

## **ABSENTEE BALLOT - AUTOMATIC ABSENTEE VOTER LIST REQUEST**

With the passage of Proposal 3 in November of 2018, voting by absentee is now easier than ever as receiving an absentee ballot no longer requires voters to provide a reason for requesting an absentee ballot. The City of Ann Arbor Clerk's Office maintains an Automatic Absent Voter List in order to assist voters with receiving ballots in a prompt manner. All voters on the Automatic Absent Voter List are automatically sent an absentee ballot application for each election scheduled in the City of Ann Arbor. **From this automatic absent voter list, absentee voter applications are mailed out 6-8 weeks prior to each election.** If you would like to be placed on our Automatic Absent Voter List, an online sign up form is available at the follow [link](#) or by emailing the Ann Arbor City Clerk's Office at [CityClerk@a2gov.org](mailto:CityClerk@a2gov.org), with your name, address, and year of birth.

**Q. *Once I am on the Automatic List what do I have to do to receive an application?***

**A.** Nothing, prior to every election, the Clerk's Office will automatically mail you an application. By state law the applications are available 75 days prior to each election. The application must be filled out and returned to us before a ballot can be issued. The application **cannot** be processed without the **"VOTER'S"** signature which is verified by digital signature on file and voter registration record. Under Michigan Election Law, a voter must be able to sign the application and ballot. Power of Attorney cannot be utilized. Voters who are unable to sign the application and/or ballot should contact the Clerk's Office.

**Q. *How do I fill out an absentee application?***

**A.** You will be sent an application with the next election date printed at the top of the application. Please verify your address information and make changes if needed. If you need your ballot sent to an address other than your current City of Ann Arbor residence, make sure to provide that address on the application where requested, as ballots cannot be forwarded by the Postal Service. After signing and dating the application, return completed application to the City of Ann Arbor Clerk's Office, by mail, in-person, or by utilizing the two red white and blue drop boxes located in the entrances to Larcom City Hall, 301 E. Huron Ave., Ann Arbor, MI 48104.

**Q. *Can a ballot be mailed to an address other than my registered address?***

**A.** Yes, if you will be out of town when ballots are being mailed you can have your ballots sent to directly to you. It is important that you complete the application with the address to which the mail should be mailed as the Post Office cannot forward ballots. The Clerk's Office also cannot send ballots to a different address within the City limits with the exception of a hospital, nursing home, or similar institution. If you no longer live in the City of Ann Arbor on a permanent basis, you will need to reregister in your new jurisdiction.

**Q. *Can an application or ballot be picked up for someone other than myself?***

**A.** An application can be picked up for anyone within a household. If a household member is out of town or away at school, the Clerk's Office can send an application directly to them if an address is provided, or the voter can submit a letter, as an application with all the required information and their signature. An unvoted ballot cannot be given to anyone except the voter who has applied for the absentee ballot. Applications of voters who are unable to pick their ballots up in person are processed and mailed within 24 hours.

**Q. *What happens next?***

**A.** You can mail or drop your completed signed application (application must be signed by the registered voter who is requesting the ballot) in the secure drop boxes located in both entrances to Larcom City Hall. You also have the option of returning your ballot in person to the Clerk's Office, during normal business hours. Please bring your photo identification with you and you will be issued a ballot over the counter within minutes. The City Clerk's Office has ballots available approximately 45 days prior to each election.

**Q. *What is the next step?***

**A.** In the privacy of your home, vote your ballot at your leisure. When completed, you may mail or hand-deliver the ballot to the Clerk's Office. Be sure to sign the outside of the Absent Ballot Envelope in the red signature box. Unsigned ballot envelopes cannot be processed on Election Day! The ballot must be received by the City Clerk's Office by 8:00 P.M. on Election Day.

**Q. *What if I want to vote at the precinct?***

**A.** Simply **do not** fill out the absentee application and go to your precinct on Election Day to vote. If you have already applied for an absentee ballot and choose to vote in person instead the workers in the precinct will call the Clerk's Office to confirm that we have not received your ballot and you will be permitted to vote as usual.

**Q. *Which elections will I receive absentee ballot applications?***

**A.** An application will be mailed to all voters on the Automatic AV List for any election scheduled in the City of Ann Arbor.