county labels through the OSS. Information on ordering through OSS is found at the Registered Voter List Requests webpage (http://www.sos.state.mn.us/election-administration-campaigns/campaigning/registered-voter-list-requests/)

3.4 AUTHORIZATION FOR MAIL ELECTIONS FOR QUESTIONS

Authorization to conduct a special mail election for **questions** pursuant to Minnesota Statutes, section 204B.46, **expires after completion of the election**.

A county, municipality or school district submitting questions to the voters at a special election may conduct an election by mail with no place other than the office of the auditor or clerk. *No **offices** may be voted on at a mail election under this provision.*

Authorization for the mail election is completed by the municipal governing body, school board or county board passing a resolution adopted no later than 90 days prior to the special election. This resolution notes that the mail voting procedures will only take place for that election.

Notice of the special mail election must be given to the county auditor at least 74 days prior to the election. This notice fulfills the requirements of M.R. 8210.3000. The county auditor must notify the Office of the State of the special election at least 74 days before the election. Notice of the election and the special mail procedure must be posted at least six weeks prior to the election.

The voting process itself follows all the processes and procedures outlined in this guide.

3.4.1 Steps to take when entering the Special Mail Election into SVRS

To notify the OSS of the special election, the county auditor (or home county auditor if jurisdiction crosses counties) must set up the special election in SVRS. How to add a Mail Election are described below.

3.4.1.1 Adding a Mail Election poll location

Before you can add a Mail Election into the SVRS Election Schedule, you will need to add a "**Mail Election**" polling place. (Note, this polling place type is separate from mail ballot polling places.)

Find Polling Places under Precincts and Polling Places in SVRS.

Choose Mail Election under Polling Place Type. Conduct a search. Press the "Add" button if the needed location is not available.

Figure 19 SVRS Search Polling Places Screen, Polling Place Type Mail Election

Complete the information related to the mail election polling place. Press "Continue".

Figure 20 Entry completed for adding Mail Election Polling Place

Review and then press "Submit."

Figure 21 SVRS Final Review screen for new Mail Election Polling Place

3.4.1.2 Setting up a Special Mail Election

Once the mail election polling place location has been entered, enter the *special election* into the SVRS election schedule. If multiple counties are in the jurisdiction, the home county adds election into SVRS.

Please review the SVRS user documentation about adding a special election into SVRS; paying attention to home counties, marking of districts and marking the election ready for rosters.

Figure 22 SVRS Elections (Left) Menu

Figure 23 SVRS Election Schedule Search Screen

Complete all the items asked about the special election *based on the resolution* provided by the jurisdiction.

Figure 24 SVRS Add Election Screen

Review the items and if all is correct, press "Submit."

Figure 25 SVRS Add Election Final Review screen

Figure 26 Confirmation Message received upon adding an election to SVRS

Upon submitting, OSS has received the required notice of election. The OSS has to mark the election "active" before it is available to all counties for further work.

All counties will need to go into SVRS, once the election is activated at OSS, and mark the districts ready so UOCAVA absentee ballots can be initialized and the Safe at Home will be notified. Do not mark the rosters ready to build until after pre-registration is closed **and** all voter registration-related data is entered and queued records are processed. *(M.S. 204B.46, M.R. 8210.3000, subp. 2)*

3.5 COSTS

The governing body authorizing mail balloting shall pay the costs of the mailing. Costs of mailing include postage costs and the costs of printing required envelopes, instructions, affidavits, and mailing labels. Other expenses must be paid as provided in M.S. 204B.32.

4.0 NOTICE OF BALLOT PROCEDURES TO VOTERS FOR MAIL VOTING

Notice of the election and the special mail procedures must be given at least ten weeks (six weeks for special mail election) prior to the election. This is done by posting the information as to:

- The name or description of the municipality or unorganized territory;
- The date of the election and the dates that ballots will be mailed;
- A statement that each voter registered on or before the 21st day before the election will be mailed a ballot;
- The times, places and manner in which voted ballots can be returned;
- An explanation of how an eligible voter who is not registered may apply for a ballot and how a registered voter who will be absent from the precinct may apply to receive the ballot at a temporary address;
- The place and time for counting of ballots; and
- The name and address or telephone number of the official or office where additional information can be obtained.

Before the first election at which mail balloting will be used or discontinued, notice **must also be given** by one or more of the following means:

- Publication in a newspaper of general circulation;
- Posting of notice at public locations within each precinct;
- Dissemination of information through the media or at public meetings; or
- Mailed notice to registered voters.

Note: If decide to provide notice of ballot procedures by mailed notice to registered voters, this mailed notice can also serve as the notice of polling place change required by M.S. 204B.16, subd. 1a.

(M.S. 204B.45, subd. 2; M.S. 204B.46; M.S. 206.57, subds. 5 & 5a; M.R. 8210.3000, subp. 3)

Assistive Voting Devices are to be available in Mail Ballot Polling Place Locations

For all elections except for a standalone township election in townships with less than 500 registered voters, the notice must also state that at least one assistive voting device will be available at the mail ballot polling place. The assistive voting device used must be accessible for individuals with disabilities, including nonvisual accessibility for the blind and visually impaired in a manner that provides the same opportunity for access and participation, including privacy and independence, as for other voters. *(M.S. 206.57, subds. 5 & 5a)*

See Appendix B for examples of Mail Ballot Procedures Notices.

5.0 MAILING BALLOTS

The county auditor, municipal clerk or school district clerk shall mail ballots to the voters registered in the municipality, unorganized territory, or school district that is either a mail ballot precinct as per M.S. 204B.45 or is conducting a mail election as per M.S. 204B.46.

5.1 WHEN BALLOTS ARE SENT

Ballots must be sent to each registered voter no more than 46 and no later than 14 days before a regularly scheduled election in a mail ballot precinct and before a special mail election. In addition, there must be a second mailing no later than 14 days before the election to individuals who registered to vote after the initial mailing but before the voter registration cut-off for the election.

Some jurisdictions just send one mailing of ballots between the 21st and 14th day. That is the choice of the jurisdiction.

5.2 CHALLENGED, SEE ID OR INCOMPLETE VOTERS

Voters who are "challenged," or have "See ID" or whose registration is incomplete are not sent ballots. They are to receive a notice and must apply for an absentee ballot. When an absentee ballot (AB) application is received from a challenged voter or a voter with incomplete registration, they should be treated in the same manner as challenged absentee voters and be sent the ballot along with non-registered absentee ballot materials. See section 7 for further information. *(M.R. 8210.0225)*

5.3 PERMANENT ABSENTEE VOTERS

If a county receives a request to receive AB applications on a permanent basis as per M.S. 203B.04, subd. 5 and M.R. 8210.0200 for a person who resides in a mail ballot precinct, a conversation should take place with the voter explaining that they reside in a mail ballot precinct and that they will receive ballots for each election. If the person sent the permanent application request in error, the county can just set aside the application and not make any notation on the person's voter registration record in SVRS.

The voter might want to stay on the permanent AB application list because they might have a need for their "mail ballot" to be sent to another address on a regular basis (for example: they have their mail delivered to an address other than their residence (or assigned PO Box) or they spend winters in a southern state). If this is the case, the application is processed and the request to have an AB application sent to them before each qualifying election is noted in the voter's SVRS record.

5.4 HEALTH CARE FACILITY

Ballots for eligible voters who reside in health care facilities may be delivered as provided in Minnesota Statutes, section 203B.11.

> **Note: 2020 State Election Cycle:** A HCF employee may be provided the one-hour HCF Outreach Voting specific training and then provide this type of voting for their residents with no other requirements.

5.5 PRINTING MAIL BALLOT LABELS

In 2014, changes were made in SVRS to allow its use to administer mail ballots within the Absentee Ballot module. The SVRS tracking process is *required* to be used for state and federal elections (both regularly scheduled and special elections.) It *may* be used for local special elections *at the discretion of the county auditor*.

5.5.1 Printing when SVRS Mail Ballot Modules are used

All voter registration additions and updates (paper and online) are to be complete before adding mail ballot records using SVRS.

When the SVRS mail ballot modules are used, mail ballot records are added and labels initialized and printed by completing the following steps.

Figure 27 Navigating to Group Add Mail Ballot Records

The "Group Add" process can be done for one precinct, one jurisdiction at a time, or for the entire county if needed.

If you are working with a **vendor** to send out your first batches of mail ballots, please ask for and follow their instructions carefully. Their process may be very different from the process we have in place for those who send out their own ballots from the election offices.

Records can be added by Specific Election (most common) or by an Election Date.

In the example below: To capture all the mail ballot precincts for this state general election, the municipality, district type and precinct are left blank.

Group add mail ballot record batches awaiting processing: **0**

Figure 28 Adding mail ballot record batch for all mail ballot precincts in the county

It will take one night for the mail ballot labels to be ready to print.

Figure 29 Group Add screen after submitting a batch of mail ballot records to be created

A message on the SVRS home page will appear when labels are ready for printing. (In addition to labels, the notices for challenged, See ID and Incomplete voters will also be ready for printing.)

Figure 30 Message received on SVRS Homepage to alert administrator that records and notices are ready

When the labels are ready to print for the *first time*, go into Reports > Standard Reports. Choose Report Category: Mail Ballot.

