



REPLACEMENT ABSENT VOTER BALLOT REQUEST FORM

City of Plymouth
201 S. Main
Plymouth, MI 48170-1637

www.plymouthmi.gov
Phone 734-453-1234
Fax 734-455-1892

Per MCL 168.765b, I am requesting a replacement Absent Voter Ballot for the current election due to:

- I spoiled my previous absent voter ballot (marking errors, torn, candidate dropped out, etc.)
- I lost my previous absent voter ballot
- I never received my absent voter ballot
- I did not sign my absent voter ballot envelope received by the Clerk and I am unable to come into the Clerk's Office prior to Election Day and sign.

I understand that my signature below will be verified by the Clerk's office before being issued a replacement ballot and:

- In Person Requests must be received in person by the Plymouth City Clerk's office before 4:00 p.m. the Monday immediately before the election and must be voted at City Hall if issued on that day
- Requests for mailing a new ballot must be received by the Plymouth City Clerk's office before 2:00 p.m. on the Saturday immediately before the election.
- Replacement ballots cannot be issued on Election Day - voter must vote at precinct after original ballot has been voided.

Voter's Name (Print Legibly): _____

Voter's Registered Address: _____

Voter Signature (required): _____ Date: _____

Clerk's Use Only

Precinct # _____

Spoiled Ballot # _____

New Ballot # _____

Clerk's Office Staff – Instructions for issuing a Spoiled Ballot

- 1) Voter must submit written, signed request to spoil a ballot and have a new ballot issued. The request must be signed by the voter and replacement ballot can be issued only to the voter.
- 2) **Forms may be sent via postal mail, emailed to the voter or taken to the voter by others.** If voter is unable to use this form, a written, signed request with the same information can be prepared at home and sent to us or dropped off by a friend or family member.
- 3) Upon receiving the written, signed request, spoil and issue a new ballot in QVF. Give the voter a new ballot and new envelope
- 4) Keep the first ballot issued in the first envelope issued and staple the written request to the spoiled ballot envelope.
- 5) Put the old ballot into the appropriate precinct numbered "Spoiled or Defective Ballot" envelope. *(this envelope will be sent to the Absent Voter Counting Board to be retained with all other absentee ballots)*

MCL 168.765b Procedure to spoil absent voter ballot.

- (1) Not later than 2 p.m. on the Saturday immediately before an election, an elector may submit a signed, written statement to his or her city or township clerk requesting that the clerk do both of the following:
 - (a) Spoil the elector's absent voter ballot.
 - (b) Provide or mail a new absent voter ballot to the elector.
- (2) Upon receipt of a signed, written statement from an elector as described in subsection (1), the city or township clerk shall mark the absent voter ballot return envelope of that elector as "spoiled" and retain the envelope. In addition, the city or township clerk shall provide or mail a new absent voter ballot to that elector.
- (3) An elector who has returned an absent voter ballot may, before 4 p.m. on the day before an election except Sunday or a legal holiday, appear in person at his or her city or township clerk's office to do both of the following:
 - (a) Spoil his or her absent voter ballot by submitting a signed, written statement to the city or township clerk indicating that the elector wishes to have his or her absent voter ballot spoiled.
 - (b) Vote a new absent voter ballot in the clerk's office.
- (4) Upon receipt of a signed, written statement from an elector as described in subsection (3)(a), the city or township clerk shall mark the absent voter ballot return envelope of that elector as "spoiled" and retain the envelope. In addition, the city or township clerk shall issue the elector a new absent voter ballot that must be voted by the elector in the clerk's office.
- (5) Not later than 2 p.m. on the Saturday immediately before an election, an elector who has lost his or her absent voter ballot or not yet received his or her absent voter ballot in the mail may submit a signed, written statement to his or her city or township clerk requesting that the clerk do both of the following:
 - (a) Spoil the elector's absent voter ballot.
 - (b) Provide or mail a new absent voter ballot to the elector.
- (6) Upon receipt of a signed, written statement from an elector as described in subsection (5), the city or township clerk shall indicate in the qualified voter file that the original ballot is spoiled. In addition, the city or township clerk shall provide or mail a new absent voter ballot to that elector.
- (7) An elector who has lost his or her absent voter ballot or not yet received his or her absent voter ballot in the mail may, before 4 p.m. on the day before an election except Sunday or a legal holiday, appear in person at his or her city or township clerk's office to do both of the following:
 - (a) Spoil his or her absent voter ballot by submitting a signed, written statement to the city or township clerk indicating that the elector wishes to have his or her absent voter ballot spoiled.
 - (b) Vote a new absent voter ballot in the clerk's office.
- (8) Upon receipt of a signed, written statement from an elector as described in subsection (7)(a), the city or township clerk shall indicate in the qualified voter file that the original ballot is spoiled. In addition, the city or township clerk shall issue the elector a new absent voter ballot that must be voted by the elector in the clerk's office.