

## CHAPTER 8200

### SECRETARY OF STATE

### VOTER REGISTRATION

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### COUNTY AUDITOR'S DUTIES

#### 8200.0300 DELEGATION OF DUTIES.

The county auditor may delegate to municipal officials all duties assigned to the county auditor by chapter 8200 and by Minnesota Statutes, chapter 201, except the preparation and distribution of lists of registered voters and the duties assigned to the county auditor by parts 8200.8100 to 8200.8300. The auditor may delegate the responsibility to accept voter registrations, but a delegation of this responsibility does not relieve the auditor of the duty to accept voter registrations.

**Statutory Authority:** *MS s 201.022; 201.221; 204B.25*

**History:** *12 SR 2215*

### 8200.0400 FILING RULES WITH SECRETARY OF STATE.

If a county auditor adopts rules for the delegation of assigned voter registration duties under part 8200.0300, the auditor shall file a copy of the rules with the secretary of state no later than five working days before the effective date of the rules.

**Statutory Authority:** *MS s 201.022; 201.221*

**History:** *12 SR 2215*

## REGISTRATION FILES

### 8200.0700 MAINTENANCE OF VOTER REGISTRATION FILE.

Voter registration files must be maintained by street address or alphabetically by voter's last name. Whichever system of arrangement is used, it must be used consistently throughout the political subdivision.

**Statutory Authority:** *MS s 201.022; 201.221*

**History:** *12 SR 2215*

### 8200.0800 DELIVERY OF VOTER REGISTRATION RECORDS FOR ELECTIONS.

The county auditor shall provide for the transportation of the necessary voter registration records to the precinct polling place on election day. The auditor shall prescribe procedures to ensure the safety of the voter registration records and their timely delivery at the precinct polling place on election day. The auditor shall maintain the dignity and integrity of the voting system.

**Statutory Authority:** *MS s 201.022; 201.221*

**History:** *12 SR 2215*

## VOTER REGISTRATION CARDS

### 8200.1100 PRINTING SPECIFICATIONS.

Voter registration cards printed for the purpose of distribution and mailing must be printed pursuant to items A to E.

A. The size must be six inches by 8-3/4 inches, including a three-fourths inch stub.

B. The paper must be at least 100-pound white offset.

C. Red ink must be used on the card for printing the X's and the following words: "Name," "Township or City of Legal Residence," "Complete Address of Legal Residence," "Date of Birth," "Address of Your Last Registration or Check if NONE," and "Legal Signature of Voter." The certification must also be printed in red ink on the card. The remainder of the form must be printed in blue ink. The secretary of state may approve alternate forms of voter registration cards to be attached to or included in tax booklets and forms used by state agencies if the forms contain the information required in Minnesota Statutes, section 201.071.

D. The card must have two 1/16-inch perforations that result in the two equal-sized six-inch by four-inch cards.

E. The top stub must have a substance applied to it so that the card can be sealed when it is folded together for mailing.

**Statutory Authority:** *MS s 201.022; 201.221; 203B.09; 204D.11 subd 1*

**History:** *8 SR 1348; 12 SR 2215*

### 8200.1200 REGISTRATION CARD; FORMAT.

Subpart 1. **Form.** The voter registration card must be in the form shown in part 8200.9910.

Subp. 2. **Box for office use only.** In the upper right-hand corner of the card there must be a box marked for "office use only" which contains "W \_\_," "P \_\_," and "S.D. No. \_\_." These initials stand for "ward," "precinct," and "school district." Other information may also be included. Judges of election shall record the type of election day voter registration proof and its number, if any, in the "office use only" box.

**Statutory Authority:** *MS s 201.022; 201.221; 203B.09; 204D.11 subd 1*

**History:** *8 SR 1348; 12 SR 2215*

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## VOTER REGISTRATION 8200.2200

**8200.1300** [Repealed, 12 SR 2215]

**8200.1400 INSTRUCTION CARD; FORM.**

The instruction card must be in the form shown in part 8200.9919.

**Statutory Authority:** *MS s 201.221; 203B.09; 204D.11 subd 1*

**History:** *8 SR 1348*

**8200.1500 REVERSE SIDE.**

Subpart 1. **Required format.** The reverse side of the registration card must be in the form in subpart 2.

Subp. 2. **Form of reverse side of registration card.**

Post office will not  
deliver without first  
class postage

RETURN TO:  
(here the county auditor  
shall supply the address)

**Statutory Authority:** *MS s 201.022; 201.221; 203B.09*

**History:** *10 SR 1690; 12 SR 2215*

**8200.1600** [Repealed, 12 SR 2215]

**8200.1700 PRINTING AND DISTRIBUTING REGISTRATION CARDS.**

Each county auditor shall have printed and shall maintain an adequate number of voter registration cards in compliance with chapter 8200 and Minnesota Statutes, chapter 201. An election official who causes voter registration cards to be printed shall print the cards in a form prescribed by chapter 8200 and Minnesota Statutes, chapter 201. The auditor shall provide voter registration cards to any person or group who requests a reasonable number of cards for the purpose of distribution. In those areas having preelection day registration, the auditor shall encourage preelection day registration by making registration cards available to persons and groups for distribution.

**Statutory Authority:** *MS s 201.022; 201.221*

**History:** *12 SR 2215*

**8200.1800 EXPERIMENTAL FORMS.**

The secretary of state may provide for the experimental use of alternate forms on a trial basis.