Choose Mail Ballot Labels Avery.

Figure 31 SVRS Report Category Mail Ballot

5.5.1.1 County Sending Initial Mailing

If the initial mailing is being prepared in house, ***it is strongly recommended to print the labels by precinct.*** (If printed countywide, the names will appear on the labels in alphabetical order, not in precinct order.)

If you are working with a **vendor** to send out your first batches of mail ballots, please ask for and follow their instructions carefully. Their process may be very different from the process we have in place for those who send out their own ballots from the election offices.

If printed by precinct, the correct ballot can be easily paired with the group of labels and the outgoing envelopes will have the same zip code for efficient mail delivery service.

Once your report definitions are chosen, press Run Report Now or Schedule Report.

Figure 32 Mail Ballot Labels Avery report for a single precinct

If you choose Run Report Now, a .pdf with three across labels that can be printed on Avery 5160 labels will appear.

If problems arise with the .pdf appearing or printing the actual printing of the labels, see Technical Support documents found in SVRS User Documentation.

If you schedule the report, it will be found under Reports > Saved Reports.

5.5.1.2 Vendor Sending Initial Mailing

If you are working with a vendor who will send out the initial mailing on your behalf, you will use the Mail Ballot Labels Avery report to create a MB voter file for the vendor. Set the Mail Ballot Labels Avery report parameters as the vendor instructs. (If they wish the entire county to be in one file, please schedule the report. The report will be created overnight, and then accessible under Reports > Saved Reports.) After the report is created, under Absentee Ballot, go to AB Labels Batches. Select the appropriate batch and click "Create File for Batch." The text (.txt) file created includes all voter/label information needed by the vendor. Save the file as named by SVRS to your computer. Then, provide this file to the vendor by the means they instruct.

5.5.2 Reprinting Mail Ballot Labels when SVRS Mail Ballot Modules are used

If you have to reprint a batch of mail ballot labels after you have printed the initial batch, go to Absentee Ballot > AB Label Batches. Choose the Election and then press "Search." A list of label batches that have been printed will show up. Choose "Reprint Labels for Batch" and a .pdf of the labels will appear.

5.5.3 Printing Mail Ballot Labels when SVRS Mail Ballot Modules are <u>not</u> being used

When the SVRS Mail Ballot Modules are **not being used**, jurisdictions with SVRS access can print labels for mail voters by running either the Mail Ballot Labels for Local Elections (.pdf) or Mail Ballot Labels for Local Elections for Excel reports found in SVRS Reports.

Alternatively, electronic media with either a PDF (formatted to be printed onto standard Avery 5160 mailing labels) or data file containing the names of registered voters in an election jurisdiction conducting mail balloting or a mail election may be provided by the county auditor. If the municipality or school district crosses counties, it is recommended that the information be ordered through the OSS. More information about ordering can be found at the [Registered Voter List Requests](http://www.sos.state.mn.us/election-administration-campaigns/campaigning/registered-voter-list-requests/) webpage (http://www.sos.state.mn.us/election-administration-campaigns/campaigning/registered-voter-list-requests/)

All voter registration additions and updates (paper and online) are to be complete before producing and printing the labels. Labels will only print for those who are registered and challenged at the time the labels are produced.

Figure 33 Mail Ballot Labels Reports when SVRS is not used

If using the .pdf report, it is highly recommended to print by precinct/jurisdiction. Otherwise the labels will print in alphabetical order across jurisdictions.

Figure 34 The .PDF version of the Mail Ballot Labels (No SVRS MB Records) report

Do not send a mail ballot to any voter whose label is marked "challenged." They are to be sent a letter explaining that they are not registered to vote and instructions on how to apply for an absentee ballot. This letter is not generated in SVRS because SVRS modules are not being used to create records and track the ballot through its progress.

An example of the letter that is generated in SVRS is found in Appendix J. A letter like this will have to be produced outside of SVRS and sent to those who are noted as C-NR on their labels printed using these mail ballot labels.

Figure 35 Labels Example for a Challenged Voter

5.6 MAIL BALLOT MAILING MATERIALS

- Instructions for marking and returning mail ballots (Appendix C)
- Transmittal envelope (Appendix D)
- Postage-paid return mailing envelope (Appendix D)
- Signature/certification envelope (Appendix E)
- Ballot secrecy envelope

The transmittal envelope (outgoing mailing envelope) is used to mail the unvoted ballot packets to the voter. Many jurisdictions use the same type of "outgoing" envelope for mail ballots that they use for absentee ballots. A phone number and e-mail address of the jurisdiction mailing the ballot packet is to be included with return address information. An example is found in Appendix D.

The envelope used for mailing back a voted ballot must have postage affixed.

> **Note: 2020 State Primary & General:** Instructions and the Signature Envelope are to include language notifying registered mail ballot voters that they do not need a witness. And language that ballots returned using the post office or a delivery service may be post marked on or before election day and received in the elections office the day before the state primary county canvass board meeting to be counted. Or within 7 days of the state general election date to be counted.

6.0 MAIL BALLOT PRECINCT RESIDENTS NOT ACTIVELY REGISTERED

6.1 CHALLENGED, SHOW ID AND INCOMPLETE REGISTRATION VOTER RECORDS

A mail ballot cannot be sent to anyone who is not actively registered at the time ballots are mailed. Voters in mail ballot precincts that are identified as challenged, show ID or incomplete registration are not sent a ballot. These voters must be sent a notice. This notice must provide an explanation of the challenge (if applicable) and provide instructions on how to request an absentee ballot. These notices can be sent by *forwardable* mail.

When SVRS is not used to administer mail ballots, these notices will need to be created and sent by the election administrator. An example letter can be found in Appendix J.

When SVRS mail ballot modules are used, notices for affected voters will generate within the system at the same time the mail ballot records and ballot labels are generated. The notices are to be printed at the same time ballot labels are printed and sent out to the voters as soon as possible so they have time to complete the absentee voting process.

6.1.1 Printing NRMB (Not Registered – Mail Ballot) Notices

If SVRS is used to track mail ballots, when the mail ballots are initialized, letters to those who are challenged at that time will have a letter generated and placed into the Correspondence queue.

These notices do not just automatically mail out like a Postal Verification Card (PVC). Election administrators are to go into the Correspondence section of SVRS and print individually or go into Reports and print the entire group that has been generated.

Individually: Voter Registration > Correspondence Queue > Search Type: *NRMB – Non-Registered in MB Pct Letter.*

Countywide: Reports > Report Category: Mail Ballot > Countywide Notices to Challenged Voters in Mail Ballot Precincts

6.2 NONREGISTERED VOTERS

An eligible voter who was not registered on the 21st day prior to the election, or whose registration is challenged or incomplete, may apply for and receive an absentee ballot. Absentee voting in precincts using mail balloting must be conducted under Minnesota Statutes, chapter 203B, except that the time for applying for, receiving, and returning absentee ballots is extended until 8:00 p.m. on the day of the election.

Absentee voters must be sent:

- a voter registration application,
- a ballot secrecy envelope,
- a return signature envelope for non-registered absentee voters,
- a postage-paid and addressed return mailing envelope, and
- instructions for marking and returning absentee ballots with the ballots.

Examples of the absentee ballot application, non-registered absentee voter instructions and non-registered absentee voter signature envelope are found in Appendices F, G & H.

Returned mail and absentee ballots are processed by the Ballot Board and are counted together as one vote total. *(M.S. 204B.45, subd. 2; 204B.46; M.R. 8210.3000)*

7.0 UPDATING MAIL BALLOT VOTER INFORMATION DURING THE MAILING PERIOD

Once mail ballots are being distributed, election officials might receive updated information about a person's registration.

Updates come from multiple sources:

- Paper/Online Voter Registration Application
- Depart of Vehicle Services (DVS) Records
- Change of address (COA) Records
- U.S. Post Office labels on returned elections mail
- Department of Health/Social Security Administration (DOH/SSA) Records

When updating a voter's registration record within SVRS, a warning about an existing mail ballot (MB) (or absentee ballot (AB)) record will appear.

UPDATE VOTER

This voter has the following Active AB/MB record(s): 1304433 in Anoka
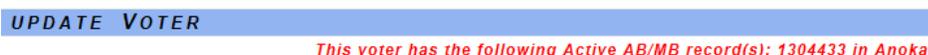
Figure 36 SVRS warning message when updating voter if mail or absentee ballot record exists

A general message will appear when processing COA Express changes in SVRS. Election administrators should use the *COA Activity Affecting Absentee Voters* report found under Absentee Ballot > Reports > Absentee Ballot to find these records once.

