

CHAPTER 8210

SECRETARY OF STATE

ABSENTEE BALLOTS

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8210.0200 ABSENTEE BALLOT APPLICATION.

Subpart 1. **Application form.** An absentee ballot application prepared by the county auditor or municipal clerk pursuant to Minnesota Statutes, section 203B.06, subdivision 1, shall be in the form in part 8210.9910. An absentee ballot application for the presidential primary must be in the form in part 8210.9917 or 8210.9918.

Subp. 2. **Absentee ballot instruction.** The following instructions shall be printed on the absentee ballot application:

INSTRUCTIONS

1. In order to vote by absentee ballot you must be an eligible voter, you must be a resident of the election precinct indicated by your legal residence address on this application, and you must not intend to abandon this residence prior to election day. Please note that Minnesota law provides that it is a felony to make a false or untrue statement in an application for an absentee ballot, to apply for an absentee ballot more than once in an election with the intent to cast an illegal ballot, to exhibit a ballot marked by a person to another person, or to violate an absentee ballot provision for the purpose of casting an illegal vote in a precinct or to assist anyone to cast an illegal vote.

2. Be sure to check the appropriate box indicating why you are unable to go to your polling place on election day; these are the only reasons that entitle you to vote by absentee ballot.

3. Be sure to give your correct legal residence address as completely as possible, since this is used to verify your precinct number.

4. Be sure to sign the application.

5. Return the completed application as soon as possible to the county auditor or municipal clerk from whom you received it.

Remember:

1. You must indicate whether you are requesting ballots for the primary or general election, or both.

2. Do not submit more than one application for each election.

3. Your absentee ballots will be mailed or delivered to you as soon as they are available.

Subp. 3. Postcard application. The absentee ballot application may be printed as a postcard application or in any other manner deemed appropriate by the auditor or municipal clerk. If the application is printed as a postcard application, it shall be printed in the following manner.

The postcard shall be white with black ink. The postcard shall weigh not more than one ounce. The size shall be no smaller than 3-1/2 inches by five inches and no larger than 6-1/8 inches by 11-1/2 inches. The postcard shall be at least .007 inches thick.

Subp. 4. Permanent application. An eligible voter who meets the requirements in Minnesota Statutes, section 203B.04, subdivision 5, may apply to the county auditor or municipal clerk to automatically receive an absentee ballot application for each election in which the voter is eligible to vote. The county auditor shall make available the form provided in part 8210.9915 for this purpose. The voter shall complete the form and return it to the county auditor or municipal clerk. A municipal clerk who receives a completed application shall forward it to the county auditor immediately. The completed form must be attached to the voter's registration card.

The county auditor shall maintain a list of voters who have applied to automatically receive an absentee ballot application. At least 45 days before each election, the county auditor or municipal clerk shall send an absentee ballot application to each person on the list who is eligible to vote in the election.

An application submitted by a voter under this subpart must be retained permanently with the voter's registration record. The form must be transferred with the voter's registration record whenever a change in the voter's name, address, or status occurs.

Subp. 5. Presidential primary. In addition to the information required by subpart 2, the absentee ballot application for the presidential primary must include the following instruction to the absent voter: "A presidential primary ballot cannot be sent to you unless you indicate on this application which political party's ballot you wish to receive. You may receive the ballot of only one political party."

Statutory Authority: *MS s 203B.04; 203B.08; 203B.09*

History: *10 SR 1690; 13 SR 259; 15 SR 1641; 17 SR 8*

8210.0250 RECORDING PARTY CHOICE FOR PRESIDENTIAL PRIMARY.

Subpart 1. Receipt of applications. Upon receipt of an absentee ballot application for the presidential primary, the county auditor or municipal clerk shall immediately verify that the absent voter has indicated the major political party whose ballot the voter is requesting. If the absent voter has not indicated a party choice, the application must be returned to the voter. An absentee ballot for the presidential primary must not be sent to any voter who has not indicated which political party's ballot the voter wishes to receive.

Subp. 2. Notation on polling place roster. The election judges in the polling place shall indicate in the space provided on the polling place roster the party choice specified on the absentee ballot application for each absent voter whose return envelope has been marked "Accepted." The election judges shall record the party choice at the same time that the letters "A.B." are placed on the roster for the voters whose return envelopes have been marked "Accepted."

If absentee ballots are not counted at the polling place, the election judges of the absentee ballot board shall indicate on the absentee voter list the party choice of the absent voters whose return envelopes have been marked "Accepted." When the judges at the absentee ballot board have completed examining the return envelopes, the absentee voter list must be forwarded to the election judges for each precinct. Upon receipt of the list, the election judges in the polling place shall record the voter's party choice on the roster from the information provided on the list.

Statutory Authority: *MS s 203B.08; 203B.09*

History: *17 SR 8*

8210.0300 BALLOT ENVELOPE.

The ballot envelope shall be printed in the following manner.

The envelope shall be tan in color with black ink. The envelope shall be of a size to fit inside the absentee ballot return envelope. The words "Ballot Envelope" shall be printed on the front of the envelope.

Statutory Authority: *MS s 203B.08; 203B.09; 203B.125; 203B.14*

History: *8 SR 1348; 17 SR 351*

8210.0500 INSTRUCTIONS TO ABSENT VOTER.

Instructions to absent voter shall be enclosed with the absentee ballot materials mailed or delivered to the absent voter. The instructions shall be in the form in parts 8210.9920 and 8210.9925.