**Statutory Authority:** *MS s 201.221*

**History:** *8 SR 1348*

## PLACES TO REGISTER

**8200.2100 DUTIES OF AUDITOR.**

Each county auditor shall designate a number of public buildings within the county where persons may obtain, complete, and deposit registration cards. The county auditor or a designee shall be on duty in the designated building and the person on duty shall transmit completed registration cards, or a record of them if the county auditor does not maintain the registration file, within two working days after receipt to the county auditor.

**Statutory Authority:** *MS s 201.022; 201.221*

**History:** *12 SR 2215*

**8200.2200 BUILDINGS FOR REGISTRATION.**

Each political subdivision shall have at least one building where voter registration cards may be obtained and deposited, for every 30,000 residents of the political subdivision. The auditor may designate more buildings than are required by law.

**Statutory Authority:** *MS s 201.022; 201.221*

**History:** *12 SR 2215*

8200.2300 [Repealed, 10 SR 1690]

### NOTIFICATIONS

#### 8200.2600 PROPERLY COMPLETED REGISTRATIONS.

If a county auditor determines that a registration card is not faulty or defective, the auditor shall file the card and enter the registration on the state registration system. The county auditor shall maintain the file in an orderly manner. The county auditor shall have a card notice mailed to each newly registered voter indicating the voter's name, address, precinct, and polling place. The card must require that it be returned if not deliverable.

**Statutory Authority:** *MS s 201.022; 201.221*

**History:** *12 SR 2215*

#### 8200.2700 AUDITOR'S RANDOM NOTIFICATION.

Following each election in which voters register on election day, the county auditor shall send a mailed notice of registration to a random sample of three percent of the election day registrants within ten days of the election. This rule shall not relieve the county auditor of the responsibility to send a mailed notice to all registrants.

**Statutory Authority:** *MS s 201.221*

#### 8200.2800 REGISTRATIONS RECEIVED FEWER THAN 20 DAYS BEFORE ELECTION.

When an auditor receives correctly completed registrations during the period when registrations cannot be accepted for an election, the auditor shall notify the applicant that the applicant must register on election day to vote at the upcoming election. Included in this notification must be information to the voters concerning the manner in which they may register to vote on election day at the polls. In the notice to the applicant the auditor shall explain that the registration card received by the auditor makes the applicant an eligible voter at the next election following the upcoming election.

**Statutory Authority:** *MS s 201.022; 201.221*

**History:** *12 SR 2215*

#### 8200.2900 FAULTY OR DEFICIENT REGISTRATIONS.

When a person attempts to register prior to election day and the county auditor determines that the registration is faulty or defective, the auditor shall notify the person attempting to register that the registration was not correctly completed. The auditor shall attempt to obtain the needed information by mail or telephone. If a registration card is faulty or defective and the address or the telephone number cannot be determined, the registration card shall be removed from the files and maintained separately for one year. The applicant shall be allowed to vote only after correctly completing a registration card.

When the auditor notifies a person of an incorrectly completed registration, the auditor shall also notify the applicant of the dates on which registrations cannot be accepted for an election and of the procedures for election day registration. In the notice to the applicant the auditor shall explain that a correctly completed registration received by the auditor during the period when registrations cannot be accepted for the upcoming election will make the applicant an eligible voter at the next election following the upcoming election.

When an auditor receives a faulty or deficient registration during the period when registrations cannot be accepted for an election, the auditor shall notify the applicant that the applicant must register at the polling place of the precinct in which she or he resides on election day to vote at the election. The auditor shall also notify the applicant of the procedures for election day registration. In the notice to the applicant the auditor shall explain that a correctly completed registration received by the auditor during the period when registrations cannot be accepted for the upcoming election will make the applicant an eligible voter at the next election following the upcoming election.

**Statutory Authority:** *MS s 201.221*

**History:** *17 SR 1279*

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VOTER REGISTRATION 8200.3300

## 8200.3000 REGISTRATION IN WRONG COUNTY.

When a county auditor receives a registration card from a person who the auditor has reason to believe is a resident of another county, the auditor shall within two working days forward the registration card to the auditor of the proper county if it can be ascertained.

**Statutory Authority:** *MS s 201.221*

## 8200.3100 NOTICE OF INEFFECTIVE REGISTRATION.

Subpart 1. **Conditions requiring.** Upon receipt of a voter registration card that is faulty or defective, filed with the wrong office, or filed during a period when preelection day voter registrations cannot by law be accepted, the notice of ineffective registration in subpart 2 shall be mailed to the person requesting to become registered. The notice shall require that it be returned if not deliverable.

Subp. 2. **Notice of ineffective registration.**

### NOTICE OF INEFFECTIVE REGISTRATION IMPORTANT INFORMATION ABOUT YOUR VOTER REGISTRATION

To: \_\_\_\_\_

Your Voter Registration cannot be accepted by this office for the following reason(s):

1.    **Incomplete:** \_\_\_\_\_

2.    Your registration was received fewer than 20 days before the upcoming election. It will be effective on   /  /   (day after next election).

You may register to vote at the polling place on election day by presenting either:

- (a) this mailed notice;
- (b) a valid Minnesota Driver's License, Learner's Permit or receipt for either that contains the voter's valid address in the precinct;
- (c) a Minnesota Identification Card or receipt thereof that contains the voter's valid address in the precinct;
- (d) a current student identification card that contains the student's valid address in the precinct;
- (e) a current student fee statement that contains the student's valid address in the precinct;
- (f) a copy of a current student registration card that contains the student's valid address in the precinct;
- (g) a registered voter in your precinct who can attest to your address; or
- (h) a valid registration in the same precinct under a different address.