The following are steps to take in SVRS updated voter information is received and mail ballots have been already been sent. If the new information provided indicates:

Updated Voter Registration in:	Steps:
Same County – Mail Ballot Precinct	**Before Pre-Registration Deadline** • Update address in voter record to new address • Update Ballot – mark initially issued ballot as "spoiled" • Add a replacement ballot • Correct address in MB record to new address • Print replacement ballot labels and issue ballot. Mark envelope as Replacement Ballot. Include notice (not produced in SVRS) that previous MB cannot be voted/counted. **After Pre-Registration Deadline** • Update address in voter record to new address and pend as Late Registration. A system warning will be present, "This Voter has the following Active AB/MB records:" • Send SVRS late notice (which includes text that previous MB cannot be voted/counted; and non-reg voter may apply for an absentee ballot). • Update ballot – mark initially issued ballot as "spoiled." Change record status to Inactive.
Same County – Non-Mail Ballot Precinct	**Before Pre-Registration Deadline** • Update address in voter record to new address and send PVC • Update ballot – mark initially issued MB ballot as "spoiled." Change record status to Inactive. • Send voter notice (not produced in SVRS) that previous MB cannot be voted/counted

Updated Voter Registration in:	Steps:
Same County – Non-Mail Ballot Precinct	**After Pre-Registration Deadline** • Update address in voter record to new address and pends as Late Registration • Send SVRS late notice (includes text that previous MB cannot be voted/counted; and non-reg voter may apply for an absentee ballot). Update ballot – mark initially issued MB ballot as "spoiled." Change MB record status to Inactive.
Different County – Mail Ballot Precinct	**Before Pre-Registration Deadline** • New county updates voter record and moves voter into their county • New county notifies previous county of moved MB voter • New county adds new MB record and issues ballot. Mark in SVRS as Replacement. Mark envelope as Replacement Ballot. Include notice (not produced by SVRS) that previous MB cannot be voted/counted • Previous county is notified by new county or by using the *Absentee and Mail Ballot Issues for Future Elections* report found under Absentee Ballot > Reports > Absentee Ballot. Previous county marks initially issued MB ballot as "spoiled." Changes the MB record status to Inactive. If ballot already sent, send notice (not produced in SVRS) that previous MB cannot be voted/counted.
	After Pre-Registration Deadline • New county updates voter record and pends as Late Registration. • New county sends SVRS late notice (includes text that previous MB cannot be voted/counted; and non-reg voter may apply for an absentee ballot). • New county notifies previous county of moved voter. • Previous county is notified by new county or by using the *Absentee and Mail Ballot Issues for Future Elections* report found in Absentee Ballot > Reports > Absentee Ballots. Previous county marks the initially issued MB as "spoiled." Changes the MB record status to Inactive. If ballot already sent, send notice (not produced in SVRS) that previous MB cannot be voted/counted.
Different County – Non-Mail Ballot Precinct	**Before Pre-Registration Deadline** • New county updates voter record with new address • New county notifies previous county of moved voter and sends notice (not produced in SVRS) to voter that original MB cannot be counted. • Previous county is notified by new county or by using the *Absentee and Mail Ballot Issues for Future Elections* report found under Absentee Ballot > Reports > Absentee Ballots. Previous county marks the initially issued MB ballot as "spoiled." Changes the MB record status to Inactive. If ballot already sent, send notice (not produced in SVRS) that previous MB cannot be voted/counted.
	After Pre-Registration Deadline • New county updates voter record and pends as Late Registration. • New county sends SVRS late notice (includes text that previous MB cannot be voted/counted; and non-reg voter may apply for an absentee ballot). • New county notifies previous county of moved voter. • Previous county is notified by new county or by using the *Absentee and Mail Ballot Issues for Future Elections* report found under Absentee Ballot > Reports > Absentee Ballots. Previous county marks the initially issued MB ballot as "spoiled." Changes the MB record status to Inactive. If ballot already sent, send notice (not produced in SVRS) that previous MB cannot be voted/counted.

8.0 UNDELIVERABLE BALLOTS

A mail ballot is non-forwardable. Mail ballots returned by the post office as undeliverable to the voter at the address of registration must be securely retained.

A mail ballot that is undeliverable to the voter at the address of registration must be considered a returned notice of verification as provided in Minnesota Statutes, section 201.12.

If SVRS is not being used, the election official must keep track of these steps using logs and/or spreadsheets.

When SVRS is being used, the steps listed in 8.1 are completed using SVRS modules. Instructions on *how* to complete these steps in the system are provided in 8.2.

Reminder: The only item that differentiates a mail ballot record from an absentee ballot record in SVRS is the Received Via method indicator of "Mail Ballot Precinct." "MB" is also printed on the voter's address label. That notation is attached to the record when the Group Add Mail Ballot Records process is completed. So, all SVRS processing of mail ballots after that point is conducted through the Absentee Ballot modules in SVRS.

8.1 STEPS TO TAKE WHEN A MAIL BALLOT IS RETURNED

8.1.1 With Post Office Information

If Indicates Temporarily Away:

- Verify that the voter continues to reside at the same location.
- Issue another ballot to same address when temporary order expires.

If Address is Same Address but Typo Exists

- Correct voter record's address typo.
- Correct MB record's address typo.
- Reprint ballot labels and reissue ballot.

8.1.2 With Different Address Information

Updated Voter Registration in:	Steps:
Moved in state, same county, mail election precinct	**Before Pre-Registration Deadline** • Update voter record with new address. • Update ballot – mark initially issued ballot as "undeliverable." • Add a replacement ballot. • Correct MB record with new address. • Print replacement ballot labels and issue ballot.
	After Pre-Registration Deadline • May correct voter record to Inactive status. • Update ballot – mark initially issued ballot as "undeliverable." • Send notice (not produced by SVRS) on how voter may apply for an absentee ballot. • Complete manual COA update after election is complete and Election Day Registration applications are processed (if necessary).
Moved in state, same county, no longer in a mail election precinct	**Before Pre-Registration Deadline** • Update voter record with new address. • Update ballot – mark initially issued ballot as "undeliverable." • Change MB record status to Inactive. • A PVC is sent to the voter listing the polling place location. • Voter will appear on new precinct's roster.

Updated Voter Registration in:	Steps:
Moved in state, same county, no longer in a mail election precinct	**After Pre-Registration Deadline** • May correct voter record to Inactive status. • Update ballot – mark initially issued ballot as "undeliverable." • Send nonforwardable notice (not produced in SVRS) on how to register/vote at polling place (similar to late notice). • Complete manual COA update after election is complete and Election Day Registration applications are processed (if necessary).
Moved in state, different county, mail election precinct	**Before Pre-Registration Deadline** • May correct voter record to Inactive status. • Update ballot – mark initially issued ballot as "undeliverable." • Transmit copy of returned envelope to new county auditor. • New county updates voter record with new address. • New county adds MB record and issues ballot. **After Pre-Registration Deadline** • May correct voter record to Inactive status. • Update Ballot – mark initially issued ballot as "undeliverable." • Transmit copy of returned envelope to new county auditor. • New county sends notice (not produced in SVRS) on how voter may apply for an absentee ballot • New county completes manual COA update after election is complete and Election Day Registrations are processed (if necessary).
Moved in state, different county, no longer mail election precinct	**Before Pre-Registration Deadline** • May correct voter record to Inactive status. • Update ballot – mark initially issued ballot as "undeliverable." • Transmit copy of returned envelope to new county auditor. • New county updates voter record with new address. • A PVC is sent to the voter listing the polling place location. • Voter will appear on new precinct's roster. **After Pre-Registration Deadline** • May correct voter record to Inactive status. • Update ballot – mark initially issued ballot as "undeliverable." • Transmit copy of returned envelope to new county auditor. • New county auditor sends nonforwardable notice (not produced in SVRS) on how to register/vote at polling place (similar to late notice). • New county auditor completes manual COA update after election is complete and Election Day Registrations are processed (if necessary).

8.1.3 With Forwarding Address That is PO Box

Updated Voter Registration in:	Steps:

Dependent upon county procedures, county may:	**Before Pre-Registration Deadline**
	
	• Send notice (not produced in SVRS) to PO Box informing voter of returned MB and enclose a Voter Registration Application or instructions how to register online
	    OR
	• Treat as if there is No Forwarding Address provided.
	
	After Pre-Registration Deadline
	
	• Send notice (not produced in SVRS) to PO Box informing voter of returned mail ballot and how to apply for an absentee ballot
	    OR
	• Treat as if there is No Forwarding Address provided in section 9.5 below.

8.1.4 With Moved Out of State Information

- Update ballot – mark initially issued ballot as "undeliverable."
- In the voter record, process manual change of address (COA) and schedule to inactivate record in 21 days.
- If voter calls to cancel COA inactivation (i.e., voter is still a Minnesota resident), then voter would need to apply for an absentee ballot to receive a ballot while they are out of the state since mail ballots are not forwardable.

8.1.5 With No Forwarding Address

- Correct voter record to Challenged status
- Update ballot – mark initially issued ballot as "undeliverable."

Note: *Absentee ballots are **forwardable**.* If the auditor, municipal clerk, or school district clerk is able to verify the voter's residence at that address, the ballot may be reissued (e.g. discover a typo in address).

8.2 MARK A MAIL BALLOT AS "UNDELIVERABLE" IN SVRS

Open the ballot packet and find the bar code and/or Ballot ID number found on the Signature (#2) envelope.