Statutory Authority: *MS s 203B.08; 203B.09; 203B.125; 203B.14*

History: *17 SR 351*

8210.0600 STATEMENT OF ABSENTEE VOTER.

Subpart 1. **Form.** Except as provided in subpart 4, the statement of absentee voter for persons voting under Minnesota Statutes, sections 203B.04 to 203B.15 must be printed in the form shown in part 8210.9930.

Subp. 2. **First two lines.** The county auditor or municipal clerk may complete the first two lines of a statement of absentee voter before mailing it to the absent voter by printing the name and address of the absent voter or by attaching a mailing label.

Subp. 3. **Printing specifications.** The statement shall be printed on the right-hand three-fourths of the back of the absentee ballot return envelope. The words "STATEMENT OF ABSENTEE VOTER" shall be printed in no smaller than 12-point bold type in capital letters. The remainder of the statement shall be printed in no smaller than 11-point medium type.

Subp. 4. **Alternative statement.** As an alternative, a county auditor may print two different versions of the statement. One version must be provided to absentee voters not previously registered to vote and must be printed as prescribed in subpart 1. An alternate version may be printed in the form shown in part 8210.9935 and must be provided only to absentee voters who are registered to vote at the time of application. The statement must be printed to the specifications of subpart 3.

Statutory Authority: *MS s 203B.08; 203B.09; 203B.125; 203B.14*

History: *8 SR 1348; 17 SR 351*

8210.0700 ABSENTEE BALLOT RETURN ENVELOPE AS PROVIDED BY MINNESOTA STATUTES, SECTIONS 203B.04 TO 203B.15.

Subpart 1. **Form.** The absentee ballot return envelope must be printed in the form shown in part 8210.9945.

Subp. 2. **Printing specifications.** The absentee ballot return envelope must be printed according to the following specifications:

- A. The envelope must be 10-3/8 inches by 4-1/2 inches.
- B. A solid rule line 1-1/2 picas wide must be placed 1-1/2 inches from the top of the envelope and another placed two inches from the bottom of the envelope.
- C. The words and numbers printed on the left-hand end of the envelope must be in no smaller than 12-point bold type.
- D. The words "ABSENTEE BALLOT RETURN ENVELOPE" printed across the face of the envelope must be in no smaller than 18-point bold type in capital letters.
- E. The envelope must be white in color with black ink.

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F. The flap on the right end of the back side of the envelope may be printed as follows:

_____ accepted _____ rejected

Election Judges

Subp. 3. **Mailing address.** County auditors and municipal clerks shall cause a mailing address to be printed on each return envelope which they mail or deliver to an absent voter. The address block shall be located in the lower right one-quarter of the envelope. Each county auditor or municipal clerk shall determine which of the address forms in subparts 4 to 6 shall be used on each return envelope in the county as the facts require.

Subp. 4. **Addressed to county auditor.** A return envelope may be addressed to the county auditor who mailed or delivered the absentee ballots to the absent voter.

Example: To: Anoka County Auditor
Courthouse
Anoka, MN 55303

Subp. 5. **Addressed to municipal clerk.** A return envelope may be addressed to the municipal clerk of the city or town in which the absent voter is eligible to vote.

Example: To: Edina City Clerk
City Hall
4801 W. 50th St.
Edina, MN 55424

Subp. 6. **Addressed to election judge.** A return envelope may be addressed to the election judges of the precinct in which the absent voter is eligible to vote provided that the polling place of the precinct is located on a regular mail delivery route. On each return envelope addressed to the election judges, the county auditor or municipal clerk shall cause to be clearly printed or typed the address of the polling place in a manner to expedite handling by the United States postal service. The name and street address, rural route or township address, if applicable, of the polling place shall be on the address block. The city or town, state, and zip code shall appear in that order on the bottom line of the address block.

Example: To: Election Judges
c/o Webster School
500 Holly St.
St. Paul, MN 55102

When an auditor has the duty to address envelopes for a municipality and the envelopes are to be addressed to the election judges, the clerk shall notify the auditor of the proper mailing address of each polling place in the municipality. The clerk shall immediately notify the auditor of every change in the initial notification.

Subp. 7. **Ward and precinct number.** The official mailing or delivering absentee ballots to an absent voter shall, before doing so, fill in the absent voter's ward and precinct number in the spaces provided on the left-hand end of the return envelope.

Subp. 8. **Return address.** County auditor or municipal clerk may affix the return address to the upper left-hand corner of the return envelope.

Statutory Authority: *MS s 203B.08; 203B.09; 203B.125; 203B.14*

History: *8 SR 1348; 17 SR 351; 17 SR 1279; 19 SR 593*

8210.0800 ABSENTEE BALLOT RETURN ENVELOPE AS PROVIDED BY MINNESOTA STATUTES, SECTIONS 203B.16 AND 203B.17.

Subpart 1. **Form.** The absentee ballot return envelope for military and overseas voters must be printed in the form shown in part 8210.9950.

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Subp. 2. **Specifications.** The specifications in items A to I apply to envelopes prepared pursuant to subpart 1.

A. The envelope may not be more than 11-1/2 inches in length nor less than five inches in length.

B. The envelope may not be more than 6-1/8 inches in width nor less than 3-1/2 inches in width.

C. In the upper right-hand corner in a space two inches by one-half inch, a postage symbol and box shall be imprinted:

U.S. Postage Paid
42 USC 1973 dd

D. The words PAR AVION must be printed in 12-point bold type in capital letters one-half inch below the postage box.

E. A solid rule line 1-1/2 picas wide must be placed 1-1/2 inches from the top of the envelope. A second solid rule line 1-1/2 picas wide must be placed one-half inch from the bottom of the first line.

