



## INSTRUCTIONS FOR APPLICANTS FOR ABSENT VOTER BALLOTS

Step 1. After completely filling out the application, sign and date the application in the place designated. Your signature must appear on the application or you will not receive an absent voter ballot.

Step 2. Deliver the application by 1 of the following methods:

(a) Place the application in an envelope addressed to the appropriate clerk and place the necessary postage upon the return envelope and deposit it in the United States mail or with another public postal service, express mail service, parcel post service, or common carrier.

(b) Deliver the application personally to the clerk's office, to the clerk, or to an authorized assistant of the clerk.

(c) In either (a) or (b), a member of the immediate family of the voter including a father-in-law, mother-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, grandparent, or grandchild or a person residing in the voter's household may mail or deliver the application to the clerk for the applicant.

(d) If an applicant cannot return the application in any of the above methods, the applicant may select any registered elector to return the application. The person returning the application must sign and return the certificate at the bottom of the application.

**CHRIS SWOPE**  
**LANSING CITY CLERK**  
**124 W. MICHIGAN AVENUE, 9TH FLOOR**  
**LANSING MICHIGAN 48933-1695**  
**PHONE: (517) 483-4131**  
**FAX: (517) 377-0068**  
**EMAIL: [city.clerk@lansingmi.gov](mailto:city.clerk@lansingmi.gov)**  
**WEB: [www.lansingmi.gov/clerk](http://www.lansingmi.gov/clerk)**

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## PERMANENT ABSENT VOTER LIST REQUEST

If you would like to be placed on the Permanent Absent Voter List for future elections, complete this request and return it to the City Clerk's Office.

YES – PLEASE PLACE ME ON THE PERMANENT ABSENT VOTER LIST.

I will automatically receive an absentee ballot application for every election. If I choose to return that application, a ballot will be mailed to me as soon as they are available.

VOTER'S NAME \_\_\_\_\_

REGISTERED ADDRESS \_\_\_\_\_

SIGNATURE OF VOTER \_\_\_\_\_

DATE \_\_\_\_\_