

1 MCAR 2

1-26-82

- 1 Office of the Secretary of State
- 2 Election Division
- 3
- 4 Adopted Amendments to Rules Concerning Voter Registration (1
- 5 MCAR SS 2.0101-2.1101), Preparation of the White Ballot (1 MCAR
- 6 SS 2.2101-2.2115), Absentee Voting Materials and Delivery
- 7 Procedures (1 MCAR SS 2.4101-2.4205), and Election Judge
- 8 Training (1 MCAR SS 2.5101-2.5119)

10 Rules as Adopted

11 1 MCAR S 2.0101 Delegation of duties. The county auditor may  
 12 delegate to municipal officials all duties assigned to him by 1  
 13 MCAR SS 2.0101-2.1101 and by Minn. Stat. ch. 201, except the  
 14 preparation and distribution of lists of registered voters and  
 15 the duties assigned to him by 1 MCAR SS 2.0901-2.0903. The  
 16 auditor may delegate the responsibility to accept voter  
 17 registrations, but a delegation of this responsibility does not  
 18 relieve the auditor of his duty to accept voter registrations.

19 1 MCAR S 2.0301 Specifications.

20 A. Printing. Voter registration cards printed for the  
 21 purpose of distribution and mailing shall be printed in the  
 22 following manner:

- 23 1.-3. [Unchanged.]
- 24 4. The duplicate card shall have a light blue screen.
- 25 5.-6. [Unchanged.]

1 B. Original card; form. The original voter registration  
2 card shall be in the following form:

3 VOTER REGISTRATION CARD

4 Please type or print in ink

5 Read instructions before completing

6  
7 X Name \_\_\_\_\_ W \_\_\_\_\_ P \_\_\_\_\_  
8 Last First Middle

9 X Legal Residence \_\_\_\_\_ S.D. No. \_\_\_\_\_  
10 Street or Route No. OFFICE USE ONLY

11 Election day voter  
12 registration proof:

13 Apt. No. and Rural Box No.  Driver's License  
14  Minn. Ident. Card

15  City or  Township County Zip  Witness  
16 (Check whichever is applicable)  Prior Registration

17 Mailing Address (if different from above)  Ineffective Notice  
18  Student I.D.

19 \_\_\_\_\_  
20 Street or Route No. Apt. No. and Number(if applicable)

21 \_\_\_\_\_  
22 Rural Box No. City or Township County Zip

23 Telephone Number \_\_\_\_\_  
24 Date of Birth (optional) \_\_\_\_\_

25 Previous Name \_\_\_\_\_  
26 (if changed since last registration)

27 X Address of Your Last  
28 Registration If Any \_\_\_\_\_

29 Street or Route No. Apt. No.  
30 \_\_\_\_\_

31 City or Township County State Zip

32 BE SURE TO CHECK INSTRUCTIONS TO DETERMINE WHETHER YOU ARE  
33 QUALIFIED TO REGISTER.

34  
35 I certify that I will be at least 18 years old on election day  
36 and the above facts are correct. I understand that giving false

1 information to procure a registration is a felony punishable by  
2 not more than 5 years imprisonment and a fine of not more than  
3 \$5,000, or both.

4 \_\_\_/\_\_\_/\_\_\_

5 Date

X Legal Signature of Voter

6

Be sure to sign the blue card

7

8 In the upper right hand corner of the card there shall be a box  
9 marked for "office use only". In the box there shall be: "W  
10 \_\_", "P \_\_" and "S.D. No. \_\_". (These initials stand for  
11 "ward", "precinct" and "school district".) Other information may  
12 also be included. Judges of election shall record the type of  
13 election day voter registration proof and its number, if any, in  
14 the "office use only" box.

15 C. [Unchanged.]

16 D. Instruction card; form. The instruction card shall be in  
17 the following form:

18 INSTRUCTIONS FOR VOTER REGISTRATION

19 READ CAREFULLY BEFORE REGISTERING

20 Lines indicated by an (X) must be completed by the registrant  
21 before his or her registration may be accepted.

22 1.-12. [Unchanged.]

23 13. Complete the address on the reverse of the white  
24 registration card by filling in the name of the county where you  
25 reside and the name of the city which is the county seat. Mail  
26 or deliver to the office of the county auditor. An eligible  
27 voter is a person who at the time of any election:

- 28 a. is 18 years of age or older,
- 29 b. is a citizen of the United States and
- 30 c. has resided in Minnesota for 20 days.