F. In the one-half inch space between the two solid rule lines must be printed the words "OFFICIAL ELECTION BALLOTING MATERIAL - VIA AIR MAIL" in 18-point bold type in capital letters.

G. The envelope must be white in color with Pantone 193 U red ink used for all printing.

H. County auditors or municipal clerks must address the return envelope as provided in part 8210.0700, subpart 3.

I. Facing identification marks (FIM) must be positioned as specified in United States postal service instructions for facing identification marks.

Subp. 3. **Affidavit of eligibility.** On the back of the absentee return envelope provided for in Minnesota Statutes, section 203B.21, an affidavit of eligibility must be printed on the right-hand three-fourths of the envelope in the form shown in part 8210.9955.

Statutory Authority: *MS s 203B.09*

History: 8 SR 1348

8210.1000 EXPERIMENTAL FORMS.

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

Statutory Authority: *MS s 203B.08; 203B.09*

History: 8 SR 1348

PROCEDURES

8210.2100 MAILING OR DELIVERING ABSENTEE BALLOT RETURN ENVELOPES.

Except as provided in Minnesota Statutes, section 203B.11, an absent voter who receives absentee ballots by mail or in person may cause the absentee ballot return envelope to be returned by any of the following methods:

A. causing the envelope to be mailed to the address on it;

B. delivering the envelope in person to the county auditor or municipal clerk from whom the ballots were received; or

C. designating an agent who shall deliver in person the sealed envelope to the county auditor or municipal clerk from whom the ballots were received. An agent shall be at least 18 years old. No individual may be designated as the agent of more than three absent voters in any one election.

Statutory Authority: *MS s 203B.08; 203B.09*

History: 17 SR 1279

8210.2200 DUTIES OF COUNTY AUDITOR OR MUNICIPAL CLERK UPON RECEIPT OF ABSENTEE BALLOT RETURN ENVELOPE.

Subpart 1. **Personal delivery.** Absentee ballot return envelopes that are delivered in person by an absent voter or an agent must be received by the county auditor or municipal clerk by 7:00 p.m. on the day before election day.

Subp. 2. **Inspecting for seal.** Before accepting an absentee ballot return envelope that is hand delivered by an absent voter or an agent, the county auditor or municipal clerk shall inspect the envelope to verify that it is sealed and that the absent voter's certificate is properly completed.

When an absent voter hand delivers an envelope which is unsealed or has an improperly completed absent voter's certificate, the absent voter shall be allowed to seal the envelope, correct, or complete the certificate.

When an agent hand delivers a sealed envelope with an improperly completed absent voter's certificate the agent may return the envelope to the absent voter for correction or completion.

When an agent hand delivers an envelope that is not sealed or which the auditor or clerk has reason to believe has been tampered with, the envelope shall not be accepted. The auditor or clerk shall write "rejected" across the absentee ballot return envelope and shall write the reason for rejection on the envelope. The absentee ballot return envelope shall be retained by the auditor or clerk in the auditor's or clerk's office. A notice of nonacceptance shall be mailed to the absent voter promptly, stating the date of nonacceptance, the name and address of the agent, and the reason for nonacceptance. The absent voter may apply for replacement absentee ballots.

Subp. 3. **Recording name and address.** When an absentee ballot return envelope is hand delivered to the county auditor or municipal clerk by an agent, the agent shall, on a record maintained by the auditor or clerk, print the agent's name and address, the name and address of the absent voter whose ballot the agent is delivering, and sign his or her name. The agent shall show to the auditor or clerk identification which contains the agent's name and signature.

Statutory Authority: *MS s 203B.08; 203B.09*

History: *8 SR 1348; 17 SR 1279*

8210.2300 RETAINING BALLOTS.

A county auditor or municipal clerk who receives an absentee ballot return envelope in person from an absent voter or an agent may deposit the envelope in the mail or retain it in the office as provided in part 8210.2400. However, on receiving the return envelope on the day before election day, the auditor or clerk shall retain the return envelope in the auditor's or clerk's office as provided in part 8210.2400 and deliver the return envelope to the polling place on election day.

Statutory Authority: *MS s 203B.08; 203B.09*

History: *17 SR 1279*

8210.2400 SAFEGUARDING PROCEDURES.

The county auditor or municipal clerk shall establish measures for safeguarding absentee ballot return envelopes received prior to election day.

A. An auditor or clerk intending to deposit return envelopes in the mail shall do so promptly upon receipt of the return envelope from the absent voter or agent.

B. The auditor or clerk shall establish a record of absentee ballot return envelopes which are retained in the office. The record shall state the absent voter's name, address, and precinct number; the agent's name, if any; and the date the ballot was received by the auditor or clerk.

C. All retained envelopes shall be placed in a locked, secure location after being dated, stamped, and recorded. The envelopes shall not be removed from this location or handled until election day, except as necessary in an emergency.

D. A part-time municipal clerk who receives return envelopes shall notify the auditor prior to each election of the safeguarding procedures which the clerk plans to follow, and the procedures shall be subject to the auditor's approval.

E. On election day all absentee ballot return envelopes retained by the county auditor or municipal clerk shall be removed from the place of safekeeping and compared with the record required by this rule to ensure that all envelopes are accounted for. Any discrepancy shall be reported to the secretary of state promptly. Each return envelope shall then be delivered to the polling place in the precinct where the absent voter resides.