Your Polling Place is \_\_\_\_\_, \_\_\_\_\_ County Auditor (signature),   /  /   (date)

**Statutory Authority:** *MS s 201.221*

## 8200.3200 NOTIFICATION OF PRIOR REGISTRATION IN ANOTHER COUNTY.

When a county auditor receives a registration card listing a prior registration in another county, the auditor shall promptly notify the auditor of the other county, but in no case shall the notice be sent later than three months from the date the registration was received or post-marked.

**Statutory Authority:** *MS s 201.221*

**History:** 8 SR 1348

## 8200.3300 AUDITOR'S NOTIFICATION OF PRIOR REGISTRATION IN ANOTHER COUNTY.

Subpart 1. **When required.** When a registration is received by a county auditor and the person requesting to register indicates the person was previously registered to vote, the county auditor shall notify the county auditor in the county of previous residence that the voter has changed residency. The form for notification shall be as in subpart 2.

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The county auditor who sends the form may attach a reproduction of the original registration card rather than fill in "voter's name" and "voter's former address."

### Subp. 2. Form of notification of prior registration in another county.

To the Auditor of \_\_\_\_\_ County  
County Courthouse  
\_\_\_\_\_, Minnesota  
(county seat)

The following person has registered to vote in \_\_\_\_\_ County. You are hereby requested to check your registration files and remove the person's name if it should appear in your file.

Voter's name \_\_\_\_\_

Address of voter's former registration \_\_\_\_\_

Date of voter's new registration \_\_\_\_\_

Auditor of \_\_\_\_\_ County

Copy of original voter registration card enclosed \_\_\_\_\_

**Statutory Authority:** *MS s 201.221*

**History:** *17 SR 1279*

## 8200.3400 NOTIFICATION OF PRIOR RESIDENCE OUTSIDE MINNESOTA.

When a county auditor receives a registration card which lists a former registration in a state other than Minnesota, the auditor shall promptly notify the secretary of state of the state of former registration that the person has registered to vote in Minnesota.

**Statutory Authority:** *MS s 201.221*

**History:** *8 SR 1348*

## 8200.3500 ACKNOWLEDGMENT OF INELIGIBLE APPLICATIONS.

Ineligible applicants shall be notified of the reasons for their ineligibility and their cards maintained separately by the auditor for one year.

**Statutory Authority:** *MS s 201.221*

## 8200.3600 CHANGE OF RESIDENCE.

Any person previously registered to vote in Minnesota who changes residence shall be permitted to vote only after reregistering using the person's new residence.

**Statutory Authority:** *MS s 201.221*

**History:** *17 SR 1279*

## 8200.3700 REMOVAL OF CARDS FROM REGISTRATION FILES.

If a registration card is to be removed from the registration files, except that of a deceased person or that of a voter who has reregistered in another county or state, the county auditor may notify the person whose card is to be removed of the removal and the reason for the removal in writing. The cards removed must be maintained in separate files for one year.

**Statutory Authority:** *MS s 201.022; 201.221*

**History:** *12 SR 2215*

## 8200.3800 EMERGENCY VOTING CARD.

Subpart 1. **When required.** If a voter who has registered prior to an election day is challenged because the voter's name does not appear in the duplicate registration file of the precinct in which he or she desires to vote, the voter may register on that election day by following the election day registration procedures in parts 8200.1100 to 8200.9300 and 8220.0300 to 8220.4800. Or, if it appears upon examination that the voter's name was erroneously omitted from the file, the voter must be permitted to vote in the precinct after completing the

required name and address information and signing the oath on the precinct election list. The judges shall note on the list that the voter was permitted to vote pursuant to instructions from the county auditor and two judges shall initial the entry.

Subp. 2. [Repealed, 12 SR 2215]

**Statutory Authority:** *MS s 201.022; 201.221*

**History:** 12 SR 2215

### **8200.3900 PROCESSING OF NATIONAL VOTER REGISTRATION ACT APPLICATIONS.**

All county auditors shall accept voter registration applications on forms prescribed by the Federal Election Commission as provided by the National Voter Registration Act if the application is from a person eligible to vote in Minnesota, and includes the registrant's name, address in Minnesota, previous address (if any), date of birth, registrant's signature, and the date of registration. The application must be processed and stored by the county auditor in the same manner as a Minnesota voter registration card.

**Statutory Authority:** *MS s 201.022; 201.221*

**History:** 19 SR 593

### **ELECTION DAY REGISTRATION**

#### **8200.5100 REGISTRATION AT PRECINCT ONLY.**

Subpart 1. **Procedure; proof.** Any person otherwise qualified but not registered to vote in the precinct in which the person resides may register to vote on election day at the polling place of the precinct in which the person resides in areas with voter registration. To register on election day a person must complete and sign the registration card and provide proof of residence. A person may prove residence on election day only (1) by presenting (i) a valid Minnesota driver's license, learner's permit, or a receipt for either that contains the voter's valid address in the precinct; (ii) a valid Minnesota identification card issued by the Minnesota Department of Public Safety or a receipt for the identification card that contains the voter's valid address in the precinct; or (iii) a current student identification card that contains the student's valid address in the precinct, a current student fee statement that contains the student's valid address in the precinct, or a copy of a current student registration card that contains the student's valid address in the precinct; (2) by having a valid registration in the same precinct under a different address; (3) by presenting an "ineffective registration notice" mailed by the county auditor or municipal clerk; or (4) by having a person who is registered to vote in the precinct and knows the applicant is a resident of the precinct sign the oath in part 8200.9939.

The oath in (4) must be attached to the voter registration card until the address of the applicant is verified by the county auditor. The oath must be printed on a four-inch by six-inch card by the county auditor. After every election day the county auditor shall file the oaths and maintain them for one year.

