

## **Registration within 14 Days of Election Day**

Within 14 days of an election, and on Election Day, a voter can register and be eligible to vote in that election **only** by registering in person with a local clerk and providing residency verification. All other acceptable registration methods may be used outside of that 15-day window. This document provides guidance on voter registration within the 15-day period.

If a voter has moved within Michigan and is updating his or her address within 14 days of the Election, the voter can either register in person with the clerk at the new address, or if the voter has moved within 60 days of the election they may choose to request an absent voter ballot or vote in person one last time using the registration from his or her former place of residence.

### Registration at offices other than local clerk

Voters registering at offices other than the local clerk's office within 14 days of an election will receive a notification of the need to re-register with the clerk to vote in the upcoming election. Secretary of State branch offices, County Clerk offices, and agencies of the Department of Health and Human Services that register voters will provide customers they register with a notice to take additional steps to vote in the upcoming election. A [sample notice](#) of this form can be viewed in the eLearning Center.

Local clerks must also send a notice to any voter whose mailed-in registration form is postmarked within 14 days of an election. This notice is automatically generated in QVF but may also be generated by clicking on the Voter Notice button located on the Voter Registration screen. The notice prints in a format that can be folded and placed in a windowed envelope. While this notice always must be sent by mail, we strongly encourage clerks to use any phone number or email address provided to inform the voter of the additional steps needed to vote in the upcoming election. A [sample notice](#) of the local clerk form can be viewed in the eLearning Center.

### Registration in person with the local clerk

Beginning on the 14<sup>th</sup> day before an election, voters still may register and be eligible to vote in the upcoming election, but they must appear in person in the clerk's office and provide residency verification. Voters may also register within 14 days of an election at satellite offices. When voters register in this manner, they may apply for an absent voter ballot or go to the polling place to vote. If the voter goes to the polling place, the voter will be given a receipt which the voter will show at the polling place. When selecting "Clerk's Office" and "Other" as the Registration Location in QVF, the system will prompt you to select what type of Residency Verification was provided. A receipt will be generated automatically in QVF or by clicking on the

Voter Receipt button located on the Voter Registration screen. You must provide this receipt to the voter. A [sample receipt](#) can be viewed in the Learning Center.

### Election Day registration, AV ballots, and lines

On Election Day, most voters who register in clerks' offices choose to apply for and cast an absent voter ballot at the same time (although the voter also has the option of getting a receipt and going to the polling place). Clerks with large numbers of individuals registering on Election Day have multiple options for issuing AV ballots in the clerk's office. Clerks can either register the voter and have the voter apply for an absent voter ballot at the same time, or give the voter a receipt and direct the voter to another station to apply for and receive an AV ballot. If clerks use a separate AV station, they should be sure to issue receipts to registrants before directing them to the AV ballot issuing station. A separate AV station may make sense to manage crowd flow depending on staffing and the layout of the clerk's office.

Clerks can also break up lines and preserve social distancing by having registrants fill out applications, provide residency verification, and submit applications at separate stations. For example, voters can fill out a registration form while waiting in line (or at a separate table), then move to the next table to show residency verification and submit their registration form.

Alternatively, voters with a Michigan driver's license or State ID can register to vote online while waiting in line or before visiting the registration table. The voter's registration information will move into the Qualified Voter File in real time, effective for the following election. The clerk can make the voter's registration effective for the current election after the voter shows residency verification by making a change in the registration location and residency verification in the voter's QVF record.

### Residency verification documents

Residency verification documents can be in paper or electronic form, as long as they have the voter's name and address. For example, a college student can show a college or university document on a smartphone, as long as it has the voter's name and address.

If the voter shows residency verification other than a Michigan driver's license or State ID card, prepare the ballot as a challenged ballot. Challenged ballots are placed in the tabulator and counted on Election Day. Registration forms must be retained for 6 years for those who register in the 0-14 day time period and receive a challenged ballot because their proof of residency was not a Michigan driver's license or State ID.

In order to register to vote within 14 days of an election and be eligible to vote in that election, voters must show residency verification documentation in the form of one the following categories of documents:

- Michigan driver's license or State ID card
- Current utility bill
- Bank statement
- Paycheck or government check
- Other government document

With the exception of a driver's license or State ID Card, these are broad categories of documents referring to residential, financial, or state institutions. Although it is not possible to make a complete list of all documents that would qualify, below are examples of documents that fit into these categories:

- Bank, financial institution, credit card or debit card bill or account statement
- Any document issued by a Michigan high school, college or university
- Gas, electric, water, trash disposal, internet, phone, mortgage, lease, rental, or insurance bill or policy
- Pay stub or earnings statement
- Any documents from any federal, state, county, or local government unit, including receipts, licenses or assessments, and vehicle title and registration.