Statutory Authority: *MS s 203B.08; 203B.09*

History: *17 SR 1279*

8210.2500 MAIL PICKUP.

Each municipal clerk shall communicate with the United States postal service facility serving the municipality with regard to the handling of absentee ballot return envelopes received by the post office on election day after the last regular mail delivery has commenced. The municipal clerk shall take all reasonable steps to ensure that all return envelopes received by the post office before 4 p.m. on election day are delivered before the closing of the polls to the election judges in the precinct where the absent voter resides.

Statutory Authority: *MS s 203B.08; 203B.09*

History: *17 SR 1279*

MAIL BALLOTS

8210.3000 MAIL BALLOTING.

Subpart 1. **Scope.** This part applies to mail balloting conducted under Minnesota Statutes, sections 204B.45 and 204B.46. Except as otherwise provided in this part, parts 8210.0200 to 8210.2500 also apply to mail balloting. In unorganized territory, the county auditor shall perform the duties specified for the municipal clerk.

Subp. 2. **Authorization.** The municipal governing body, school board, or county board may authorize mail balloting by resolution adopted no later than 60 days prior to the first election at which mail balloting will be used. If mail balloting is adopted pursuant to Minnesota Statutes, section 204B.45, the resolution remains in effect for all subsequent state and county elections until revoked. Revocation of the resolution may occur no later than 45 days before the next affected election. Authorization to conduct a special election pursuant to Minnesota Statutes, section 204B.46, expires after completion of the election.

Subp. 3. **Notice.** The municipal clerk or school district clerk shall notify the county auditor and the secretary of state of the adoption or discontinuance of mail balloting no later than two weeks after adoption or revocation of the resolution. The county auditor shall send a similar notice to the secretary of state for elections authorized pursuant to Minnesota Statutes, section 204B.45. The county auditor, municipal clerk, or school district clerk shall post notice of mail ballot procedures at least six weeks before each election. Notice of mail ballot procedures must include:

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

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.

Subp. 4. **Mailing ballots.** The county auditor, municipal clerk, or school district clerk shall mail ballots to the voters registered in the municipality or unorganized territory. A bal-

lot mailing must be sent to each registered voter no earlier than 20 or later than 14 days prior to the election. No ballot may be mailed to a challenged voter.

Ballots must be sent by nonforwardable mail. Ballots for eligible voters who reside in health care facilities may be delivered as provided in Minnesota Statutes, section 203B.11. The ballot mailing must be addressed to the voter at the voter's residence address as shown on the registration file unless the voter completes an absentee ballot request as provided in Minnesota Statutes, section 203B.04.

A return envelope, a ballot secrecy envelope, and instructions for marking and returning mail ballots must be included with the ballots. At the request of the secretary of state, a survey card that the voter can return to the secretary of state must also be included. The ballot return envelope must be printed with the mail voter's certificate. The ballot return envelope must be addressed for return to the county auditor as specified in part 8210.0700, subpart 4. First class postage must be affixed to the return envelope.

Subp. 4a. Presidential primary ballots. In precincts voting by mail in the presidential primary, the county auditor shall mail the ballots of each of the major political parties to every registered voter. The county auditor shall include a secrecy envelope that provides a place for the voter to indicate the party whose ballot has been enclosed by the voter. The secretary of state shall supply the county auditors with the format for the secrecy envelope. The voter must be instructed to vote and return the ballot of only one party and indicate their party choice on the secrecy envelope.

The election judges must inspect the secrecy envelope and record the voter's party choice on the polling place roster. If the voter has not indicated a party choice, the return envelope must be marked "rejected."

When the election judges open the secrecy envelopes, they shall determine whether the party choice indicated by the voter on the face of the envelope matches the party of the ballot in the envelope. If the party choice does not match the ballot, the ballot is completely defective. If more than one ballot is included, only the ballot whose party matches the party choice indicated by the voter can be counted. The remaining ballots are completely defective.

Subp. 5. Nonregistered eligible voters. An eligible voter who was not registered on the 21st day prior to the election may apply for and receive an absentee ballot. Absentee voting in precincts using mail balloting must be conducted under Minnesota Statutes, sections 203B.04 and 203B.06, 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. The absent voter's certificate and instructions must be those specified in parts 8210.9920 and 8210.9930.

Subp. 6. Replacement ballots. A voter who has spoiled a ballot may request a replacement ballot from the auditor. The spoiled ballot must be returned to the auditor, either by mail or in person, before a replacement ballot can be issued. A replacement ballot may also be issued to a voter who signs an affidavit stating that the voter did not receive the ballot mailed to the voter. The auditor shall stamp or mark on all replacement ballot return envelopes the words "REPLACEMENT BALLOT" and shall maintain a record of all replacement ballots issued.

Subp. 7. Undeliverable ballots. Ballots returned by the post office as undeliverable to the voter at the address of registration must be securely retained. If the auditor or municipal clerk is able to verify the voter's residence at that address, the ballot may be reissued. A ballot undeliverable to the voter at the address of registration must be considered a returned notice of verification as provided in Minnesota Statutes, section 201.12 and the voter's registration must be challenged. The auditor shall maintain a record of all undeliverable ballots.

If the ballot is returned by the post office with notification of the voter's new address within the municipality or unorganized territory, the municipal clerk shall notify the voter of the procedure for requesting an absentee ballot and registering at the voter's new address.

Subp. 8. Returning ballots. Mail ballots may be returned to the county auditor by mail, in person, or by designated agent. Ballots returned in person must be accepted until 8:00 p.m. on the day of the election.