31 The following persons are not eligible voters:

- 32 a. any person who has been convicted of a felony or
- 33 treason, whose civil rights have not been restored;
- 34 b. any person who is under guardianship of the person;
- 35 c. any person who has been found by a court to be
- 36 legally incompetent, whose civil rights have not been restored.

1 E.-H. [Unchanged.]

2 1 MCAR S 2.0402 Number of buildings. A political subdivision  
3 with voter registration shall have at least one building where  
4 voter registration cards may be obtained and deposited, for  
5 every 30,000 residents of the political subdivision. The auditor  
6 may designate more buildings than are required by law.

7 1 MCAR S 2.0505 Wrong county. When a county auditor receives a  
8 registration card from a person who the auditor has reason to  
9 believe is a resident of another county, the auditor shall  
10 within two working days forward the registration card to the  
11 auditor of the proper county if it can be ascertained.

12 1 MCAR S 2.0506 Ineffective registration. Upon receipt of a  
13 voter registration card that is faulty or defective, filed with  
14 the wrong office or filed during a period when pre-election day  
15 voter registrations cannot by law be accepted, the following  
16 notice of ineffective registration shall be mailed to the person  
17 requesting to become registered. The notice shall require that  
18 it be returned if not deliverable.

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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)

1 1 MCAR S 2.0601 Residence. Any person otherwise qualified but  
2 not registered to vote in the precinct in which he resides may  
3 register to vote on election day at the polling place of the  
4 precinct in which he resides in areas with voter registration.  
5 To register on election day a person must complete and sign the  
6 original card, sign the duplicate card and provide proof of his  
7 residence. A person may prove his residence on election day  
8 only by presenting a valid Minnesota Driver's License, Learner's  
9 Permit, or a receipt for either that contains the voter's valid  
10 address in the precinct, a valid Minnesota Identification Card  
11 issued by the Minnesota Department of Public Safety or a receipt  
12 thereof that contains the voter's valid address in the precinct;  
13 a current student identification card that contains the  
14 student's valid address in the precinct, a current student fee  
15 statement that contains the student's valid address in the  
16 precinct, or a copy of a current student registration card that  
17 contains the student's valid address in the precinct; by having  
18 a valid registration in the same precinct under a different  
19 address; by presenting an "ineffective registration notice"  
20 mailed by the county auditor or municipal clerk; or by having a  
21 person who is registered to vote in the precinct and knows the  
22 applicant is a resident of the precinct sign the following oath:

1 I, \_\_\_\_\_ swear that I am a registered  
2 voter in \_\_\_\_\_

3 County City or Township Ward

4 \_\_\_\_\_ and that I personally know that \_\_\_\_\_  
5 Precinct

6 \_\_\_\_\_ is a resident of this  
7 Name of person registering  
8 precinct.

9 \_\_\_\_\_  
10 Signature of Registered Voter

11  
12 Subscribed and sworn to before me

13  
14  / /  \_\_\_\_\_  
15 Date Signature of Election Judge

16  
17 The above oath shall be attached to the voter registration  
18 card until the address of the applicant is verified by the  
19 county auditor.

20 The above oaths shall be printed on a 4" X 6" card by the  
21 county auditor. - After every election day the county auditor  
22 shall file the oaths and maintain them for one year.

23 1 MCAR S 2.0602 Swearing to residence. No person in a polling  
24 place as a challenger, pursuant to Minn. Stat. S 204C.07, shall  
25 be permitted to swear to the residence of any persons attempting  
26 to register on election day. A voter registered in the same  
27 precinct, including an election judge, may swear to the  
28 residence of any person who he knows to be a resident of the  
29 precinct. An election judge, however, must swear to a person's  
30 residence before another election judge.

31 1 MCAR S 2.0604 Notation. When a voter uses a Minnesota  
32 Driver's License, Learner's Permit, or Minnesota Identification  
33 Card to prove residence when registering on election day, the  
34 election judge who is registering voters shall record the number  
35 on the card in the "office use only" area of the original card.

1 1 MCAR S 2.0606 Training. Election judges who will be  
 2 registering voters on election day shall receive training on  
 3 election day voter registration procedures from the county  
 4 auditor or designated municipal clerk at the same time training  
 5 is provided pursuant to Minn. Stat. S 204B.25.

