



Pittsfield Charter Township

6201 West Michigan Avenue, Ann Arbor, MI 48108
Phone: (734) 822-3120 • Fax: (734) 944-8024
Email: clerk@pittsfield-mi.gov • Website: www.pittsfield-mi.gov

Alan Israel
Township Clerk

Felicia Rutledge
Deputy Clerk

Office of the Clerk

REQUEST TO BE ON PERMANENT ABSENT VOTER LIST

The Permanent Absent Voter List is a list of voters who qualify under state law to vote by absentee ballot. **If you are on the permanent absent voter list, absentee voter applications are automatically mailed to you for every election.**

This is a 3 step process:

1. All voters on the Permanent Absent Voter List are automatically sent an absentee ballot **application** about 75 days before each election scheduled in Pittsfield Township.
2. After completing the Absent Voter Ballot Application, the voter is then mailed an unvoted ballot to complete.
3. The voter returns the voted ballot to the Clerks' Office (either by mail or in person).

To vote absentee, you must be a registered voter at least 30 days prior to election, apply in writing for each election you are requesting to vote by absentee ballot and attest to one of the following six reasons on the application requesting an Absent Voter Ballot:

- (1) 60 years of age or more
- (2) Unable to vote without assistance
- (3) Expects to be absent from the township the entire time polls are open
- (4) In jail awaiting arraignment or trial
- (5) Appointed to work as an election inspector in precinct outside of your precinct of residency
- (6) Unable to attend polls due to religious beliefs

You may phone the Clerks' Office (734-822-3120), email clerk@pittsfield-mi.gov, or return the form below to be placed on the permanent list to receive an application to request a ballot.

PERMANENT ABSENT VOTER LIST REQUEST

YES, I MEET THE QUALIFICATIONS REQUIRED BY LAW TO BE PLACED ON PERMANENT ABSENT VOTER LIST.

MAIL or FAX (734-944-8024)
COMPLETED FORM TO:

PITTSFIELD CHARTER TOWNSHIP CLERK'S OFFICE
6201 W. MICHIGAN AVENUE
ANN ARBOR, MI 48108

VOTER'S NAME (Please Print)

BIRTH DATE

SIGNATURE

DATE

ADDRESS



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Frequently Asked Questions about the Absent Voter Ballot Request Process

Q. *What do I have to do to receive an application to request an Absent Voter Ballot?*

A. If you are on the Permanent list, the Clerk's Office will mail you an application prior to any election. The applications are available 75 days prior to election (by state law). The application must be completed and returned to the Clerks' Office before a ballot can be issued. The application **cannot** be processed without the "**VOTERS**" signature which is verified by signature on file.

A voter must be able to sign the application and ballot (Michigan election law). 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 complete an Absentee application?*

A. You will be mailed an application.

B. **You need to check the reason(s) you are voting absentee for each election you are requesting an absentee ballot.** Please verify your address information and make changes if needed. If you need the ballot sent to an address other than your current Pittsfield Township residence, please provide that address on the application. After signing and dating the application, return the completed application to the Pittsfield Township Clerk's Office.

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

A. An application can be picked up for anyone within the household.

If the household member is out of town or away at school we will mail an application if an address is provided, or a letter may be submitted as an application with all required information including voters' name, address, reason voter must vote absentee, signature, and date of signature. An unvoted ballot cannot be given to anyone *except* the voter that has applied for absentee ballot. If a household member dropped off the application, the ballot will be sent by mail to the voter.

Q. *What happens next?*

A. Your ballot will be mailed to you once the completed absent voter application has been received AND after the Absentee ballots are received in our office (approximately 45 days prior to election).

Q. *What is my next step?*

A. Vote your ballot. When completed, you may mail or hand-deliver the ballot to the Clerk's Office. Ballots must be received at the Clerks' Office prior to 8 p.m. the day of the election.

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

A. **Do not** fill out the absentee application; go to your precinct on Election Day to vote. If you completed an application for an absent voter ballot, received an unvoted ballot, then decided to go to the precinct to vote, the unvoted ballot **MUST** be returned to the Clerks' Office prior to voting at a precinct.

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

A. An application will be mailed to all voters on the Permanent AV List for any election scheduled in Pittsfield Township.