Subp. 2. **Additional proof of residence allowed.** An eligible voter may prove residence by presenting a current valid photo identification issued by a postsecondary educational institution in Minnesota if the voter's name, student identification number (if available), and address within the precinct appear on a current list of persons residing in the institution's housing certified to the county auditor by the educational institution.

This additional proof of residence must not be allowed unless the educational institution submits to the county auditor no later than 60 days prior to the election a written agreement that the educational institution will certify for use at the election accurate updated lists of persons residing in housing owned, operated, leased, or otherwise controlled by the institution. A written agreement is effective for the election and all subsequent elections held in that calendar year.

The additional proof of residence must be allowed on an equal basis for voters resident in housing of any postsecondary education institution within the county, if lists certified by the institution meet the requirements of this part.

An updated list must be certified to the county auditor no earlier than 20 days prior to each election. The certification must be dated and signed by the chief officer or designee of

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the institution and must state that the list is current and accurate and includes only the names of persons residing as of the date of the certification in housing controlled by the institution.

The auditor shall instruct the election judges of the precinct in procedures for use of the list in conjunction with photo identification. The auditor shall supply a list to the election judges with the election supplies for the precinct.

The auditor shall notify all postsecondary educational institutions in the county of the provisions of this subpart.

**Statutory Authority:** *MS s 201.022; 201.061 subd 3 cl (2); 201.221*

**History:** *11 SR 218; 12 SR 2215*

## 8200.5200 SWEARING TO RESIDENCE.

No person in a polling place as a challenger, pursuant to Minnesota Statutes, section 204C.07, shall be permitted to swear to the residence of any persons attempting to register on election day. A voter registered in the same precinct, including an election judge, may swear to the residence of any person who the voter knows to be a resident of the precinct. An election judge must swear to a person's residence before another election judge.

**Statutory Authority:** *MS s 201.221*

**History:** *17 SR 1279*

## 8200.5300 ELECTION JUDGE DUTIES.

One judge may both distribute ballots and register voters during the course of an election day, but one judge shall not perform both functions for the same voter. Persons wishing to register to vote on election day may determine whether they wish to fill out the voter registration card themselves or request the assistance of an election judge. The judges shall confine their questions to information necessary to complete the voter registration card.

**Statutory Authority:** *MS s 201.221*

## 8200.5400 NOTATION OF IDENTIFICATION ON REGISTRATION CARD.

When a voter uses a Minnesota driver's license, learner's permit, or Minnesota identification card to prove residence when registering on election day, the election judge who is registering voters shall record the number on the card in the "office use only" area of the registration card.

**Statutory Authority:** *MS s 201.022; 201.221*

**History:** *12 SR 2215*

## 8200.5500 REGISTRATION CARDS RECEIVED ON ELECTION DAY.

Registrations received at polling places on election day, whether in governmental units having preelection day registration or in governmental units having only election day registration, shall be filed in the same file and in the same manner as registrations received prior to that election day.

**Statutory Authority:** *MS s 201.221*

## 8200.5600 TRAINING ELECTION JUDGES.

Election judges who will be registering voters on election day shall receive training on election day voter registration procedures from the county auditor or designated municipal clerk at the same time training is provided pursuant to Minnesota Statutes, section 204B.25. Note: See chapter 8240.

**Statutory Authority:** *MS s 204B.25*

## 8200.5700 NOTICE OF FAULTY REGISTRATION.

A voter registration office may send notices to election day registrants whose cards are found to be faulty or defective and request that the voters contact the registration office.

**Statutory Authority:** *MS s 201.221*

## 8200.5800 POSTERS.

The county auditor shall supply each polling place with posters furnished to the county by the secretary of state. The election judges shall post the posters in an appropriate location in the polling place prior to opening the polls.

**Statutory Authority:** *MS s 201.221*



**OBTAINING COPIES OF VOTER REGISTRATION LISTS****8200.6100 COPIES OF VOTER REGISTRATION LISTS.**

Persons requesting copies of lists of registered voters shall make the request in the form in part 8200.9953.

**Statutory Authority:** *MS s 201.221*

**8200.6200 LISTS IN OTHER FORM.**

A county auditor may make available lists of registered voters in forms other than paper copies, such as duplicate computer tapes. The secretary of state may review and determine satisfactory methods of reproducing lists of registered voters. This rule does not relieve the auditor of the duty to make paper copies of lists of registered voters available. A paper copy of the list of registered voters shall be available for public inspection at all times in the county auditor's office.

**Statutory Authority:** *MS s 201.221*

**8200.6300 COST DETERMINATION.**

When the secretary of state or a county auditor determines the cost of producing lists of registered voters, the secretary of state or auditor shall take into account only the costs actually incurred to fill the specific request. The secretary of state or auditor shall not take into account the general office expenses or other expenses which would have been incurred by the secretary of state or auditor's office even without the preparation of the request.

**Statutory Authority:** *MS s 201.022; 201.221*

**History:** *17 SR 8*

**8200.6400 FORM OF PUBLIC INFORMATION LIST PROVIDED BY SECRETARY OF STATE.**

The public information list provided by the secretary of state must contain the following items from the statewide registration system: voter's name, voter's address, voter's telephone number (if provided by the voter), voter's party choice in the preceding presidential primary election, and the voter's record of voting in elections during the previous five calendar years. The public information list may also include the precinct, ward, congressional district, legislative district, county commissioner district, judicial district, school district, or other identifiers for each election district in which the voter resides. The public information list may be requested on paper or on electronic media.