2213733 STG 04/24/2018 ML PCT R   B2476729
C 29 0010-AKELEY TWP. 113
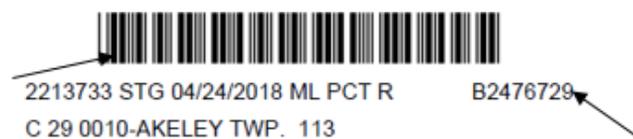
Figure 37 Mail Ballot Envelope #2 Label

Then find Received AB Envelopes under the Absentee Ballot section of the left side menu of SVRS.
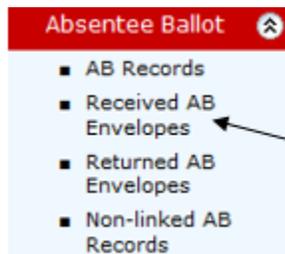

Figure 38 Selecting Received AB Envelopes from the SVRS Absentee Ballot (Left) Menu

Either swipe the bar code with a wand/gun or hand-type in the "B" number. *If hand-typing*, the letter "B" must be typed in front of the number.Press Record Ballot after each entry.

Figure 39 Recording Ballot ID on SVRS Receive Ballots screen

When the list of "undeliverable" ballots is complete then press the "Undeliverable" button.

Figure 40 Mark a ballot "Undeliverable" through Receive Ballots screen

Double check the list and then press Submit.

Figure 41 Final Review to confirm ballots being marked as "undeliverable"

(*M.R. 8210.3000, subp. 7*)

9.0 SPOILED OR LOST BALLOTS

A voter who has spoiled or lost a ballot may request a replacement ballot from the official conducting the election. The election official shall maintain a record of all replacement ballots issued. The request does not have to be in writing nor is an affidavit of lost or spoiled ballot required, however, election officials should take steps to ensure that the person requesting a replacement ballot is the voter themselves. No other person may request a replacement ballot on behalf of another voter.

If the SVRS MB modules are not being used, the tracking of spoiled/lost and replacement ballots are kept on a spreadsheet developed by the election official for that particular election.

When SVRS MB modules are being used, the log is maintained within SVRS itself. *(M.S. 204B.45, 204B.46; M.R. 8210.3000, subps. 6 & 6a)*

9.1 STEPS IN SVRS TO MARK A MAIL BALLOT "SPOILED" OR "LOST"
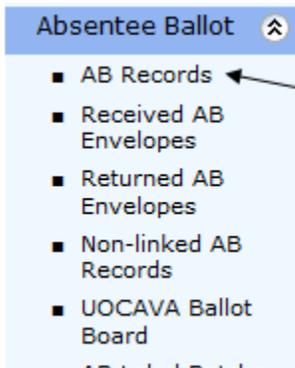
Figure 42 Selecting AB Records from Absentee Ballot (Left) menu

Search using the name of the person's whose ballot you will "spoil" or mark "lost." Choose the correct record under Absentee Ballot Record Search Results. Select the "Update Ballot" button.
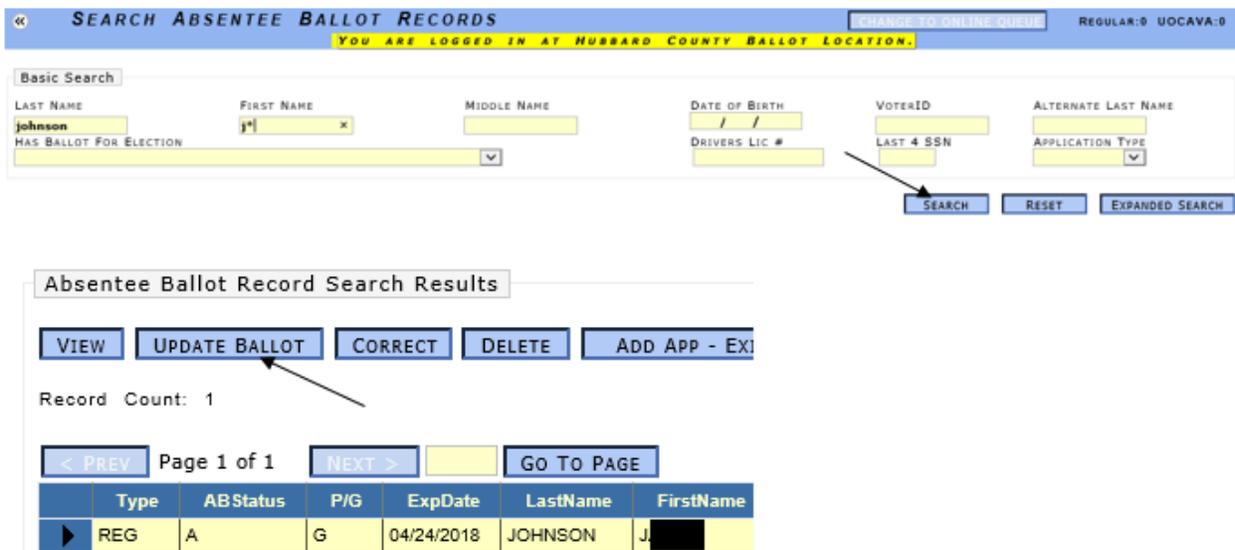
Figure 43 Search for appropriate AB record. Select record and "Update Ballot"

Choose the ballot that is to be updated. Select the "Update" button.

Figure 44 Maintain Ballot History screen. Select the ballot

Change the "Status" of the ballot to "Spoiled or Lost." The day's date will be added to the Spoil or Lost Date field. Select the Ballot Location at which you are working from the Location dropdown list. Press the "Save" button.

Figure 45 Change the ballot's Status and specify the Ballot Location

10.0 RETURNING MAIL BALLOTS TO ELECTION OFFICE

Ballots may be returned to the official conducting the election by mail, in person or by designated agent. The official conducting the election must accept ballots returned in person, or by designated agent, until 8:00 p.m. on the day of the election.

> **Note: 2020 State Primary & General:** Returned ballots by the post office or delivery service may be post marked on or before primary day and received in the elections office by the day before the state primary county canvass board meeting to be counted. Or within 7 days of the state general election to be counted.

10.1 AGENT DELIVERY OF MAIL BALLOTS

An individual shall not be the designated agent of more than three voters in one election.

A log must be kept containing the agent's name and address, the name and address of the voter whose ballot was being delivered, and the agent's signature. The agent shall show identification containing their name and signature. *(M.R. 8210.2200; 8210.3000, subp. 8)*

10.2 RECEIPT OF VOTED BALLOTS

The official accepting the ballots must provide received ballots to the ballot board. If a ballot is received more than 14 days before Election Day, the envelopes must be examined within **five** days of receipt. If received within the 14 days before Election Day, the envelopes must be examined within **three** days of receipt. Any additional ballots received before 8:00 p.m. on Election Day must also be delivered to the ballot board within 24 hours. See note in section 10.0 regarding 2020 state primary & general return of ballots.

10.2.1 Recording Receipt

If SVRS is not being used, each mail ballot should be marked as received and the date manually recorded on a log or spreadsheet.

For elections where SVRS is used, if mail ballots are ***not*** presented to the ballot board for review daily, then the mail ballots received each day need to be marked as "received" in SVRS. This allows for voters using the online Voter Information Portal to know that their mail ballot has been "received" by the elections office and is awaiting ballot board review.

Locate the Ballot ID number on the label found on the Signature (#2) envelope. The barcode on the label also contains the Ballot ID number.

1308091 STP 08/09/2016 ML PCT R   B1527517
C 18 0080-CROW WING TWP P-1 181
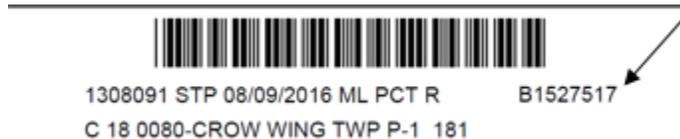
Figure 46 Mail Ballot Envelope #2 Label

To mark a mail ballot as received in SVRS find Received AB Envelopes under the Absentee Ballot section of the left side menu.

Figure 47 Select Received AB Envelopes to mark ballots as "Received" in SVRS

Enter the Ballot ID number either manually or by swiping the barcode into the Ballot ID field. Then press "Record Ballot."

Figure 48 Input Ballot ID, and record Ballot

When the list is complete, press "Receive."

Figure 49 To mark a ballot as "received," select "Receive"

Review information and if all is correct, press Submit.

Figure 50 Final Review screen to confirm ballots that will be marked "received"

11.0 BALLOT BOARD

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

The ballot board:

- must consist of election judges trained in the handling of mail and absentee ballots and appointed as provided in sections 204B.19 to 204B.22.
    - The board may include deputy auditors or city clerks or
    - election judges performing these duties must be of different political parties (unless exempted for town and school elections not held in conjunction with statewide elections).

Two or more members of the board examine each returned envelope and mark it accepted or rejected. The board must accept and reject the ballots as provided in M.S. 203B.121 and M.R. 8210.2450:

- mark the return envelope as "Accepted" and sign or initial below this indication on the envelope if satisfied that:
    - the voter is registered with the name and at the address listed on the signature envelope;
        - **Note:** Use of, or lack of, full names, nicknames, abbreviations, or initials within either signature is not a reason for rejection

Note: 2020 State Election Cycle: <u>Registered</u> mail ballot voters are not required to have a witness

    - the voter has signed on the back of the return envelope;
    - a witness has signed the statement on the return envelope, and has provided a Minnesota address, or a title indicating they are eligible to administer oaths, or has affixed a notary stamp;
    - the voter has not already voted in the election, in person or, if it is after the 7th day before the election, by absentee; and

If not satisfied the returned ballot should be accepted, the ballot board mark the return envelope as "Rejected" and sign or initial below this indication and list the reason for rejection and return it to the auditor or delegated clerk. *(M.S. 203B.23; 203B.24)*

11.1 REJECTED BALLOTS

If a ballot has been rejected at least five days before the election, a replacement ballot and materials must be sent to the voter. The election official must keep a record of the date the ballot was rejected, the reason for rejection, and the date any replacements were sent.

