

PROCESSING VOTERS

The instructions in this section apply to voters who are already registered to vote in the precinct and require no special processing. Procedures for voters whose records are marked with status flags or who have recently moved are addressed in the “Voters with Status Flags/Voters Who Have Moved” section. Instructions for individuals who wish to become registered to vote on Election Day or whose names are not in the ePollbook are provided in the “Missing Registration/Provisional Ballots” section.

There are five basic steps that must be followed when issuing ballots: (1) Identifying the voter; (2) offering instruction; (3) recording the voter in the ePollbook, (4) issuing a ballot; and, (5) verifying and casting the ballot.


STEP 1: Identify Voter

- A. Ask the voter to print and sign his or her name, current residential address, and day and month of birth on the *Application to Vote*.
- B. Compare the day and month of birth and address on the *Application to Vote* with the voter’s birthdate and address in the ePollbook. (Note: The year of birth is not required.)

Application to Vote – Poll List

Picture identification requirement: All Michigan voters must show a Michigan driver’s license, a Michigan personal identification card or some other acceptable form of picture identification before voting. A voter who is unable to show picture identification can vote after signing an affidavit attesting that he/she is not in possession of picture identification.

Date of Election _____ Precinct _____

ELECTION INSPECTOR COMPLETES	PRINT NAME: _____
<input type="checkbox"/> AFFIDAVIT ON REVERSE COMPLETED	DATE OF BIRTH: _____
ELEC. INSP. INITIAL	RESIDENCE ADDRESS: _____
BALLOT STYLE	I certify that I am a United States citizen and a registered and qualified elector in this precinct, and hereby make application to vote at this election.
BALLOT NO.	
VOTER NO.	
	SIGN HERE  X _____ SIGNATURE OF VOTER

- C. Ask the voter to show acceptable picture ID. Be sure to ask all voters for picture ID, including voters you personally know, because all voters must be treated equally. **Note: voters without picture ID may still vote a regular ballot by signing an affidavit. See below.**

Acceptable Picture ID

Note: The **address** on the ID does **not** need to match the voter registration address.

Voters can satisfy the ID requirement with the following forms of identification:

- Michigan driver’s license or personal ID card (may be expired)
- Other state’s driver’s license or personal ID card
- Federal or state government issued ID –including US passport and military ID
- Student ID from a high school or accredited institution of higher education
- Tribal ID

Voters unable to show acceptable picture ID may vote a regular ballot by signing affidavit:

Every voter who states that he or she does not have acceptable picture ID or did not bring acceptable picture ID may vote a **regular** ballot by signing an *Affidavit of Voter Not in Possession of Picture ID*, located on the reverse side of the Application to Vote, before voting. Ensure that the precinct inspector completes the section “To be completed by Election Inspector.”

**AFFIDAVIT OF VOTER NOT IN POSSESSION
OF PICTURE IDENTIFICATION**

I, _____ hereby affirm that I am
(Print Name)

not in possession of a driver’s license, a state-issued personal identification card or any other acceptable form of picture identification and wish to vote.

By signing this affidavit, I swear/affirm that the statements made above are true.

SIGNATURE OF VOTER: X _____

Penalty: Making a false statement in this affidavit is perjury, punishable by a fine up to \$1,000.00 or imprisonment for up to 5 years, or both.

To be completed by Election Inspector

Sworn and subscribed to before me this _____ day of _____,

I certify that the elector named above has completed the above affidavit in my presence.

X _____
Signature of Election Inspector

Important Notes

- A voter not in possession of picture ID **who refuses to sign** the *Affidavit of Voter Not in Possession of Picture ID* cannot vote and should be referred to the clerk. The procedure is the same as that used for voters who refuse to complete an *Application to Vote*: No ballot is issued, and the voter is not eligible for a provisional ballot.
- A voter who **claims to have picture ID but refuses to show it** cannot vote and should be referred to the clerk. The voter does not have the option of signing the *Affidavit of Voter Not in Possession of Picture ID* as the affidavit is for voters who can truthfully state that they are not in possession of picture ID. The voter is not eligible for a provisional ballot.
- **The voter's current address does not need to appear on the picture ID.** Picture ID is only used to verify the voter's identity.
- **A voter cannot be challenged simply because he or she is not in possession of acceptable picture ID,** provided the voter signs the *Affidavit of Voter Not in Possession of Picture ID*. A voter who is unable to show acceptable picture ID can be challenged only if there is "good reason to believe" that the person is not qualified to vote in the precinct, independent of the voter's inability to provide acceptable picture ID. Refer to the section on "Challengers/Types of Challenges/Poll Watchers" for further information.

- D. If the voter provides acceptable picture ID, check the picture and name to verify the voter's identity. Confirm that the name on the ID matches the name on the *Application to Vote*, keeping in mind that commonly used abbreviated names are acceptable (i.e., Bill for William or Kathy for Kathryn). An initial for the voter's first name is also acceptable. The address does **not** need to match.
- E. Check the ePollbook to see if the voter's record includes a status flag indicating he or she needs to fix a registration issue, satisfy the federal ID requirement, or received an absent voter ballot. Refer to the section on "Voters with Status Flags/Voters Who Have Moved" for further instructions.
- F. After the voter has been identified and resolves any status flags, the election inspector in charge of processing voters initials the *Application to Vote*.

Important Notes

- If the name on the *Application to Vote* does not match the name in the ePollbook, determine the reason. The difference may be attributable to a spelling correction, court order, marriage, or other circumstance. A voter whose name has changed must complete and sign the *Application to Vote* in the name used at the time of registration.
- If the voter shows an acceptable picture ID and questions over the voter's identity remain, refer to "Special Procedure if Picture ID Leave Voter's Identity in Question" in this section.
- If the voter has a status flag, or if the address on the *Application to Vote* does not match the address in the ePollbook, refer to the section on "Voters with Status Flags/Voters Who Have Moved."
- If the voter's registration cannot be found in the ePollbook, refer to the section on "Missing Registration/Election Day Registration/Provisional Ballots."

Special Procedure if Picture ID Leaves the Voter's Identity in Question: First, consider the age of the picture and any explanation the voter may offer (weight gain or loss, hairstyle or facial hair alterations, different eyeglass frames, etc.). If questions over the voter's identity remain, ask to view other acceptable forms of picture ID that the voter may be carrying.

If doubt persists, contact the clerk. Refer to the *Provisional Ballot Form* and in the area of the form that is designated "Other Envelope Ballot Reasons," record the voter's name, voter number, and mark the "Elector produced picture ID to satisfy the Michigan voter identification requirement ..." box. Next, give the voter a copy of the *Notice to Voters Unable to Satisfy State and/or Federal Identification Requirement*.