6 1 MCAR S 2.0801 Procedure. Persons wishing to challenge a  
 7 voter's registration pursuant to Minn. Stat. S 201.195 may do so  
 8 in the following form:

9 To the Auditor of \_\_\_\_\_ County  
 10 County Courthouse  
 11 \_\_\_\_\_, Minnesota  
 12 (County Seat)

13  
 14 I, \_\_\_\_\_, am a registered voter in  
 15 (Name of person making challenge)

16 \_\_\_\_\_ County, Minnesota. I reside  
 17 at \_\_\_\_\_  
 18 (Street or Route No.) (City or Township)

19 I challenge the registration of \_\_\_\_\_  
 20 Name of challenged voter  
 21 whose registration lists his residence as

22 \_\_\_\_\_  
 23 (Street or Route No.) (City or Township)

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

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

27    /   /    \_\_\_\_\_  
 28 (Date) (signature of challenger)

29  
 30 The petition shall be accompanied by an affidavit of the  
 31 challenger stating the basis for the challenge on personal  
 32 knowledge.

33 1 MCAR S 2.1005 Electronic or automatic data processing system  
 34 of maintaining duplicate voter registration records.

35 A. Notification. The auditor of the county or clerk of a



1 city electing to use an electronic or automatic data processing  
2 system in place of duplicate voter registration cards shall  
3 notify the Secretary of State of that election no later than 90  
4 days before the first election at which the system will be used.

5 Notification may be made simultaneously with a request for  
6 approval, pursuant to 1 MCAR S 2.1001, of an electronic or  
7 automatic data processing system for maintaining voter  
8 registration records, but no system shall be used in place of  
9 duplicate voter registration cards unless the system has been  
10 approved for maintenance of voter registration records.

11 The notification shall be in writing and shall include:

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

14 2. A sample of no less than three pages of the duplicate  
15 registration list to be made available for examination or  
16 purchase;

17 3. A plan to be implemented for obtaining day and month  
18 of birth for previously registered voters;

19 4. A copy of a plan providing for back-up records and  
20 emergency service; and

21 5. A certification that the system conforms to all  
22 requirements of Minn. Stat. SS 201.071; 201.221, subd. 3; and  
23 204C.10, subd. 2, and this rule.

24 The county auditor or city clerk shall file amendments with  
25 the Secretary of State whenever alterations to the original  
26 notification are made.

27 B. Back-up records and emergency service. A county or city  
28 using an electronic or automatic data processing system in place  
29 of duplicate voter registration cards shall make arrangements  
30 for back-up and emergency service. Prior to each election, the  
31 county or city shall deposit a duplicate program and all  
32 necessary data records in a secure location separate from the  
33 location where the originals are maintained.

34 C. Voting records. When a county or city elects to use an  
35 electronic or automatic data processing system in place of  
36 duplicate voter registration cards, information required to be

1 kept on duplicate cards shall be retrievable from the  
2 equipment. The address of previous registration may be deleted  
3 from the duplicate file after proper notification of  
4 registration has been made to the county or city of previous  
5 registration. Each voter's voting history for all elections in  
6 the previous four years shall be retrievable and shall indicate  
7 whether the voter voted in person or by absentee ballot.

8 D. Duplicate registration file. The duplicate registration  
9 file to be used on election day in the polling place shall be in  
10 the form of a precinct election list. The list shall be  
11 arranged alphabetically by voter's last name or in order of  
12 street address. Whichever arrangement is used shall be used  
13 consistently in all the precincts of the political subdivision.

14 Conspicuously at the top of each page of the precinct  
15 election list shall be printed precinct identifying information  
16 and the words:

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

28 The precinct election list shall contain the following  
29 information for each registered voter:

- 30 1. Registrant's name as it appears on the original  
31 registration card;
- 32 2. Registrant's address;
- 33 3. Month and day of registrant's birth;
- 34 4. Notations about challenges, notices of guardianship,  
35 or other special information required to be affixed to the  
36 original or duplicate voter registration card.

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

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

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

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

18          The precinct election list shall be ready no later than  
19 three days prior to any election.

20          The election jurisdiction may choose to attach forms  
21 required by 1 MCAR S 2.0513 for emergency voting as part of the  
22 precinct election list. If separate cards are used, the  
23 election judges shall return the cards with the list.