Subp. 9. Polling place and election judges. The only polling place required for mail balloting is the office of the county auditor. If adequate space for counting ballots is not available at the county courthouse, the governing body shall designate another suitable location

where the election judges can meet on election day to receive and count ballots. The location must be open for public observation of the counting of ballots. The governing body shall appoint a suitable number of election judges as provided in Minnesota Statutes, sections 204B.19 to 204B.22.

Subp. 10. Receiving and counting ballots. On election day, at the time stated in the notice, the election judges shall receive from the county auditor all returned ballots, applications for absentee ballots, and affidavits for replacement ballots. The judges shall arrange to receive from the auditor any additional ballots received in the mail or returned by a voter prior to 8:00 p.m. on election day. If the counting location is not at the county courthouse, ballots must be transported in a sealed transfer case by two or more election judges of different major political parties. During the receiving and counting of ballots, the ballots must at all times remain in the custody of two or more election judges of different major political parties.

Prior to 8:00 p.m., the election judges may examine the return envelopes, mark them "accepted" or "rejected" and remove the ballot envelopes from the "accepted" return envelopes. The ballot envelopes must be placed unopened in a locked ballot box or other sealed container. At 8:00 p.m., the election judges shall open the ballot box, remove the ballots from the ballot envelopes, and count the ballots.

Subp. 11. Challenges. Challengers appointed under Minnesota Statutes, section 204C.07 may be present while the election judges are examining and accepting or rejecting the return envelopes. Challenges must be made and determined as provided in Minnesota Statutes, section 204C.13, subdivision 6.

Subp. 12. Costs. The governing body authorizing mail balloting shall pay the costs of the mailing. Costs of mailing include postage costs and the costs of printing required envelopes, instructions, affidavits, and mailing labels. Other expenses must be paid as provided in Minnesota Statutes, section 204B.32.

Statutory Authority: *MS s 203B.08; 203B.09; 203B.125; 203B.14; 204B.45*

History: *12 SR 2142; 17 SR 8; 17 SR 351; 19 SR 593*

**8210.3005 REPLACEMENT BALLOT AFFIDAVIT, REQUIRED IN PART
8210.3000, SUBPART 6.**

REPLACEMENT MAIL BALLOT AFFIDAVIT OF

(print or type legal name of voter)

(print or type legal address)

I certify that I am a resident and eligible voter in

(name of township or territory)

I certify that I am requesting a replacement ballot because I did not receive the ballot mailed to me.

I certify that if I receive both ballots, I will destroy the unused ballot and will vote only once.

I understand that voting twice is a felony punishable by not more than five years imprisonment and a fine of not more than \$10,000, or both.

(date)

(legal signature of voter)

Statutory Authority: *MS s 204B.45*

History: *12 SR 2142*

8210.3010 INSTRUCTIONS TO MAIL VOTERS, REQUIRED IN PART 8210.3000, SUBPART 4.**INSTRUCTIONS TO MAIL BALLOT VOTERS**

Follow these instructions carefully.

Before you vote you must have a witness.

Step 1. Locate one of the following people to serve as your witness:

- a. an eligible voter who lives in your county;
- b. a notary public; or
- c. any person having authority to administer an oath, such as a judge.

Step 2. Show your witness the unmarked ballots.

Step 3. Mark the ballots in secrecy. If you are disabled or otherwise unable to mark the ballots, you may ask your witness to assist you.

Step 4. Fold each ballot so that your votes cannot be seen. Do not put any identifying marks on the ballot.

Step 5. Place all voted ballots in the tan colored Ballot Secrecy Envelope and seal the envelope. Do not write on this envelope.

Step 6. Place the tan colored Ballot Secrecy Envelope into the white Ballot Return Envelope and seal the envelope. An unsealed envelope will not be accepted.

Step 7. Print your name and address and sign your name on the back of the white Ballot Return Envelope. The name, address, and signature of your witness is required as well.

Step 8. The Ballot Return Envelope may be mailed or delivered in person to the county auditor's office.

You may mark and return your ballot at any time before election day. Be sure to mail back the ballot in time to be delivered by election day or return the ballot in person to the auditor's office no later than 8:00 p.m. on election day.

Statutory Authority: *MS s 203B.08; 203B.09; 203B.125; 203B.14; 204B.45*

History: *12 SR 2142; 17 SR 351*

8210.3015 MAIL VOTER'S CERTIFICATE, REQUIRED IN PART 8210.3000, SUBPART 4.**MAIL VOTER'S CERTIFICATE**

OF

(print or type legal name of voter)

(print or type legal address of voter)

I certify that on election day I will be at least 18 years of age. I certify that I am a citizen of the United States and a resident of _____ (name of township or territory); that I am not under guardianship of the person, have not been found by a court of law to be legally incompetent to vote, or been convicted of a felony without having my civil rights restored. I have not cast and will not cast any other ballots in this election.

(legal signature of voter)

I hereby certify that the above named voter exhibited the enclosed ballots to me unmarked; that in my presence and in a manner that I could not see, marked the ballots, or if the voter was physically unable to mark the ballots, the ballots were marked by another individual under the personal direction of the voter, and enclosed and sealed them in the ballot envelope.