Note: 2020 State Primary & General: Registered mail ballot voters are not required to have a witness

If SVRS Mail Ballot modules are being used, the "record" of rejected ballots is kept within the system when ballot boards mark the ballot as "rejected" in the system.

If SVRS Mail Ballot modules are not being used, the election official manually documents the information on a log or spreadsheet.

All rejected ballot materials must remain sealed and kept in a separate sealed container.

If a ballot has been rejected within the five days before the election, the official in charge of the ballot board must attempt to contact the voter by telephone or email to notify them that their ballot has been rejected. Attempts to contact a voter because their ballot was rejected must be documented. A replacement ballot is not required to be sent; but may be sent if requested by the voter.

Note: Mail ballots are not subject to the rejection notice mailed to absentee voters 6 to 10 weeks after the election.

11.1.1 Marking a Mail Ballot as "Rejected" in SVRS

After the Ballot Board has determined that a mail ballot is "rejected," the ballot record in SVRS is to be updated to reflect that status.

Group the envelopes by "reason for rejection."

Find Returned AB Envelopes under Absentee Ballots in the left side menu.
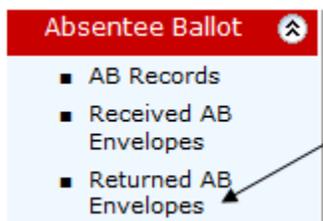
Note: 2020 State Election Cycle: Registered mail ballot voters are not required to have a witness.

Figure 51 Absentee Ballot (Left) menu in SVRS

Select "Reject" from the Select Action drop down menu. Select the Reject Reason for the group of envelopes that is being processed. If it is prior to five days before the election, make sure that the Resend Ballot box is check marked. Either swipe or hand-type the Ballot ID (B number) found on the Signature (#2) envelope.
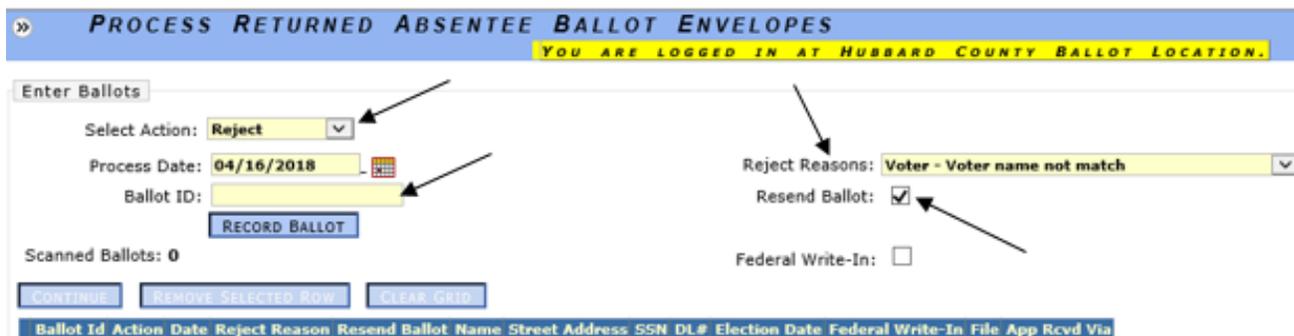
Figure 52 Marking a mail ballot as "rejected"

Once the list is complete, press Continue.
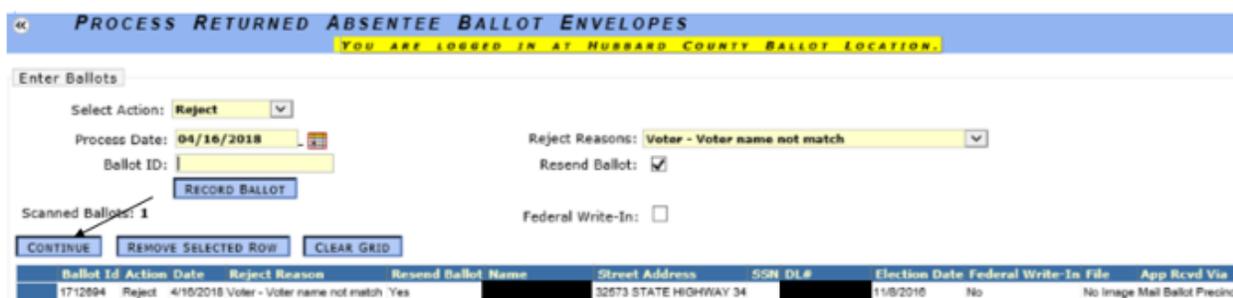
Figure 53 To proceed with marking ballot as "rejected", select "Continue"

Press Submit if all is correct.

Figure 54 Final Review screen

Figure 55 Confirmation that Ballots were updated to the status specified

SVRS will mark the existing ballot as "rejected" and will initialize a new ballot with labels to be printed to send out in an envelope labeled as "replacement ballot." The voter's mail ballot record "Ballots" section now looks like this:

Figure 56 Mail Ballot Record Detail - Ballots section

11.1.2 Replacement after Rejection in SVRS

After the Ballot Board has marked the ballot as "rejected" in SVRS, (and the Resend Ballot box was checked), the corresponding ballot record will be marked as rejected and a new initialized ballot will be added to the absentee ballot application record.

To print the replacement ballot labels that have been queued in SVRS go to Reports > Absentee Ballot Report Category > AB Labels Avery (or dymo if that is the type of label used).

Choose either Replacement ballots only or Both initially issued and replacement ballots.

Complete the other choices found on the page based on what labels to print for the day.

Make sure that Mail Ballot Precinct choice is checked under the category of Application Received Via.

Figure 57 Absentee Labels Avery report parameters for including replacement mail ballot labels

Figure 58 Example Mail Ballot Labels for Replacement Ballot

When the report is done, SVRS moves the newly initialized (replacement) ballot into "Sent" status.

Figure 59 Mail Ballot Record Detail - updated Ballots section

11.2 ACCEPTED BALLOTS

If a ballot is marked "accepted", the auditor, clerk or ballot board must mark the roster to indicate that the voter has already cast a ballot by marking "MB" or "AB" on the signature line.

If SVRS Mail Ballot modules are being used, the activity of "accepting" a ballot is documented in the system after a ballot board has made that determination.

11.2.1 Marking a Mail Ballot as "Accepted" in SVRS
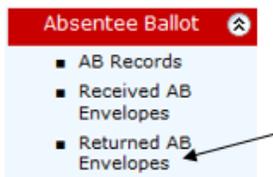
Figure 60 Absentee Ballot (Left) menu in SVRS

Choose Accept from the Select Action drop down menu.

Swipe or manually enter the Ballot ID number found on the Signature (#2) envelope. Press "Record Ballot" button.

Figure 61 Marking a mail ballot as "accepted"

When the list is complete, press the "Continue" button.

Figure 62 To proceed with marking ballot as "accepted", select "Continue

If the number is correct, press the "Submit" button.

Figure 63 Final Review screen

After the close of business on the seventh day before the election, "accepted" ballot return envelopes can be opened, the ballot secrecy envelopes separated from the return signature envelopes, the ballot secrecy envelopes can be opened, the ballots can be duplicated as needed, and the ballots can be placed in a ballot counter/box.

Note: 2020 State Election Cycle: 7th day is replaced with 14th day.

12.0 "DIRECT BALLOTING" & MAIL VOTERS

"Direct balloting" is the term adopted to describe the alternative absentee voting without envelope process allowed by M.S. 203B.081, subd. 3. This process can begin seven days before the election if permitted by the county auditor (or the municipal/school district clerk for standalone special mail elections). With this alternative procedure, voters can choose to cast their *absentee* ballot directly into the ballot counter made available at the absentee voting location. (As opposed to completing the signature envelope.) In order to directly deposit their ballot, a voter must complete the absentee application form and sign a voter's certificate.

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 auditor or clerk's 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 nonregistered voter in a mail ballot precinct could elect to use the direct balloting process beginning the seventh day before the election, as they apply for, receive, and return an absentee ballot.

13.0 POLLING PLACES & ELECTION JUDGES

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

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

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

13.1 NON-REGISTERED VOTERS & ELECTION DAY REGISTRATION IN MAIL PRECINCTS

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

13.1.1 Absentee Only Location

At this type of location on Election Day, a non-registered voter would only have the option to apply, receive, and return an absentee ballot as time for absentee voting for a mail precinct is extended until 8:00 p.m. on Election Day per M.R. 8210.30000, subp. 5.

Voted ballots are placed into a secrecy and signature envelope and presented to the ballot board for acceptance/rejection. And then processed accordingly.