24          E. Request for birthdate. Prior to the first election at  
25 which electronic or automatic data processing equipment is used  
26 in place of the duplicate registration file, and prior to the  
27 subsequent statewide general election, the county or  
28 municipality shall send a request for the voter's birthdate to  
29 each previously registered voter whose month and day of birth is  
30 not included in the duplicate registration file.

31          The request for a voter's birthdate shall be in the form of  
32 a nonforwardable mailed notice with a postage pre-paid return  
33 form. The notice shall include the following information:

34           1. At the next election in (name of political  
35 subdivision) the duplicate registration file for use at the  
36 polling place will be prepared by automatic data processing

1 equipment. The month and day of each registered voter's birth  
2 will be used as an additional identifier and precaution against  
3 fraud.

4 2. Please fill in your month and day of birth on the  
5 enclosed return form, correct any information that is not  
6 printed properly on the form, sign the form, and mail it to  
7 (name of political subdivision). Return postage has been  
8 prepaid. Only the month and day of your birth are requested;  
9 the year of your birth is not needed.

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

14 The return form shall include the following material:

15 The voter's name and address, pre-printed as  
16 they appear in the duplicate registration file.

17 ..... / .....

18 month of birth day of birth

19 .....

20 voter's signature

21 When a request for birthdate is returned as undeliverable  
22 by the post office, it shall be treated as a returned  
23 verification notice pursuant to Minn. Stat. S 201.12.

24 F. Challenges and other notices. A record of any challenge  
25 to a voter registration shall be made part of the duplicate  
26 registration file and remain until removed according to law.  
27 The word "challenged" shall appear on the same line as or  
28 directly above the name of a challenged voter on the precinct  
29 election list. A record of any notice affixed to an original  
30 voter registration card pursuant to Minn. Stat. S 201.15 shall  
31 be made part of the duplicate registration file and remain part  
32 of the file until removed according to law. The word  
33 "guardianship" shall appear on the same line as or directly  
34 above the name of the voter on the precinct election list. If  
35 any other special notice or information is affixed to a voter  
36 registration card, a record of that notice shall be part of the

1 duplicate registration file and an indication of the notice  
2 shall be printed on the precinct election list.

3 G. Absentee voting. When an absentee ballot envelope is  
4 marked "Accepted" pursuant to Minn. Stat. S 203B.12, subd. 3,  
5 the election judge shall place the letters "A.B." in the space  
6 for the voter's signature on the precinct election list followed  
7 by the judge's initials.

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

13 H. Security. The auditor or clerk shall be responsible for  
14 maintaining the integrity of the duplicate registration file and  
15 for restricting access to the electronic or data processing  
16 equipment to properly authorized persons. The auditor or clerk  
17 may make available lists of registered voters in forms other  
18 than paper copies, but in whatever form, no list made available  
19 for examination or purchase shall include the birth dates of  
20 registered voters. The auditor or clerk shall provide for the  
21 transport and security of the precinct election lists in  
22 accordance with 1 MCAR S 2.0202.

23 I. Voter's Receipt. The election judges shall determine the  
24 number of ballots to be counted by adding the number of return  
25 envelopes from accepted absentee ballots to the number of  
26 voter's receipts issued pursuant to Minn. Stat. S 204C.10, subd.  
27 2 or to the number of names signed on the precinct election  
28 lists. The election jurisdiction may require that the election  
29 judges number or initial each voter's receipt as it is issued.

30 J. Voter registration cards. Any voter registration  
31 -----  
32 accepted by a county or municipality after the date of its  
33 -----  
34 notification to the Secretary of State of the election under  
35 -----  
36 Minn. Stat. S 201.071, subd. 5, and this rule, is defective if  
37 -----  
38 it does not contain the day and month of birth of the registrant.  
39 -----  
40 Voter registration cards must conform to the specifications of 1  
41 -----  
42 MCAR S 2.0301, except that the card and instructions must be  
43 -----

1 modified to indicate that the day and month of birth are not  
-----  
2 optional.  
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3 1 MCAR S 2.2102 Auditor's duties. The white ballot shall be  
4 prepared under the direction of the county auditors in a  
5 sufficient number to enable the clerks to comply with the  
6 provisions of Minn. Stat. S 204B.29. It shall be the duty of  
7 the county auditors to prepare and print the white ballot as  
8 soon as practicable, but in no event less than 15 days before  
9 the election. Two weeks before the general election the auditor  
10 shall file sample copies of the white ballot in his office for  
11 public inspection.