**Statutory Authority:** *MS s 201.091; 201.221*

**History:** *15 SR 2308*

**CHALLENGES AND VIOLATIONS****8200.7100 CHALLENGES TO VOTER REGISTRATION.**

Persons wishing to challenge a voter's registration pursuant to Minnesota Statutes, section 201.195 may do so in the form in part 8200.9950.

The petition shall be accompanied by an affidavit of the challenger stating the basis for the challenge on personal knowledge.

**Statutory Authority:** *MS s 201.221*

**8200.7200 COUNTY ATTORNEY REPORT.**

County attorneys shall report the outcome of any investigation of alleged violations of voter registration laws to the secretary of state within ten days of the determination.

**Statutory Authority:** *MS s 201.221*

**8200.8100** [Repealed, 8 SR 1348]

**8200.8200** [Repealed, 8 SR 1348]

**8200.8300** [Repealed, 8 SR 1348]

## MAINTAINING RECORDS ON DATA PROCESSING SYSTEMS

**8200.9100 APPROVAL BY SECRETARY OF STATE.**

Any county auditor may maintain voter registration records on electronic or automatic data processing systems. However, the auditor shall obtain the approval of the proposed system from the secretary of state prior to its implementation.

**Statutory Authority:** *MS s 201.221*

**8200.9115 FORM OF POLLING PLACE ROSTERS.**

**Subpart 1. General form of roster.** The polling place rosters must contain the following items from the statewide registration system: voter's name, voter's address, voter's date of birth, voter's school district number, and a line on which the voter's signature can be written. When a voter's registration has been challenged pursuant to Minnesota Statutes, section 201.121, subdivision 2, an indicator noting the voter's challenged status must be printed on the line provided for the voter's signature. A similar indicator must be printed on the line provided for the voter's signature to note a voter's guardianship or felony status, if any.

The following certification must be printed at the top of each page of the polling place roster: "I certify that I am at least 18 years of age and a citizen of the United States; that I reside at the address shown and have resided in Minnesota for 20 days immediately preceding this election; that I am not under guardianship of the person, have not been found by a court to be legally incompetent to vote, and have not been convicted of a felony without having my civil rights restored; and that I am registered and will be voting only in this precinct. I understand that giving false information is a felony punishable by not more than five years imprisonment and a fine of not more than \$10,000, or both."

One or more pages in the polling place roster must be provided for use by voters who register to vote in the polling place on election day. An election day registrant shall fill in the registrant's name, address, and date of birth and shall sign the roster on the line provided.

Each page in the polling place roster must also contain the name of the precinct and a page number. In addition, each line provided for a voter's signature must be consecutively numbered on each page.

**Subp. 2. Presidential primary roster.** In addition to the information required in subpart 1, the polling place rosters for the presidential primary election must include a space next to the line provided for the voter's signature for the voter to indicate the major political party whose ballot the voter has requested.

The election judges shall instruct each voter who wishes to vote in the presidential primary to indicate on the polling place roster the major political party whose ballot the voter has requested. The election judges shall then issue the voter a presidential primary ballot for the party indicated by the voter on the roster. A voter who has not indicated a major political party choice on the polling place roster must not be issued a presidential primary ballot.

The county auditor must enter the voter's presidential primary party choice into the statewide registration system when voter history is posted pursuant to Minnesota Statutes, section 201.171.

**Subp. 3. Production of rosters.** The Secretary of State shall identify and develop methods of producing polling place rosters. The Secretary of State shall provide polling place rosters for each election in the state. The roster may be provided to the county auditor on paper or computer tape or other electronic medium.

**Statutory Authority:** *MS s 201.022; 201.091; 201.221*

**History:** *15 SR 2308; 19 SR 593*

**8200.9200 METHOD OF STORING INFORMATION.**

Any voter registration records maintained on electronic or automatic data processing systems and provided to registered voters within the county shall include registrant name, address, including street or route number, city or township, and zip code, and telephone number when provided by the registrant. Each precinct shall be entered in the municipality listings in numerical order by precinct number. Each municipality shall be entered in alphabetical

cal order by municipality name within the county. Standards for data entry shall be compatible with secretary of state standards.

**Statutory Authority:** *MS s 201.221*

### **8200.9300 MAINTAINING DUPLICATE VOTER REGISTRATION RECORDS.**

**Subpart 1. Notification.** The auditor of the county or clerk of a city electing to use an electronic or automatic data processing system in place of duplicate voter registration cards shall notify the secretary of state of that election no later than 90 days before the first election at which the system will be used.

Notification may be made simultaneously with a request for approval, pursuant to part 8200.9100, of an electronic or automatic data processing system for maintaining voter registration records, but no system shall be used in place of duplicate voter registration cards unless the system has been approved for maintenance of voter registration records.

The notification shall be in writing and shall include:

A. a sample of no less than three pages of the form of the duplicate registration file to be used at the polling place;

B. a sample of no less than three pages of the duplicate registration list to be made available for examination or purchase;

C. a plan to be implemented for obtaining day and month of birth for previously registered voters;

D. a copy of a plan providing for backup records and emergency service; and

E. a certification that the system conforms to all requirements of Minnesota Statutes, sections 201.071; 201.221, subdivision 3; 204C.10, subdivision 2; and this rule.

The county auditor or city clerk shall file amendments with the secretary of state whenever alterations to the original notification are made.

**Subp. 2. Backup records and emergency service.** A county or city using an electronic or automatic data processing system in place of duplicate voter registration cards shall make arrangements for backup and emergency service. Prior to each election, the county or city shall deposit a duplicate program and all necessary data records in a secure location separate from the location where the originals are maintained.