13.1.2 Polling Place Only Location

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

Appointed election judges must conduct the EDR process.

13.1.3 Absentee Voting Location & Mail Ballot Precinct's Designated Polling Place

At this type of location on Election Day, a voter would have the choice of voting by completing the EDR process and signing the blank EDR roster page (ballot goes into tabulator), or by applying for and voting an absentee ballot (envelope and ballot board process).

Appointed election judges must conduct the EDR process.

Vote totals from mail ballots cannot be made public before the close of voting on Election Day. *(M.S. 204B.45; 204B.46; M.R. 8210.3000)*

13.2 REGISTERED VOTERS & MAIL BALLOT ELECTION DAY POLL LOCATIONS

On **election day**, **registered** voters in a mail ballot precinct might visit a mail ballot poll location for three reasons:

1. No longer time to return a *voted* mail ballot (in envelopes and signature envelope is completed) by mail:

- Return their own ballot in person.
  - May return their **mail** ballot until 8 p.m.
  - Election administrators review signature envelope and make sure that it is complete and signed.
  - Envelope is then taken to the ballot board for acceptance/rejection and is then processed as appropriate. (Minnesota Statutes do not provide that registered mail ballot voters can insert their ballot into the tabulator.)
- Return another mail voter's ballot (agent delivery).
  - May return others' **mail** ballots until 8:00 p.m.
  - Can only return up to three others' ballots.
  - Counter staff review signature envelope and make sure that it is complete and signed and not tampered.
  - Agent shows ID and signs log.
  - Envelope is then taken to the ballot board for acceptance/rejection and is then processed as appropriate.

2. In need of a witness:
   - Arrives at counter with un-voted ballot and blank signature envelope.
   - Counter staff members must be eligible to serve as a witness (deputy, election judge or registered Minnesota voter).
   - Counter staff reviews ballot to confirm that it has not been voted.
   - If voter's ballot has been voted, that particular ballot is to be spoiled in SVRS and a replacement ballot issued. See "3." steps below.
   - Voter retires to a booth and votes.
   - Voter must use secrecy envelope and complete the signature envelope.
   - Minnesota statues do not provide that registered mail ballot precinct voters insert their ballot into the tabulator.
   - The signature envelope is completed by both the voter and witness.
   - The envelope is then taken to the ballot board for acceptance/rejection and is then processed as appropriate.

Note: 2020 State Primary & General: Registered mail ballot voters are not required to have a witness

3. Have lost or spoiled their ballot:
   - Voter requests to have their initial MB spoiled (mark it as spoiled in SVRS) and is issued a replacement ballot and new materials.
   - Election administrators manually add a replacement ballot to the voter's existing MB record in SVRS.
   - If election administrators are to serve as a witness, they must be eligible to do so (deputy, election judge or Minnesota voter).
   - Voter retires to a booth and votes.
   - Voter must use secrecy envelope and complete the signature envelope.
   - Minnesota statutes do not provide that registered mail ballot precinct voters insert their ballot into the tabulator.
   - The signature envelope is completed by both the voter and witness.
   - The envelope is then taken to the ballot board for acceptance/rejection and is then processed as appropriate.

14.0 COUNTING BALLOTS, RESULTS & VOTING HISTORY

14.1 COUNTING BALLOTS

The mail and absentee ballots are counted together and reported as one vote total. After 8:00 p.m. on Election Day and if all mail and absentee ballots have been processed through the tabulator for a precinct, election staff may print the results. *(M.S. 204B.45)*

> **Note: 2020 State Primary & General:** Election night results will be different. Please review information from the OSS about election night reporting for each type of election.

14.2 RESULTS REPORTING

After 8:00 p.m. on Election Day, the results of the mail and absentee ballots are made known to the public. The board completes a combined summary statement of the mail and absentee returns for each mail ballot precinct. See note regarding 2020 state primary & general in section 14.1.

If there is in-person voting at a poll location on Election Day, signatures are counted as "Signatures on a Roster" on the summary statement. This is rare.

14.3 VOTING HISTORY

Voting history for mail voters are posted within six weeks of the election and marked as an "M" for mail rather than a "P" for polling place. Those voters that voted by absentee ballot receive an "A."

If SVRS Mail Ballot modules were ***not*** used, then voting history is posted like all other elections. Make sure to choose the correct voting method for each voter:

- In-Person on Election Day (very rare),
- Absentee ballot (if it was an actual absentee ballot and not the mail ballot) or
- Mail ballot (majority).

If SVRS Mail Ballot modules were used, then applying voting history is a very easy process. Ensure that all accepted mail and absentee ballots are marked "accepted" in the system. When in Elections > Post Voting History, choose the correct roster for the election. Make sure that all signatures (if there are any from election day) are entered. When ready, press the "Apply Accepted AB/MB History" button. This adds an A or M to roster line if the voter has AB/MB in Accepted status in SVRS.

Review the roster pages and number that will receive voting history. If all is correct, click the mark Roster Complete checkbox. Click "Mark Roster complete and Post History." Review the pop up message. If all is correct, click "OK."

APPENDIX A

RESOLUTION EXAMPLE

City/Town of _____
County of _____
State of Minnesota

RESOLUTION NO. _____
A RESOLUTION AUTHORIZING MAIL BALLOTING

Motion: _____

Second: _____

THE CITY COUNCIL/TOWN BOARD OF _____, MINNESOTA
DOES HEREBY RESOLVE AS FOLLOWS:

WHEREAS: Minnesota Statute 204B.45 provides for a town of any size not located in a metropolitan county as defined by section 473.121 or a city having fewer than 400 registered voters on June 1 of an election year and not located in a metropolitan county to conduct balloting by mail.

NOW, THEREFORE, BE IT RESOLVED by the City Council/Town Board of _____ that they will conduct balloting by mail for (choose one) [state/county] [local] [all] elections by mail starting immediately.

Passed by the City Council/Town Board this _____, day of _____, _____

Signed by: _____

Attested by: _____

Aye:

Nay:

APPENDIX B

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

1. Beginning in 20__, voters in _____ in _____ County will vote entirely by mail in statewide elections as authorized by the township/city under MN Statutes 204B.45.

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

   Statewide Primary Election: August _____, 20____

   Ballot Mailing Dates: July ____ – ____, 20____

   Statewide General Election: November ____, 20____

   Ballot Mailing Dates: October ____ – ____, 20____

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

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

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

   _____

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

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

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

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

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

   The polls will be open:

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

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

   At least one assistive voting device will be available at the polling place; allowing for persons with disabilities to vote privately and independently.

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

Additional information is available by contacting _____

_____, phone_____

Dated _____ day of _____, 20___.

By order of _____ (governing body)

_____ (Election Official)

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

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

    <u>Townships</u>   <u>Cities</u>   <u>Unorganized Areas</u>

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

    <u>Statewide Primary Election</u>: August _____, 20_____

    <u>Ballot Mailing Dates</u>: July ____ – ____, 20_____

    <u>Statewide General Election</u>: November ____, 20_____

    <u>Ballot Mailing Dates</u>: October ____ – ____, 20_____

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

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

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

    _____

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

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

    <u>Statewide Primary Election</u>: Saturday, August ____, 20_____ from 10:00 a.m. to 3:00 p.m.; Monday, August ____, 200_____ 8:00 a.m. to 5:00 p.m.;

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

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

    The polls will be open:

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

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

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

Additional information is available by contacting _____
_____, phone_____.

Dated _____ day of _____, 200___.

By order of _____ (governing body)

_____
(election official)

Note: For elections that SVRS is being used to process Mail Ballots, it is suggested to list the website address where voters can track the progress of their ballot.

APPENDIX C

Instructions
How to vote by mail ballot

You will need:
- Ballot*
- Tan ballot envelope*
- White signature envelope*
- Pen with black ink

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

- Witness
  Anyone registered to vote in Minnesota, *including your spouse or relative, or a notary public, or a person with the authority to administer oaths*

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

❷ Seal your ballot in the tan ballot envelope
- Do not write on this envelope.

❸ Put the tan ballot envelope into the white signature envelope
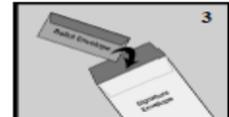
❹ Fill out the white signature envelope <u>completely</u>
- If there is no label, print your name and Minnesota address.
- Read and sign the oath.
- Ask your witness to print their name and Minnesota <u>street</u> address, including city (not a P.O. Box), and sign their name.
  If your witness is an official or notary, they must print their title instead of an address. Notaries must also affix their stamp.
- Seal the envelope.

❺ Return your ballot by Election Day to the address on the signature envelope
You have three options:
- Send it so it arrives by Election Day, using U.S. mail or a package delivery service,
- Deliver it in person by 8:00 p.m. on Election Day, or
- Ask someone to deliver it by 8:00 p.m. on Election Day.
  This person cannot deliver more than 3 ballots.

If you have questions, please call: (...) ...-.... .

See other side for special instructions if you have a disability

Correcting a mistake
- If time allows, ask for a new ballot from your election office. Contact your election office at [e-mail] or [phone number], or
- Completely cross out the name of the candidate you accidentally marked and then mark your ballot for the candidate you prefer (do <u>not</u> initial your corrections).