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8210.3015 ABSENTEE BALLOTS

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(date)

(legal signature of witness)

(print or type name of witness)

(legal address if witness is
an eligible voter)

OR

(official title if witness is
an official)

Statutory Authority: *MS s 203B.08; 203B.09; 204B.45*

History: *12 SR 2142; 17 SR 8*

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ABSENTEE BALLOTS 8210.9915

FORMS

8210.9910 ABSENTEE BALLOT APPLICATION, SPECIFIED BY PART 8210.0200.

ABSENTEE BALLOT APPLICATION READ INSTRUCTIONS BEFORE COMPLETING

I hereby apply for absentee ballots for:

(Check one)

- ☐ primary election
- ☐ general election
- ☐ primary and general election

I will need an absentee ballot for the following reason:

(Check one)

- ☐ absence from precinct
- ☐ illness or disability
- ☐ religious discipline or observance of religious holiday
- ☐ service as election judge in another precinct

Name _____
(please print)

My legal residence address is:

| | | |
|-----------------------|----------|---------------|
| Street or Route No. | Apt. No. | Rural Box No. |
| () City () Township | County | Zip |

(check whichever is applicable)

Mail my absentee ballot to me at the following address:

| | | |
|---------------------|-----------------------|---------------|
| Street or Route No. | Apt. No. | Rural Box No. |
| City | State | Zip |
| Date _____ | Legal Signature _____ | |

Statutory Authority: *MS s 203B.08; 203B.09*

History: *13 SR 259; 17 SR 8*

8210.9915 APPLICATION TO AUTOMATICALLY RECEIVE ABSENTEE BALLOT APPLICATIONS, SPECIFIED BY PART 8210.0200.

APPLICATION TO AUTOMATICALLY RECEIVE ABSENTEE BALLOT APPLICATIONS

Name _____
Last First Middle

Township or City
of Legal Residence _____
Township or City County

Address of
Legal Residence _____
Street Address or Route and Box Number

MINNESOTA RULES 1995

8210.9915 ABSENTEE BALLOTS

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Mailing Address
for Application
(if different)

Street Address or Route and Box Number

Mailing City

State

Zip

Date of Birth

Telephone Number

I certify that I reasonably expect to be permanently unable to vote in person at the polling place for my precinct due to illness or disability and hereby request that an application for absentee ballots be sent to me before each election in which I am eligible to vote.

Signature

Date

Statutory Authority: *MS s 203B.04*

History: *15 SR 1641*

8210.9916 ABSENTEE BALLOT APPLICATION, SPECIFIED BY PART 8210.0200.

ABSENTEE BALLOT APPLICATION READ INSTRUCTIONS BEFORE COMPLETING

I hereby apply for absentee ballots for:

(Check one)

- ☐ primary election
- ☐ general election
- ☐ primary and general election

Name

(please print)

My legal residence address is:

Street or Route No.

Apt. No.

Rural Box No.

() City () Township

County

Zip

(check whichever is applicable)

Mail my absentee ballot to me at the following address:

Street or Route No.

Apt. No.

Rural Box No.

City

State

Zip

Date

Legal Signature

Statutory Authority: *MS s 203B.08; 203B.09*

History: *17 SR 8*

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ABSENTEE BALLOTS 8210.9917

8210.9917 PRESIDENTIAL PRIMARY ABSENTEE BALLOT APPLICATION, SPECIFIED BY PART 8210.0200.

PRESIDENTIAL PRIMARY ABSENTEE BALLOT APPLICATION

Read Instructions Before Completing

I hereby apply for a presidential primary absentee ballot for the following political party:
(Check one)

_____ Party
_____ Party

PLEASE NOTE: A presidential primary ballot cannot be sent to you unless you indicate on this application which political party's ballot you wish to receive. You may receive the ballot of only one political party.

I will need an absentee ballot for the following reason:
(Check one)

- ☐ absence from precinct
- ☐ illness or disability
- ☐ religious discipline or observance of religious holiday
- ☐ service as election judge in another precinct

Name _____
(please print)

My legal residence address is:

| | | |
|-----------------------------|----------------|---------------------|
| Street or Route No. _____ | Apt. No. _____ | Rural Box No. _____ |
| () City () Township _____ | County _____ | Zip _____ |

(check whichever is applicable)

Mail my absentee ballot to me at the following address:

| | | |
|---------------------------|-----------------------|---------------------|
| Street or Route No. _____ | Apt. No. _____ | Rural Box No. _____ |
| City _____ | State _____ | Zip _____ |
| Date _____ | Legal Signature _____ | |

Statutory Authority: *MS s 203B.08; 203B.09*

History: *17 SR 8*

MINNESOTA RULES 1995

8210.9918 ABSENTEE BALLOTS

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8210.9918 PRESIDENTIAL PRIMARY ABSENTEE BALLOT APPLICATION, SPECIFIED BY PART 8210.0200.

PRESIDENTIAL PRIMARY ABSENTEE BALLOT APPLICATION

Read Instructions Before Completing

I hereby apply for a presidential primary absentee ballot for the following political party:
(Check one)

_____ Party
_____ Party

PLEASE NOTE: A presidential primary ballot cannot be sent to you unless you indicate on this application which political party's ballot you wish to receive. You may receive the ballot of only one political party.

Name _____
(please print)

My legal residence address is:

| | | |
|-----------------------|----------|---------------|
| Street or Route No. | Apt. No. | Rural Box No. |
| () City () Township | County | Zip |

(check whichever is applicable)

Mail my absentee ballot to me at the following address:

| | | |
|---------------------|----------|---------------|
| Street or Route No. | Apt. No. | Rural Box No. |
| City | State | Zip |

Date _____ Legal Signature _____

Statutory Authority: *MS s 203B.08; 203B.09*

History: *17 SR 8*

8210.9920 INSTRUCTIONS TO ABSENTEE VOTERS, SPECIFIED BY PART 8210.0500.

INSTRUCTIONS TO ABSENTEE VOTERS

Follow these instructions carefully.