**Subp. 3. Voting records.** When a county or city elects to use an electronic or automatic data processing system in place of duplicate voter registration cards, information required to be kept on duplicate cards shall be retrievable from the equipment. The address of previous registration may be deleted from the duplicate file after proper notification of registration has been made to the county or city of previous registration. Each voter's voting history for all elections in the previous four years shall be retrievable and shall indicate whether the voter voted in person or by absentee ballot.

**Subp. 4. Duplicate registration file.** The duplicate registration file to be used on election day in the polling place must be in the form of a precinct election list. The list must be arranged alphabetically by voter's last name or in order of street address. Whichever arrangement is used must be used consistently in all the precincts of the political subdivision.

**Subp. 5. Election list oath and information.** Conspicuously at the top of each page of the precinct election list must be printed precinct-identifying information and the words:

**\*OATH**

I certify that I am at least 18 years of age, and a citizen of the United States; that I reside at the address shown and have resided in Minnesota for 20 days immediately preceding this election; that I am not under guardianship of the person, have not been found by a court to be legally incompetent to vote, or been convicted of a felony without having my civil rights restored; and that I am registered and will be voting only in this precinct.

The precinct election list must contain the following information for each registered voter: registrant's name as it appears on the original registration card; registrant's address; month, day, and year of registrant's birth; and notations about challenges, notices of guardianship, or other special information required to be affixed to the original or duplicate voter registration card.

Directly underneath or next to the voter's name must be printed \*OATH and a line indicating the place for the voter to sign the list. Sufficient space must be provided so that the voter's signature will not obscure any voter's name. In no case may the space be smaller than one-half by 3-1/2 inches.

If any computer identification numbers or other information not required by this subpart is printed on the precinct election list, it may not obscure required information or be printed in a manner to cause confusion for voters or election judges.

A separate precinct list in the same format must be prepared for use by voters who register on election day. The newly registered voter shall print on the list the voter's name, address, and month, day, and year of birth and shall sign the precinct election list.

In a split precinct, separate lists must be prepared for each part of the precinct with specific information differentiating the split printed at the top of each list.

The precinct election list must be ready no later than three days prior to any election.

The election jurisdiction may choose to attach forms required by part 8200.3800 for emergency voting as part of the precinct election list. If separate cards are used, the election judges must return the cards with the list.

**Subp. 6. Request for birthdate.** Prior to the first election at which electronic or automatic data processing equipment is used in place of the duplicate registration file, and prior to the subsequent statewide general election, the county or municipality must send a request for the voter's birthdate to each previously registered voter whose birthdate is not included in the duplicate registration file.

The request for a voter's birthdate must be in the form of a nonforwardable mailed notice with a postage-prepaid return form. The notice must include the following information:

A. At the next election in (name of political subdivision) the duplicate registration file for use at the polling place will be prepared by automatic data processing equipment. The birthdate of each registered voter will be used as an additional identifier and precaution against fraud.

B. Please fill in the month, day, and year of your birth on the enclosed return form, correct any information that is not printed properly on the form, sign the form, and mail it to (name of political subdivision). Return postage has been prepaid.

C. You will NOT lose your registration if you do not provide this information or return this form, but your cooperation will be appreciated and helpful to election officials.

The return form must include the following material:

The voter's name and address, preprinted as they appear in the duplicate registration file.

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
 (month of birth) (day of birth) (year of birth)  
 \_\_\_\_\_  
 voter's signature

When a request for birthdate is returned as undeliverable by the post office, it must be treated as a returned verification notice pursuant to Minnesota Statutes, section 201.12.

**Subp. 7. Challenges and other notices.** A record of any challenge to a voter registration shall be made part of the duplicate registration file and remain until removed according to law. The word "challenged" shall appear on the same line as or directly above the name of a challenged voter on the precinct election list. A record of any notice affixed to an original voter registration card pursuant to Minnesota Statutes, section 201.15 shall be made part of the duplicate registration file and remain part of the file until removed according to law. The word "guardianship" shall appear on the same line as or directly above the name of the voter on the precinct election list. If any other special notice or information is affixed to a voter registration card, a record of that notice shall be part of the duplicate registration file and an indication of the notice shall be printed on the precinct election list.

**Subp. 8. Absentee voting.** When an absentee return envelope is marked "Accepted" pursuant to Minnesota Statutes, section 203B.12, subdivision 3, the election judge shall place the letters "A.B." in the space for the voter's signature on the precinct election list followed by the judge's initials.

When a return envelope is accepted from a voter who registers on election day by including a registration card with the absentee ballot, the election judge shall print the voter's name, address, and month, day, and year of birth and the letters "A.B." in the appropriate places on the precinct election list.

**Subp. 9. Security.** The auditor or clerk shall be responsible for maintaining the integrity of the duplicate registration file and for restricting access to the electronic or data processing equipment to properly authorized persons. The auditor or clerk may make available lists of registered voters in forms other than paper copies, but in whatever form, no list made available for examination or purchase shall include the birth dates of registered voters. The auditor or clerk shall provide for the transport and security of the precinct election lists in accordance with part 8200.0800.

**Subp. 10. Voter's receipt.** The election judges shall determine the number of ballots to be counted by adding the number of return envelopes from accepted absentee ballots to the number of voter's receipts issued pursuant to Minnesota Statutes, section 204C.10, subdivision 2 or to the number of names signed on the precinct election lists. The election jurisdiction may require that the election judges number or initial each voter's receipt as it is issued.