If you have a disability:

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

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

Minnesota Statutes, section 645.44, subdivision 14

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

Confidentiality Notice: The data you supply on your signature envelope are public information when used for elections, political or law enforcement purposes as part of a public information list.

APPENDIX D

Outgoing "Unvoted Ballot" Transmittal Envelope

44mm 72mm

23mm

County Elections
8210 710th St
Wintergrove, MN 55155
[phone number]
[Email address]

OFFICIAL ELECTION MAIL
Endorsed by the U.S. Postal Service

OFFICIAL ABSENTEE BALLOTING MATERIAL— FIRST CLASS MAIL

To: Mary Jane Voter
2038 Elm Ave.
Summerville, MN 55016

Read and follow the enclosed instruction sheet to help ensure that your vote will count.

Postage-Paid "Voted Ballot" Return Envelope

44mm 72mm

23mm

FIM Marks

County Elections
8210 710th St
Wintergrove, MN 55155

OFFICIAL ELECTION MAIL
Endorsed by the U.S. Postal Service

OFFICIAL ABSENTEE BALLOTING MATERIAL— FIRST CLASS MAIL

To: Auditor or Clerk
8210 710th St
Wintergrove, MN 55155

Have you...
- ☐ Sealed your ballot in the tan ballot envelope?
- ☐ Put the ballot envelope in the white signature envelope?
- ☐ Filled out the white signature envelope completely and signed it?
- ☐ Asked your witness to complete their section and sign their name?
- ☐ Put the white signature envelope into this envelope?

Return your ballot so it is received by Election Day.

Note: There are suggestions for stickers for mail ballot envelopes to address witness and returned ballot deadlines changes for the 2020 state primary & general. Please contact OSS Election Administrators and the information will be sent upon request.

Office of the Minnesota Secretary of State

APPENDIX E

Example Mail Voter Certificate Form

(M.R. 8210.3000, subp. 4b)

Note: There are suggestions for stickers for mail ballot envelopes to address witness and returned ballot deadlines changes for the 2020 state primary & general. Please contact OSS Election Administrators and the information will be sent upon request.

Put the Ballot Envelope in here, then seal flap

Signature Envelope

Voter must complete this section   please print clearly

Voter name

Voter MN address   MN

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

Voter Signature   X

Witness must complete this section

Witness name

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

Street Address

MN

City

I certify that:
- the voter showed me the blank ballots before voting;
- the voter marked the ballots in secrecy 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

For Official Use Only
☐ Accepted   ☐ Rejected (reason:)_____

Signature Envelope– Mail

APPENDIX F

2020 Minnesota Absentee Ballot Application

Apply online at https://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.

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

- ☐ 2/11 Special Election
- ☐ 4/14 Special Election
- ☐ 8/11 Primary Election
- ☐ *Both 8/11 & 11/3 Elections*
- ☐ 3/10 Township Election
- ☐ 5/12 Special Election
- ☐ 11/3 General Election
- ☐ Other (specify date): _____

2.

last name or surname	first name	middle name	suffix

3.

date of birth (mm/dd/yyyy)	county where you live	phone number
		___ - ___ - ___

email address

4. mark all boxes that apply:

- ☐ I have a MN-issued driver's license or MN ID card. The number is: _____
- ☐ I have a social security number. The last four digits are: XXX-XX- _____
- ☐ I do not have a MN-issued driver's license, MN-issued ID card or a social security number.

Your identification number will be compared to the one on your absentee ballot envelope.

5.

address where you live (residence)	apt.	city		zip code
			MN	

6.

address where your absentee ballot should be sent	apt.	city	state	zip code

7. I certify that I:

- am completing this application on my own behalf;
- will be at least 18 years old on election day;
- am a citizen of the United States;
- will have resided in Minnesota for 20 days immediately preceding election day;
- maintain residence at the address given on this application form;
- am not under court-ordered guardianship in which the court order revokes my right to vote;
- have not been found by a court to be legally incompetent to vote;
- have the right to vote because, if I have been convicted of a felony, my felony sentence has expired (been completed) or I have been discharged from my sentence; and
- have read and understand this statement: The above information is accurate, and I sign this application form under penalty of perjury, a felony punishable by not more than 5 years imprisonment, a fine of not more than $10,000, or both.

sign here: X_____ date ____/____/____

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

official use only

Primary ➔	received date	ballot issued date	initials	type	reason replaced	repl. date:	precinct
☐ reg ☐ non-reg				M C HCF	☐ rejected ☐ lost ☐ spoiled ☐ never received		
General ➔	received date	ballot issued date	initials	type	reason replaced	repl. date:	school district
☐ reg ☐ non-reg				M C HCF	☐ rejected ☐ lost ☐ spoiled ☐ never received		

Where to return your application

You should return this to your local election office. If not provided above, contact information for your local election official can be found under "Find County Election Office" at https://www.mnvotes.org.

Options for returning absentee ballot applications

For federal, state or county elections, submit an absentee ballot application online at https://www.mnvotes.org. -OR- Paper absentee ballot applications may be returned by mail, fax or as a scanned attachment to an email.

When your ballot will be sent

Your absentee ballot materials will be sent to you at least 46 days before the election, (excluding town elections held in March where materials will be sent 30 days before the election). If you applied after this date, your ballot will be sent when the application is received. Contact your local election official if you have not received your ballot. To check the status of your absentee ballot, visit https://www.mnvotes.org.

Privacy Notice

Your exact date of birth, email address, and any ID number you give (Minnesota driver's license, state ID or last four digits of social security number) are private. Only election officials may access it.

Election officials ask for your exact date of birth so they can match your application to your voter record. If you refuse to give your date of birth, you won't get an absentee ballot.

Election officials ask for your email so they can contact you about your application. Also, the Office of the Secretary of State may email you (or contact you another way) about voting and elections, or ask for public input. If you refuse to give an email address, you cannot apply for an absentee ballot online and you will need to apply with a paper application.

Election officials ask for an ID number to check that the person who is casting the ballot is the same person who applied for it. If you have an ID number but refuse to give it, your absentee ballot might get rejected, and you won't be able to check your absentee ballot status online.

The rest of the data on your application is public when used for elections, political activities or law enforcement purposes. If you need to keep your contact data private because of personal safety concerns, call 1-877-600-8683 to learn what you can do.

Who may apply for a ballot

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

If you think you may not be registered to vote

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

Information for active-duty military and overseas voters

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

Options available to you if you have a disability

You may:

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

Information regarding Power of Attorney

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

Revised 7-8-2019

Office of the Minnesota Secretary of State

APPENDIX G

Instructions
How to vote by absentee ballot

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

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

❶ **Fill out the voter registration application and sign it**
- Show your witness your driver's license or other authorized proof of where you live. *See the other side for a list of options.*

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

❸ **Seal your ballot in the tan ballot envelope**
- Do not write on this envelope.

❹ **Put the tan ballot envelope and the voter registration application in the white signature envelope**

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

❻ **Put the signature envelope into the larger white return envelope to protect your private information from view**

- Seal the envelope.

❼ **Return your ballot <u>by Election Day</u> to the address on the return envelope**
Ballots may not be delivered to your polling place.
You have three options:
- Send it so it arrives by Election Day, using U.S. mail or a package delivery service,
- Deliver it in person before election day or by 3:00 p.m. on Election Day, or
- Ask someone to deliver it by 3:00 p.m. on Election Day.
      This person cannot deliver more than 3 ballots.

To check the status of your absentee ballot, visit www.mnvotes.org.
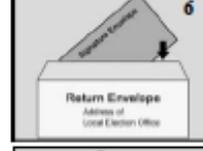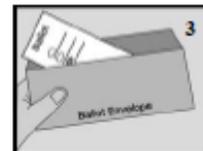
Options for proof of where you live

A valid Minnesota driver's license, Minnesota ID card, or permit with your current address
or
A photo ID that does not have your current address <u>along with</u> a document that has your current address
- **Eligible photo IDs:** Minnesota or another state's driver's license, learner's permit, or ID card; U.S. passport; U.S. military or veteran ID card; Minnesota high school/college/university ID card; or tribal ID card with your signature, from a tribe recognized by the Bureau of Indian Affairs (BIA).
- **Eligible documents with your current address:** an original bill, including account statements and start-of-service notifications, dated within 30 days before or with a due date 30 days before or after the election; a current student fee statement; or a residential lease if valid through election day. Eligible bills are: gas, electric, solid waste, water, sewer, phone, cell phone, television, Internet provider, credit card, or banking services; or bills for rent or mortgage payments.

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

Correcting a mistake
- If time allows, ask for a new ballot from your election office. Contact your election office at [e-mail] or [phone number], or
- Completely cross out the name of the candidate you accidentally marked and then mark your ballot for the candidate you prefer (do <u>not</u> initial your corrections).