12 1 MCAR S 2.2103 Form of ballots; size, weight and color. The  
13 white ballot shall be printed with black ink on white paper as  
14 close as practicable to 30 pound. The ballot shall be 5 1/4"  
15 wide and printed so as to be easily legible, with suitable lines  
16 for divisions between candidates, offices, instructions and  
17 other matter proper to be printed on the ballot. The auditor  
18 shall prepare the ballots in such a manner as to enable the  
19 voter to understand what candidates have been nominated and how  
20 many are to be elected to each office and to designate his  
21 choice easily and accurately.

22 1 MCAR S 2.2104 Top of ballot. At the top of the white ballot  
23 shall be printed in upper and lower case letters the words "Put  
24 an (X) in the square opposite the name of each candidate you  
25 wish to vote for." On the left side of the words and directly  
26 above the squares in which a voter marks his choices shall be  
27 printed a small arrow pointing downward.

28 1 MCAR S 2.2105 Ballot heading. Below the marking instructions  
29 on the white ballot shall be printed the words "STATE GENERAL  
30 ELECTION BALLOT" in upper case letters.

31 1 MCAR S 2.2109 Designation of candidates. Above or below the  
32 name of each candidate for a partisan office shall appear in  
33 upper and lower case letters the designation in not more than  
34 three words of the party or principle the candidate represents.

1 Words used in the name of a political party as defined in Minn.  
2 Stat. S 200.02, subd. 6, may not be used to identify the party  
3 of a candidate of any other party. The word "nonpartisan" may  
4 not be used in the designation of any candidate. The words  
5 "Nominated Without Party Designation" in upper and lower case  
6 letters shall appear above or below the name of each candidate  
7 for a nonpartisan office. If a justice of the Supreme Court is  
8 a candidate to succeed himself, the word "Incumbent" shall be  
9 printed in upper and lower case letters on the same line and  
10 following the candidate's name. The words "Nominated by  
11 Petition" shall be printed in upper and lower case letters on  
12 the same line and to the right of the name of the candidate.

13 1 MCAR S 2.2110 Order of candidates. Before a general election,  
14 the secretary of state shall certify to the county auditors the  
15 order in which the names of the candidates representing the  
16 political parties as defined in Minn. Stat. S 200.02, subd. 6,  
17 shall appear for every partisan office on the white ballot.  
18 Candidates nominated by petition shall appear on the ballot  
19 beneath the names of the candidates of the political parties as  
20 defined in Minn. Stat. S 200.02, subd. 6, and in the order in  
21 which the petitions were filed with the filing officer. The  
22 names of the candidates for nonpartisan offices shall be rotated  
23 on the white ballot so that each name appears substantially an  
24 equal number of times at the top, at the bottom and at each  
25 intermediate place in the group of candidates for an office.

26 1 MCAR S 2.2112 Type styles and sizes. The words "Put an (X) in  
27 the square opposite the name of each candidate you wish to vote  
28 for" shall be printed in upper and lower case in as close to 8  
29 point Century Bold type as practicable.

30 The words "STATE GENERAL ELECTION BALLOT", shall be printed  
31 in upper case in as close to 18 point Franklin Gothic type as  
32 practicable.

33 The office and its identification shall be printed in upper  
34 case in as close to 10 point Century Bold type as practicable.

35 The words "VOTE FOR ONE" shall be printed in upper case in

1 as close to 8 point Century Bold type as practicable.

2 The names of the candidates shall be printed in upper case  
3 in as close to 8 point Century Bold type as practicable.

4 The party designation or political principle and the words  
5 "Nominated Without Party Designation," "Incumbent" and  
6 "Nominated by Petition" shall be printed in upper and lower case  
7 in as close to 8 point Century Bold type as practicable.

8 The words "OFFICIAL BALLOT" on the back of the ballot shall  
9 be printed in upper case in as close to 18 point Cheltingham  
10 Bold as practicable, the date in upper case in as close to 8  
11 point Antique as practicable, and the word "Judge" in upper and  
12 lower case in as close to 10 point Caslon Old Face Italic as  
13 practicable.