**Subp. 11. Voter registration cards.** Voter registration cards must conform to the specifications of parts 8200.1100 to 8200.1600 and parts 8200.9910, 8200.9916, 8200.9919, 8200.9922, and 8200.9925.

**Statutory Authority:** *MS s 201.221*

**History:** 8 SR 1348

## **8200.9305 ADMINISTRATION OF STATEWIDE REGISTRATION SYSTEM.**

The Secretary of State shall develop and operate a centralized database of all registered voters in the state of Minnesota. The database must be available to each county in the state through a statewide registration system provided by the Secretary of State. The registration system must allow the county auditors to add, change, and delete information from the system in order to maintain an accurate database of registrants. The system must provide all county auditors and the Secretary of State with a method to view and search registration information.

A county auditor must use the statewide registration system to execute the duties of chief registrar of voters and chief custodian of registration records in the auditor's county.

**Statutory Authority:** *MS s 201.022; 201.221*

**History:** 19 SR 593

## **8200.9310 PROCESSING OF COMPLETED VOTER REGISTRATION CARDS.**

A completed voter registration card may be returned to any state agency or county auditor. The Secretary of State shall provide training to state agencies on the proper forwarding of completed voter registration cards. Completed registration cards received by the Secretary of State must be forwarded to the appropriate county auditor for entry into the statewide registration system. With the approval of the appropriate county auditor, the Secretary of State shall enter the registration cards into the statewide registration system for that county.

The Secretary of State may electronically transmit the information on the voter registration cards to the appropriate county auditor. The county auditor shall promptly enter the information into the statewide registration system. The original registration cards submitted to the Secretary of State must be maintained either by the Secretary of State or by the appropriate county auditor. Voter registration cards must be stored in either paper, microfilm, or electronic format.

The Secretary of State shall have full access to all functions of the statewide registration system and may, with the authorization of the county, add, change, or delete registration records or other information in the system.

**Statutory Authority:** *MS s 201.022; 201.221*

**History:** 19 SR 593

### **8200.9315 PROCEDURE FOR ENTERING DATA INTO STATEWIDE REGISTRATION SYSTEM.**

When entering information from a voter registration card into the statewide registration system, the Secretary of State or county auditor shall:

- A. conduct a statewide search of the registration database to determine if the registrant has previously registered in Minnesota;
- B. assign the registrant to the proper voting precinct for the address provided on the registration card;
- C. determine all election districts in which the registrant will be eligible to vote;
- D. notify the appropriate county auditor if the registrant has moved from another county in the state in which the registrant was previously registered;
- E. assign the registration record a unique identification number, and date the record as to when the registration was entered into the registration database;
- F. maintain a record of voting history of the registrant for at least the previous six calendar years and a record of previous registrations and changes to voter status in the state for at least two years; and

G. provide information on prior registrations in other states. At periodic intervals, the Secretary of State shall notify the chief election officials of other states of individuals who have registered to vote in Minnesota and who indicated a prior registration in their state.

The Secretary of State shall establish a precinct finder that must be maintained by each county auditor. The precinct finder must identify the voting precinct that will be assigned to the registrant. For the purposes of redistricting, the Secretary of State shall include geographical data from the United States Census Bureau in the precinct finder.

**Statutory Authority:** *MS s 201.022; 201.221*

**History:** *19 SR 593*

### **8200.9320 INTERACTION WITH DEPARTMENT OF PUBLIC SAFETY.**

The Secretary of State, in cooperation with the commissioner of public safety, shall develop a single unified application for use by the Department of Public Safety to permit eligible voters who have indicated they wish to register to vote to simultaneously register to vote and apply for a driver's license or state identification card. The Secretary of State and the commissioner of public safety may access a common database of information entered from this application.

The information from the unified application for voter registration and a driver's license or state identification card must be transferred electronically from the commissioner of public safety to the Secretary of State. The Secretary of State shall make available to each county auditor the data necessary to add or update a voter record on the statewide registration system. The county auditor shall process the data in the manner provided in part 8200.9315.

**Statutory Authority:** *MS s 201.022; 201.221*

**History:** *19 SR 593*

### **8200.9325 SECURITY FOR STATEWIDE REGISTRATION SYSTEM.**

All authorized users of the statewide registration system must be identified uniquely in the manner provided by the Secretary of State. No access to the statewide registration system will be allowed to any person not identified as an authorized user of the system.

To ensure that information obtained from the statewide registration system is being used in the manner provided by law, the Secretary of State shall insert verification records into the statewide registration system. The verification records must not be included on any master list or polling place roster. If the Secretary of State has reason to believe that information obtained from the statewide registration system was used in a manner inconsistent with Minnesota Statutes, section 201.091, a report must be immediately transmitted to the appropriate county attorney.

**Statutory Authority:** *MS s 201.022; 201.221*

**History:** *19 SR 593*

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VOTER REGISTRATION 8200.9919

## FORMS

### 8200.9910 VOTER REGISTRATION CARD, SPECIFIED IN PART 8200.1200, SUB-PART 1.

VOTER REGISTRATION CARD. Type or print in ink.