Before you vote by absentee ballot you must have a witness.

Step 1. Locate one of the following people to serve as your witness:

- a. an eligible voter who lives in your county;
- b. a notary public;
- c. any person having authority to administer oaths; or
- d. a United States Postal Service official, if available.

Step 2. Fill out the voter registration card. You must provide all the information marked in red. Remember to sign your name at the bottom of the card.

Step 3. Show your witness your proof of residence in the precinct. One of the following documents may be used as proof of residence:

- a. a valid Minnesota driver's license, permit, or identification card, or a receipt for any of these forms, that contains your current address; or
- b. the signature of a registered voter who lives in your precinct; if your witness is registered to vote in your precinct, your witness may also vouch for you; or
- c. a student identification card, registration card, or fee statement that contains the student's current address in the precinct; or
- d. a current valid registration in the same precinct.

Step 4. Show your witness the unmarked ballots.

Step 5. Mark the ballots in secrecy. If you are disabled or otherwise unable to mark the ballots, you may ask your witness to assist you.

Step 6. Fold each ballot so that your votes cannot be seen. Do not put any identifying marks on the ballot.

Step 7. Place all voted ballots in the tan ballot envelope and seal the envelope. Do not write on the ballot envelope.

Step 8. Place the tan secrecy envelope and your completed voter registration card into the white ballot return envelope and seal the envelope. An unsealed envelope will not be accepted.

Step 9. Print your name and address and sign your name on the back of the white ballot return envelope. The name, address, and signature of your witness is required as well.

Step 10. Your ballot may be returned in one of the following ways:

- a. by mail;
- b. in person to your county auditor or municipal clerk at the address on the front of the white ballot return envelope; or
- c. by agent delivery to your county auditor or municipal clerk.

You may mark and return your ballots at any time after you receive them.

If your ballots are mailed, enough time should be allowed to permit the ballots to be delivered by the postal service no later than election day.

If you or your agent return your ballots in person, your county auditor or municipal clerk must receive them no later than 7:00 p.m. on the day before the election.

Note: Follow these instructions carefully. An improperly completed ballot, or statement of voter or witness, will invalidate your votes.

Statutory Authority: *MS s 203B.08; 203B.09; 203B.125; 203B.14*

History: *17 SR 8; 17 SR 351*

8210.9925 INSTRUCTIONS TO ABSENTEE VOTERS WHO ARE REGISTERED TO VOTE, SPECIFIED BY PART 8210.0500.

INSTRUCTIONS TO ABSENTEE VOTERS

Follow these instructions carefully.

Before you vote by absentee ballot you must have a witness.

Step 1. Locate one of the following people to serve as your witness:

- a. an eligible voter who lives in your county;
- b. a notary public;
- c. any person having authority to administer oaths; or
- d. a United States Postal Service official, if available.

Step 2. Show your witness the unmarked ballots.

Step 3. Mark the ballots in secrecy. If you are disabled or otherwise unable to mark the ballots, you may ask your witness to assist you.

Step 4. Fold each ballot so that your votes cannot be seen. Do not put any identifying marks on the ballot.

Step 5. Place all voted ballots in the tan ballot secrecy envelope and seal the envelope. Do not write on the ballot envelope.

Step 6. Place the tan ballot secrecy envelope into the white ballot return envelope and seal the envelope. An unsealed envelope will not be accepted.

Step 7. Print your name and address and sign your name on the back of the white ballot return envelope. The name, address, and signature of your witness is required as well.

Step 8. Your ballot may be returned in one of the following ways:

- a. by mail;
- b. in person to your county auditor or municipal clerk at the address on the front of the white ballot return envelope; or
- c. by agent delivery to your county auditor or municipal clerk.

You may mark and return your ballots at any time after you receive them.

If your ballots are mailed, enough time should be allowed to permit the ballots to be delivered by the postal service no later than election day.

If you or your agent return your ballots in person, your county auditor or municipal clerk must receive them no later than 7:00 p.m. on the day before the election.

Note: Follow these instructions carefully. An improperly completed ballot, or statement of voter or witness, will invalidate your votes. If you have any questions, call your county auditor.

Statutory Authority: *MS s 203B.08; 203B.09; 203B.125; 203B.14*

History: *17 SR 351*

8210.9930 STATEMENT OF ABSENTEE VOTER, SPECIFIED BY PART 8210.0600, SUBPART 1.

STATEMENT OF ABSENTEE VOTER

(print voter's name)

(print voter's address)

I certify that on election day I will meet the eligibility requirements to vote provided by law.

(signature of voter)

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ABSENTEE BALLOTS 8210.9930

STATEMENT OF WITNESS

I certify that the above named voter showed the enclosed ballots to me unmarked; that in my presence the voter marked the ballots in secrecy, or if the voter was physically unable to mark the ballots they were marked by another individual under the personal direction of the voter, and enclosed and sealed them in the ballot envelope; that if the above-named voter registered to vote by enclosing a voter registration card in the Absentee Ballot Return Envelope, then proof of residence was provided as indicated below.

(date)

(signature of witness)

(print witness' name)

(print witness' address)

(title if witness is not an
eligible voter in the county)

For those who need to register: Proof of residence used by absentee voter (check one).