14 1 MCAR S 2.2113 Binding and distribution of ballots. The white  
15 ballots shall be bound in blocks of 50.

16 Before the voting begins, or as soon thereafter as  
17 possible, two judges shall place their initials on the backs of  
18 all the ballots they have, and shall not otherwise mark the same.

19 No official ballot shall be distributed except to voters in  
20 the voting room about to vote, or to disabled voters in their  
21 vehicles pursuant to Minn. Stat. S 204C.15, subd. 2, and no  
22 ballot which is not officially endorsed in the handwriting of  
23 such judges shall be placed in the box.

24 Having withdrawn from the voting booth with his ballots,  
25 the voter shall hand them to the judge in charge of the ballot  
26 boxes. The judge immediately shall deposit each ballot in the  
27 proper box.

28 1 MCAR S 2.2115 Reimbursement of costs. The secretary of state  
29 shall reimburse counties for the cost of printing the white  
30 ballot, the white sample ballot and the summary statement for  
31 white ballot offices and constitutional amendments. On or  
32 before December 31 of every general election year and within 45  
33 days of a special election, the county auditor shall submit to  
34 the secretary of state a statement of the costs of preparation  
35 of these supplies. The statement shall contain the name and



1 address of the printer, the number of white ballots printed, a  
2 statement that the white ballot and the summary statement  
3 prepared by the county conformed to the form prescribed by the  
4 secretary of state, pursuant to Minn. Stat. S 204C.26, subd. 3,  
5 the cost to the county of printing and an itemization of costs.

1 1 MCAR S 2.4101 Absentee ballot application.

2 A. Form. An absentee ballot application prepared by the  
3 county auditor or municipal clerk pursuant to Minn. Stat. S  
4 203B.06, subd. 1, shall be in the following form:

5 \_\_\_\_\_

6 OFFICE USE ONLY

7 RECEIVED \_\_\_\_\_

8 BALLOTS ISSUED \_\_\_\_\_

9 ABSENTEE BALLOT APPLICATION

10

11 Absentee Ballot Application for \_\_\_\_\_

12 (print or type your name)

13 READ INSTRUCTIONS BEFORE COMPLETING

14 I hereby apply for absentee ballots to be voted upon in my  
15 precinct at the next election for the following reason:

16 (check one box)

17  absence from precinct

18  illness or disability

19  religious discipline or observance of religious holiday

20  service as election judge in another precinct

21 My legal residence address is:

22 \_\_\_\_\_

23 Street or Route No. Apt. No. Rural Box No.

24

25 \_\_\_\_\_

26  City  Township County Zip

27 (check whichever is applicable)

28 Mail my absentee ballot to me at the following address:

29 \_\_\_\_\_

30 Street or Route No. Apt. No. Rural Box No.

31

32 City or Township State Zip

33 Date \_\_\_\_\_

34 Legal Signature

1 The following instructions shall be printed on the Absentee  
2 Ballot Application:

3 INSTRUCTIONS

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

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

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

22 4. Be sure to sign the application.

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

25 Remember:

26 1. This application form will obtain ballots for only the  
27 NEXT election. You must apply separately for each election.

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

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

32 B. [Unchanged.]

33 1.-4. [Unchanged.]

34 1 MCAR S 2.4102 Ballot envelope. The ballot envelope shall be  
35 printed in the following manner:

36 A.-C. [Unchanged.]

1 D. The words "Accepted" and "Rejected" shall be printed on  
2 the front of the envelope. Next to each word shall be printed a  
3 box in which the election judges may make a mark indicating  
4 whether the envelope is accepted or rejected.

5 E. [Unchanged.]

6 1 MCAR S 2.4103 Instructions to absent voter. Instructions to  
7 absent voter shall be enclosed with the absentee ballot  
8 materials mailed or delivered to the absent voter. The  
9 instructions shall be in the following form:

10

---

11 INSTRUCTIONS TO ABSENT VOTER

12

Follow these instructions carefully. AN IMPROPERLY-COMPLETED  
13 BALLOT OR ABSENT VOTER'S CERTIFICATE WILL INVALIDATE YOUR BALLOT.