X Name _____ Last First Middle	W _____ P _____ S.D. No. _____ OFFICE USE ONLY Election Day Voter Registration Proof ____ Driver's License ____ Minn. I.D. Card ____ Witness ____ Prior Registration ____ Ineffective Notice ____ Student I.D.
X Township or City of Legal Residence _____ / _____ / _____ Township or City County	
X Complete Address of Legal Residence (include street or rural mail route address) _____ House No. and Street or Rural Rte. No. _____	(Number if applicable) _____
Apt. No. or Rural Box No. City Zip X Date of Birth _____ / _____ / _____ Month Day Year	Telephone No. _____
X Address of Your Last Registration _____ or _____ Check if _____ NONE _____	House No./Street Name or Rte./Box No. Apt No. _____ City or Township County State Zip _____
Previous Name (If changed since last registration) _____	

### CHECK INSTRUCTIONS TO DETERMINE WHETHER YOU ARE QUALIFIED TO REGISTER

I certify that I will be at least 18 years old on election day and that I am a citizen of the United States, reside at the address shown above and will have resided in Minnesota for 20 days immediately preceding election day, and that I am not under guardianship of the person, have not been found by a court to be legally incompetent to vote, and have not been convicted of a felony without having my civil rights restored. I understand that giving false information to procure a registration is a felony punishable by not more than five years imprisonment and a fine of not more than \$10,000, or both.

\_\_\_\_ / \_\_\_\_ / \_\_\_\_  
Date

\_\_\_\_\_  
X Legal Signature of Voter  
Also sign the blue card.

**Statutory Authority:** *MS s 201.022; 201.221*

**History:** *8 SR 1348; 12 SR 2215*

**8200.9916** [Repealed, 12 SR 2215]

### 8200.9919 FORM FOR VOTER REGISTRATION INSTRUCTIONS, SPECIFIED BY PART 8200.1400.

Instructions for Voter Registration  
Read Carefully Before Registering

ITEMS INDICATED BY A RED "X" MUST BE COMPLETED BY THE REG-  
ISTRANT BEFORE THE REGISTRATION WILL BE ACCEPTED.

1. Print in ink or type all information requested on the white card.
2. Print or type your legal name; nicknames are not acceptable.
3. Print or type the name of the township or city in which you live and are eligible to vote.

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## 8200.9919 VOTER REGISTRATION

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4. Print or type the house number and street name or the rural route and box number where you live.

5. Include your full birthdate; month, day, and year.

6. Give the address where you were last registered. If you have never been registered before, check the box for "none."

7. Give your previous name if it has been changed since you last registered.

8. Enter telephone number in appropriate space (optional).

9. Date and sign the card with your legal written signature.

10. Review the card to determine that it is correctly completed.

11. Fold the form, use the sealing tab, and mail or return to your county auditor at your county courthouse. An eligible voter is a person who at the time of any election:

a. is 18 years of age or older;

b. is a citizen of the United States; and

c. has resided in Minnesota for 20 days.

The following persons are not eligible voters:

a. any person who has been convicted of a felony or treason, whose civil rights have not been restored;

b. any person who is under guardianship of the person;

c. any person who has been found by a court to be legally incompetent, whose civil rights have not been restored.

### ASSISTANCE TO HANDICAPPED VOTERS

Call your county auditor or city clerk if you need information about registration or voting assistance for elderly and handicapped individuals or residents of health care facilities or hospitals. Registration and absentee instructions can be made available in large type, in Braille, or on cassette tape.

**Statutory Authority:** *MS s 201.022; 201.221*

**History:** 8 SR 1348; 10 SR 1690; 12 SR 2215

**8200.9922** [Repealed, 12 SR 2215]

**8200.9925** [Repealed, 12 SR 2215]

### 8200.9939 FORM OF OATH, SPECIFIED BY PART 8200.5100.

I, \_\_\_\_\_ swear that I am a registered voter in \_\_\_\_\_ (County) \_\_\_\_\_ (City or Township) \_\_\_\_\_ (Ward) \_\_\_\_\_ (Precinct) and that I personally know that \_\_\_\_\_ (Name of person registering) is a resident of this precinct.

\_\_\_\_\_  
Signature of Registered Voter

\_\_\_\_\_  
Subscribed and sworn to before me

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Election Judge

The above oath shall be attached to the voter registration card until the address of the applicant is verified by the county auditor.

**Statutory Authority:** *MS s 201.221*



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VOTER REGISTRATION 8200.9953

## 8200.9950 CHALLENGES TO VOTER REGISTRATION, SPECIFIED BY PART 8200.7100.

To the Auditor of \_\_\_\_\_ County  
County Courthouse  
\_\_\_\_\_(County Seat), Minnesota

I, \_\_\_\_\_ (Name of person making challenge), am a registered voter in \_\_\_\_\_ County, Minnesota. I reside at \_\_\_\_\_ (Street or Route No.) \_\_\_\_\_ (City or Township).

I challenge the registration of \_\_\_\_\_ (Name of challenged voter) whose registration lists his or her residence as \_\_\_\_\_ (Street or Route No.) \_\_\_\_\_ (City or Township).

The grounds for my challenge are: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ (attach additional sheets of signed statement if necessary).

\_\_\_\_/\_\_\_\_/\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature of Challenger)

**Statutory Authority:** *MS s 201.221*

**History:** *17 SR 1279*

## 8200.9953 REQUEST FOR COPIES OF PUBLIC INFORMATION LISTS, SPECIFIED BY PART 8200.6100.

To the Auditor of \_\_\_\_\_ County  
County Courthouse  
\_\_\_\_\_(County Seat), Minnesota

I hereby request copies of the lists of registered voters for the following precincts:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ (attach additional sheets if necessary).

My name is \_\_\_\_\_

I reside at \_\_\_\_\_ (Street address)  
\_\_\_\_\_ (City or Township).

I certify that I am a registered voter in this county. I am aware that using the lists of voters for purposes not related to elections, political activities, or law enforcement is a violation of the law.

\_\_\_\_/\_\_\_\_/\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature)

**Statutory Authority:** *MS s 201.022; 201.221*

**History:** *19 SR 593*