Driver's License,
Permit, ID card or
Receipt Number _____

Notice of Ineffective
Registration received
from county auditor or
municipal clerk _____

Registration in the
same precinct _____

Student ID Number _____

(signature of registered voter
in the precinct who attested
to residence of the absentee
voter in the precinct)

(print name of registered
voter who attested to
residence of absentee
voter in the precinct)

(print address of registered
voter in the precinct who
attested to residence of the
absentee voter in the precinct)

Statutory Authority: *MS s 203B.08; 203B.09; 203B.125; 203B.14*

History: *8 SR 1348; 10 SR 1690; 17 SR 8; 17 SR 351*

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8210.9935 ABSENTEE BALLOTS

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8210.9935 ALTERNATIVE STATEMENT OF ABSENTEE VOTER, SPECIFIED BY PART 8210.0600, SUBPART 4.

STATEMENT OF ABSENTEE VOTER

(print voter's name)

(print voter's address)

I certify that on election day I will meet the eligibility requirements to vote provided by law.

(legal signature of voter)

I certify that the above named voter exhibited the enclosed ballots to me unmarked; that in my presence the voter marked the ballots in secrecy and enclosed and sealed them in the ballot envelope.

(date)

(signature of witness)

(print witness' name)

(title if witness is not an eligible voter in the county)

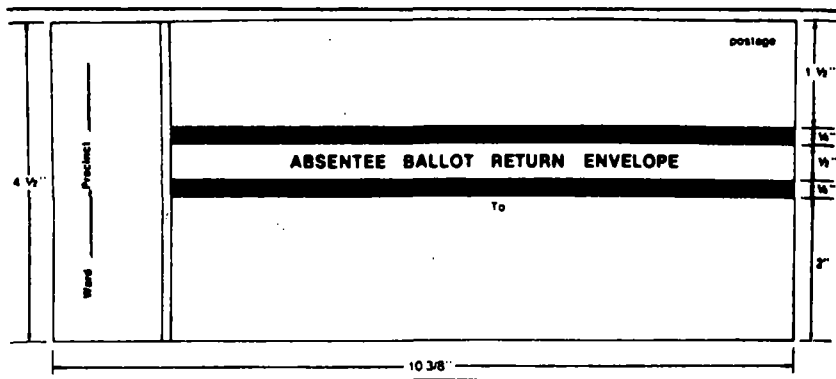
(print witness' address)

Statutory Authority: *MS s 203B.08; 203B.09; 203B.125; 203B.14*

History: *8 SR 1348; 17 SR 8; 17 SR 351*

8210.9940 [Repealed, 19 SR 593]

8210.9945 ABSENTEE BALLOT RETURN ENVELOPE, SPECIFIED BY PART 8210.0700.



Statutory Authority: *MS s 203B.09*

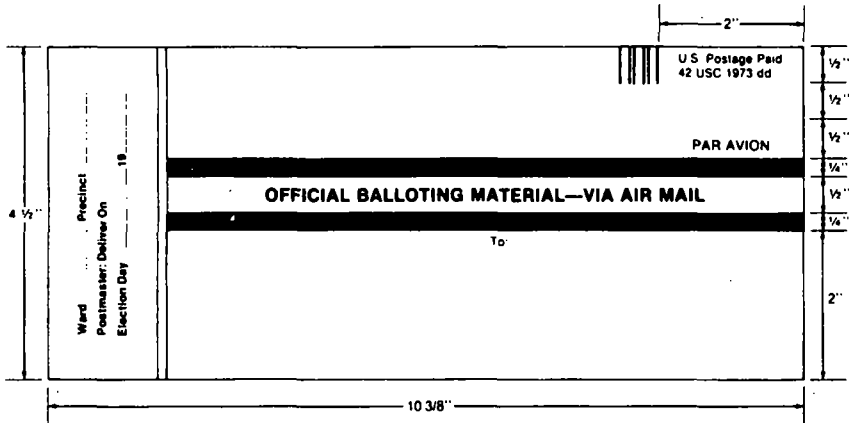
History: *19 SR 593*

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ABSENTEE BALLOTS 8210.9955

8210.9950 ABSENTEE BALLOT RETURN ENVELOPE, SPECIFIED BY PART 8210.0800, SUBPART 1.



Statutory Authority: *MS s 203B.09*

History: 8 SR 1348

8210.9955 BACK OF ABSENTEE RETURN ENVELOPE, SPECIFIED IN PART 8210.0800, SUBPART 3.

ABSENT VOTER'S CERTIFICATE

I, _____ (please print or type), do solemnly swear that my present address (or last address) in the State of Minnesota is at _____ (please print or type) in the City or Town of _____ (please print or type), County of _____ (print or type).

I am qualified to vote the enclosed ballot(s) as (check category that applies) ____ a member of the Armed Forces; ____ a spouse or dependent of a member of the Armed Forces; ____ a citizen of the United States temporarily residing outside the territorial limits of the United States; ____ a citizen of the United States permanently residing outside the territorial limits of the United States. I have not cast and will not cast any other ballot in this election. I personally marked the enclosed ballot(s) without exhibiting it to any other person, or which, in case of my physical disability, was marked for me under my personal direction.

Military identification
passport number.....

(Legal signature of Voter)

Subscribed and sworn to me this ____ day of _____, 19__

(Signature of Witness)

(Give title or office of witness
authorized to administer oaths.
If an officer of the Armed Forces,
a commissioned or noncommissioned
officer not below the rank of
sergeant or its equivalent.)

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8210.9955 ABSENTEE BALLOTS

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Note: No witness is required if you provide your military or passport number to match the military or passport number on your application.

Statutory Authority: *MS s 203B.09*

History: *8 SR 1348; 10 SR 1690*