14

(1) Locate any one of the following people to serve as your  
15 witness:

16

a. an eligible voter of the same county in which you are  
17 registered or registering to vote;

18

b. a notary public;

19

c. a United States postmaster, assistant postmaster,  
20 postal supervisor or clerk of a postal contract station;

21

d. any officer having authority to administer an oath.

22

(2) [Unchanged.]

23

(3) If a registration card is enclosed with your ballot,  
24 you are not registered and must complete the registration card  
25 in order to have your ballot counted. After completing the  
26 voter registration card you must furnish proof of residence to  
27 your witness by one of the following means:

28

a. valid Minnesota Driver's License or Learner's Permit or  
29 a receipt for either that contains your valid address in the  
30 precinct in which you are registering;

31

b. valid Minnesota Identification Card issued by the  
32 Minnesota Department of Public Safety or a receipt thereof that  
33 contains your valid address in the precinct in which you are  
34 registering;

35

c. a current student identification card, a current  
36 student fee statement, or copy of a current student registration

1 card that contains your valid address in the precinct in which  
2 you are registering;

3 d.-f. [Unchanged.]

4 Show these instructions to your witness. Your witness must  
5 indicate in the proper box on the Absent Voter's Certificate on  
6 the white Absentee Ballot Return Envelope which method of  
7 proving residence you used. INSERT THE COMPLETED VOTER  
8 REGISTRATION CARD IN THE WHITE ABSENTEE BALLOT RETURN ENVELOPE.  
9 DO NOT PUT THE VOTER REGISTRATION CARD IN THE BUFF-COLORED  
10 BALLOT ENVELOPE.

11 (4) Exhibit the unmarked ballots to your witness.

12 (5) In the presence of your witness mark the ballots in  
13 ~~such a manner~~ such a manner that your vote is not visible to your witness. If  
14 you are physically unable to mark your ballot or cannot read  
15 English, you may ask your witness to mark your ballot for you.

16 (6)-(7) [Unchanged.]

17 (8) Print your name and address and sign your name on the  
18 Absent Voter's Certificate on the back of the white Absentee  
19 Ballot Return Envelope. Your witness must complete the rest of  
20 the certificate with the date, the witness's printed or typed  
21 name, signature, and title if the witness is an official or  
22 address if the witness is an eligible voter.

23 (9)-(12) [Unchanged.]

1 1 MCAR S 2.4104 Absent voter's certificate.

2 A. The Absent Voter's Certificate shall be printed in the  
3 following form:

4 \_\_\_\_\_

5 ABSENT VOTER'S CERTIFICATE

6 OF

7 \_\_\_\_\_

8 (legal name of absent voter)

9 (print or type)

10 \_\_\_\_\_

11 (legal address of absent voter)

12 (print or type)

13 I swear that on election day I will meet the requirements  
14 provided by law to vote by absentee ballot.

15  
16  
17  
18

\_\_\_\_\_  
(legal signature of voter)

19 I hereby certify that the above named voter exhibited the  
20 enclosed ballots to me unmarked; that in my presence and in such  
21 manner that I could not see his vote, he marked the ballots and  
22 enclosed and sealed them in the Ballot Envelope; that if the  
23 above-named voter registered to vote by enclosing a voter  
24 registration card in the Absentee Ballot Return Envelope, then  
25 he provided proof of his residence as indicated below.

26  
27

28 (date)

\_\_\_\_\_  
(legal signature of witness)

29

30 (print or type name of witness)

31

32 (official title if witness is an  
33 official)

34

35 (legal address if witness is an  
36 eligible voter)

37 \_\_\_\_\_

1 FOR REGISTRATION ONLY - Indicate method used by voter to  
2 prove residence.

3 Method used by voter to prove residence:

4  Driver's License \_\_\_\_\_  Notice of Ineffective Registration  
5 or Permit or (number)

6 Receipt

7  Minn. ID Card or \_\_\_\_\_  Student ID \_\_\_\_\_  
8 Receipt (number) (number)

9  Registration in

10 same precinct

\_\_\_\_\_

11 (legal signature of registered  
12 voter in the precinct who  
13 swore to residence)

14 \_\_\_\_\_

15 (legal address of registered  
16 voter in the precinct who  
17 swore to residence)

18 \_\_\_\_\_

19

20 B.-C. [Unchanged.]

21 1 MCAR S 2.4105 Absentee ballot return envelope.

22 A.-B. [Unchanged.]

23 1.-5. [Unchanged.]