If you have a disability:

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

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

Minnesota Statutes, section 645.44, subdivision 14

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

APPENDIX H

Non-Registered Voter Absentee Ballot Return Envelope

(Including Statement of Absentee Voter) *(M.S. 203B.04 to 203B.15; M.R. 8210.0700; 8210.0600, subp. 1a)*

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

Signature Envelope

Voter must complete this section   please print clearly

Voter name

Voter MN address   MN

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

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

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

Voter Signature   X

Witness must complete this section

Witness name

MN street address (or title, if an official or notary)   Street Address   MN
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 vouched for voter's residence in the precinct (must complete the voucher form on the back of the Voter Registration Application)
☐ Tribal ID card
☐ Notice of late registration
☐ Previous registration in the same precinct
☐ An employee of a residential facility in the precinct who vouched for voter's residence at the facility (must complete the voucher form on the back of the Voter Registration Application)

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

Witness Signature   X

If notary, must affix stamp

For Official Use Only
☐Accepted ☐Rejected (reason:)_____

Signature Envelope– Unregistered

APPENDIX I

Absentee Ballot Return Envelope for Military and Overseas Voters

(Including Affidavit of Eligibility) *(M.S. 203B.16 ; 203B.17; 203B.21; M.R. 8210.0800, subp. 3a)*

Put the Ballot Envelope in here, then seal flap

Signature Envelope

Voter must complete this section   please print clearly

Voter name

Voter MN address (present or last)

MN

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

Email

Phone (optional)

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

☐ a member of the uniformed services or merchant marine on active duty or an eligible spouse or dependent of such a member;

☐ a United States citizen temporarily residing outside the United States;

☐ other United States citizen residing outside the United States;

and

• I am a United States citizen,

• at least 18 years of age (or will be by the date of the election), and

• I am eligible to vote in the requested jurisdiction;

• I have not been convicted of a felony, or other disqualifying offense, or been adjudicated mentally incompetent, or, if so, my voting rights have been reinstated; and

• I am not registering, requesting a ballot, or voting in any other jurisdiction in the United States except the jurisdiction cited in this voting form.

• In voting, I have marked and sealed my ballot in private and have not allowed any person to observe the marking of the ballot, except for those authorized to assist voters under state or federal law. I have not been influenced.

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

Voter Signature X

For Official Use Only

☐Accepted ☐Rejected (reason:)_____

Signature Envelope– UOCAVA

APPENDIX J

Examples of Mail Ballot-Related Notices/Letters <u>Not</u> Produced in SVRS

NOTICE OF UNDELIVERABLE BALLOT

[DATE]

[VOTER NAME]
[ADDRESS]
[CITY, MN, ZIP CODE]

Dear [VOTER NAME],

Your mail ballot for the [*DATE* and *ELECTION NAME* e.g. 11/3/2020 State General Election] was returned as undeliverable by the post office and included notification that you have moved.

Your new address is also located in a mail ballot precinct.

As the deadline to pre-register to vote has closed, a new mail ballot cannot be sent to you at your current address. **To vote in this election, you may**:

- Vote by absentee ballot in-person or by mail before Election Day.
    - To receive an absentee ballot by mail, complete and submit the Absentee Ballot Application enclosed or apply online at: http://mnvotes.org.
    - To vote by absentee ballot in person, visit our office located at: *ADDRESS*
      -OR-
    - Vote in-person at our office at *ADDRESS* on Election Day.

If you have any questions, please contact the [County/City Name] election office by phone at [Phone #] or by email at [Email Address].

Sincerely,

[County/City Name] Elections

NOTICE OF UNDELIVERABLE BALLOT

[DATE]

[VOTER NAME]
[ADDRESS]
[CITY, MN, ZIP CODE]

Dear [VOTER NAME],

Your mail ballot for the [*DATE* and *ELECTION NAME* e.g. 11/4/2014 State General Election] was returned as undeliverable by the post office and included notification that you have moved.

Your new address is located in a polling place precinct.

Because you have moved, you must update your voter registration to your new residence. This can be done as part of the voting process. To vote in this election, you may:

- Vote at the polling place location assigned to your new precinct on Election Day
  - To find the location of your polling place visit http://pollfinder.sos.state.mn.us
  - Please bring this notice with you to the polling place as proof of residency or bring one of the following:
    1) A valid Minnesota driver's license, learner's permit, or a receipt for either that contains your valid address in the precinct;
    2) A valid Minnesota identification card or a receipt for the identification card that contains your valid address in the precinct;
    3) A current student identification card including your photo (if your college has provided a student housing list);
    4) A tribal identification card that contains your name, picture, signature, and address in the precinct;
    5) A valid registration in the same precinct under a different name or address;
    6) A voter who is registered in the precinct and can attest to your address with a signed oath;
    7) An employee of the residential facility where you reside who can attest to your address with a signed oath; or
    8) A photo ID from the first column, **and** a current bill or document in your name showing your current address from the second column.

Photo ID (may be expired):	Bill or Document:
Driver's license, state ID card or learner's permit issued by any state United States passport United States military ID card Tribal ID card with the name, signature and photo of the voter Minnesota university, college or technical college ID card Minnesota high school ID card	• **Bill, account, or start of service statement due or dated within 30 days of election for:** Phone (landline, cell, VOIP, etc.), TV (cable, satellite, etc.), internet services, solid waste or sewer services, electric, gas, water, banking or credit card, rent or mortgage payments • **Current student fee statement** • **Residential lease or rental agreement (must be valid through Election Day)**

-OR-

- Vote by absentee ballot in-person or by mail before Election Day**
  - To receive an absentee ballot by mail, apply online at http://mnvotes.org.
  - To vote by absentee ballot in person, visit our office located at: *ADDRESS*

NOTICE OF RECEIPT OF VOTER REGISTRATION APPLICATION

[DATE]

[VOTER NAME]
[ADDRESS]
[CITY, MN, ZIP CODE]

Dear [VOTER NAME],

Your voter registration application has been received and processed. You are now registered at your new address.

Mail ballots for the upcoming [date and election name i.e. 11/3/2020 State General Election] were sent on [DATE]. As your previous address was located in a mail ballot precinct, a ballot was sent to you at your previous address.

DO NOT VOTE AND RETURN THAT BALLOT. It cannot be counted, as you no longer reside at the address listed on the Signature Envelope.

To have a vote counted in this election, you may:

- **Complete the enclosed *replacement* ballot**.
    - Follow the included instructions and complete the **replacement** ballot and materials, -then-
    - Return your ballot by Election Day using one of the following options:
        - using U.S. Mail or a package delivery service
            - 2020 State Primary & General Election: Contact our office about post mark and returned ballot deadlines.
        - deliver it in person by 8:00PM on Election Day, or
        - ask someone to deliver it by 8:00PM on Election Day.

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

Sincerely,
[county/city name] Elections

NOTICE OF RECEIPT OF VOTER REGISTRATION APPLICATION

[DATE]

[VOTER NAME]
[ADDRESS]
[CITY, MN, ZIP CODE]

Dear [VOTER NAME],

Your voter registration application has been received and processed. You are now registered at your new address.

Mail ballots for the upcoming [date and election name i.e. 11/3/2020 State General Election] were sent on [DATE]. As your previous address was located in a mail ballot precinct, a ballot was sent to you at your previous address.

DO NOT VOTE AND RETURN THAT BALLOT. It cannot be counted, as you no longer reside at the address listed on the Signature Envelope.

To vote in this election, you may:

- Vote at the polling place location assigned to your new precinct on Election Day
  - To find the location of your polling place visit http://pollfinder.sos.state.mn.us
  -OR-
- Vote by absentee ballot in-person or by mail before Election Day
  - To receive an absentee ballot by mail, apply online at http://mnvotes.org.
  - To vote by absentee ballot in person, visit our office located at: *ADDRESS*

If you have any questions, please contact the [County Name] election office by phone at [phone #] or by email at [email address].

Sincerely,
[County Name] Elections

NOTICE TO CHALLENGED VOTER IN MAIL BALLOT PRECINCT

May 24, 2016

████████████████
3501 XENIUM LN N APT 251
PLYMOUTH, MN 55441

Voter ID: 4930634

Dear ████████

A mail ballot election is being held in your precinct. This means that every registered voter in the precinct is automatically mailed a ballot instead of voting in person at a polling location. However, ballots are not automatically sent to first-time voters in Minnesota whose information could not be verified or to a voter whose voter record is challenged.

If you are eligible to vote, you may request an absentee ballot online or by contacting your county elections office at (612) 348-5151 or in person at:

LAKE COUNTY AUDITOR (MB)

601 3RD AVE

TWO HARBORS, MN 55616

You are only eligible to vote if you:
- Are at least 18 years of age on election day
- Are a U.S. citizen
- Have resided in Minnesota for the 20 days immediately preceding election day
- Maintain residence in the precinct in which you are voting on election day
- Have the right to vote because, if you have been convicted of a felony, your felony sentence has expired (been completed) or you have been discharged from your sentence
- Are not under court-ordered guardianship in which the court order revokes your right to vote
- Have not been found by a court to be legally incompetent to vote

Any individual who votes who knowingly is not eligible to vote is guilty of a felony.

For more information about registration, voting, absentee ballots, military or overseas voting, and polling place locations, contact your county auditor or visit the Office of Minnesota Secretary of State website at mnvotes.org or call 1-877-600-VOTE (8683) or Minnesota Relay Service at 1-800-627-3529.

Office of the Minnesota Secretary of State

Elections Division

2020 Mail Voting Guide

Updated 10-19-2020