24 C. Mailing adress. County auditors and municipal clerks  
25 shall cause a mailing address to be printed on each Return  
26 Envelope which they mail or deliver to an absent voter. The  
27 address block shall be located in the lower right one-quarter of  
28 the envelope. Each county auditor or municipal clerk shall  
29 determine which of the following address forms shall be used on  
30 each Return Envelope in his county as the facts require:

31 1.-3. [Unchanged.]

32 4. When an auditor has the duty to address envelopes for  
33 a municipality and the envelopes are to be addressed to the  
34 election judges, the clerk shall notify the auditor of the  
35 proper mailing address of each polling place in the  
36 municipality. The clerk shall immediately notify the auditor of

1 every change in the initial notification.

2 D.-E. [Unchanged.]

3 1 MCAR S 2.4201 Mailing or delivering absentee ballot return  
4 envelopes. Except as provided in Minn. Stat. S 203B.11, an  
5 absent voter who receives his absentee ballots by mail or in  
6 person may cause his Absentee Ballot Return Envelope to be  
7 returned by any of the following methods:

8 A.-C. [Unchanged.]

9 1 MCAR S 2.5101 Scope and purpose. Rules 1 MCAR SS  
10 2.5101-2.5119 establish the program for training of election  
11 judges required by Minn. Stat. S 204B.25.

12 A. [Unchanged.]

13 B. Minimum standards. Rules 1 MCAR SS 2.5101-2.5119 shall  
14 be construed as the minimum standards required of training  
15 programs conducted pursuant to Minn. Stat. S 204B.25. Nothing  
16 in 1 MCAR SS 2.5101-2.5119 shall restrict training authorities  
17 from implementing training programs more comprehensive than are  
18 required by 1 MCAR SS 2.5101-2.5119.

19 1 MCAR S 2.5102 Definitions. Terms used in 1 MCAR SS  
20 2.5103-2.5118 have the meanings given:

21 A. Training program. A system of instruction to promote the  
22 competence of election judges by supplying necessary information  
23 to improve election-related skills.

24 B. [Unchanged.]

25 1 MCAR S 2.5103 Delegation of training duty. Each county  
26 auditor shall notify the secretary of state of municipal  
27 election officials to whom the auditor has delegated the duty to  
28 train election judges. The notification of delegation shall  
29 include the name of the municipality, the date of delegation,  
30 the name and address of the municipal clerk and the name and  
31 address of the municipal election official designated, if  
32 different from the municipal clerk. The auditor shall notify  
33 the secretary of state within thirty days after the delegation.

34 1 MCAR S 2.5106 Training requirements.



1 A. Courses required. An election judge who must receive  
2 training pursuant to Minn. Stat. S 204B.25 shall successfully  
3 complete a Basic Training course which meets the requirements of  
4 1 MCAR S 2.5109. After completing the Basic Training course, an  
5 election judge may serve at future elections by successfully  
6 completing a Review course which meets the requirements of 1  
7 MCAR S 2.5110 before service at such election. The Basic  
8 Training course need not be repeated if the judge serves at at  
9 least one election every four years.

10 B. Time of training. The Basic Training course and the  
11 Review course shall be conducted not more than 30 days or fewer  
12 than three days before the election. When one or more election  
13 judges are unable to attend a scheduled training session, a  
14 make-up session shall be held which conforms to the scheduled  
15 training session so far as practicable.

16 C.-D. [Unchanged.]

17 1 MCAR S 2.5115 Certification of training. Each election judge  
18 who successfully completes a Basic Training course or Review  
19 course shall receive a Certification of Training.

20 A. [Unchanged.]

21 B. Must show certification. Except as provided in Minn.  
22 Stat. S 204B.25, each election judge must show a Certification  
23 of Training to the chairman judge of the precinct prior to being  
24 sworn in on election day.

25 1 MCAR S 2.5116 Training plan. Each training authority shall  
26 submit a training plan to the secretary of state by August 1 of  
27 each general election year.

28 A.-C. [Unchanged.]

29 D. Notice of no change. If there is no change in the  
30 approved training plan on file with the secretary of state, the  
31 training authority may file a notice to this effect with the  
32 secretary of state in lieu of the training plan.

33

34 Repealer. Rule 1 MCAR S 2.5119 is repealed.