



**Affidavit Ballots Are Used When:**

- 1) A voter's name does not appear on the pollbook because:
  - The voter has moved within the city or district but did not update his registration;
  - The voter was moved to inactive or purged (correctly or erroneously) from SEMS;
  - The voter registered too late; or
  - The voter was illegally denied registration.



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**Affidavit Ballots Are Used When (cont.):**

- 2) A voter is unable to present an acceptable form of photo ID.
- 3) A voter is unable to present an acceptable form of photo ID because he/she has a religious objection to being photographed.
- 4) A voter's photo ID does not "fairly depict" the voter.
- 5) "VOTED AB" appears next to the voter's name in the pollbook



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**Affidavit Ballots Are Used When (cont.):**

- 6) The voter's name on his/her presented photo ID is not "substantially similar" to his/her name as it appears on the pollbook.
- 7) A voter is a first-time, unverified mail-in registrant, who does not have a HAVA ID.
  - Current utility bill
  - Current bank statement
  - Current government check or paycheck
  - Other government document showing the name and address of the voter



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**Affidavit Ballot Envelope Must Include:**

- Voter’s complete name;
- Voter’s current residential and mailing addresses, previous residential and mailing addresses, and telephone number(s);
- Reason why the voter believes he/she is casting an affidavit ballot;
- Signature of the affiant/voter; and
- Signature of one of the poll managers.



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**Processing Affidavit Ballots**

- When canvassing and certifying the election, the election officials process affidavit ballots at Election Central.
- Affidavit ballot envelopes must be marked “ACCEPTED” or “REJECTED,” with the reason for rejection marked on the envelope along with any follow-up action to be taken.



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**AFFIDAVIT OF RELIGIOUS OBJECTION**

**VOTER INFORMATION: (Please PRINT)**

Voter's Name: \_\_\_\_\_  
First Middle Last

Last Four Digits of Social Security #:  Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

Current Street Address: \_\_\_\_\_  
City/Town State Zip

Current Mailing Address: \_\_\_\_\_  
City/Town State Zip

**TO THE ELECTION COMMISSION:**

The undersigned, after being first duly sworn, deposes and states as follows:

1. I am a duly qualified and registered voter.
2. It is against my religious beliefs and practices to be photographed. I have a religious objection to being photographed.
3. I understand that I may be convicted of a felony punishable by imprisonment in the county jail for not less than six (6) months nor more than five (5) years or the penitentiary or bond not less than \$100,000 nor more than \$1,000,000, or both for making a sworn false statement or affidavit pursuant to Section 17-7-26, this Code Ann.

DATED this the \_\_\_\_ day of \_\_\_\_\_

AFFIANT

SWORN TO AND SUBSCRIBED BEFORE ME, this the \_\_\_\_ day of \_\_\_\_\_

(CLERK'S SEAL)      Circuit Clerk's Signature

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**Processing Affidavit Ballots**

4. If registered, check the voter’s status.

- ACTIVE: Ballot ACCEPTED if cast in the precinct of the voter’s current residence.
- INACTIVE: Ballot ACCEPTED if cast in the precinct of the voter’s current residence (moved out of original precinct but within municipality).
- PURGED: Ballot REJECTED, if properly purged from SEMS.
- PENDING: If the voter registered to vote within 30 days of the election, ballot is REJECTED.
  - Look at the voter’s registration application or check with the Circuit Clerk’s Office. Check the date the application was stamped as received or the postmark date.


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**Processing Affidavit Ballots**

5. If the voter is not registered:

- Was a voter registration application received?
  - Check SEMS and/or with the Clerk’s Office.
  - Contact MSOS regarding missing DPS registrations.
    - If the voter never registered, the affidavit ballot is REJECTED.
    - If the voter is registered in the county but not the municipality, the affidavit ballot is REJECTED.
    - If the voter registered within 30 days of the election, the affidavit ballot is REJECTED.
    - If the voter registered before the deadline, the affidavit ballot is ACCEPTED.
- Was the voter illegally denied registration?


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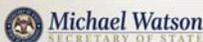
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**Processing Affidavit Ballots**

Final Action:

- Mark the ballot envelope “ACCEPTED” or “REJECTED.”
- If rejected, mark the reason why the ballot was rejected.
- Follow-up Action:
  - Mark on the ballot envelope any follow-up action to be taken (i.e., update address, restore voter to an active status, mail registration application to voter).


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**SEMS # \_\_\_\_\_**  
**AFFIDAVIT BALLOT**  
**1. VOTER INFORMATION**  
*(to be completed by voter)*

Printed Name of Voter \_\_\_\_\_ Maiden Name, if applicable \_\_\_\_\_  
 Date of Birth \*MS Driver's License # \_\_\_\_\_ Daytime Phone # \_\_\_\_\_  
 New (Current) Street Address - NO P.O. Box \_\_\_\_\_ City & Zip Code \_\_\_\_\_  
 Old (Previous) Street Address - NO P.O. Box \_\_\_\_\_ City & Zip Code \_\_\_\_\_  
 Current Mailing Address \_\_\_\_\_ City & Zip Code \_\_\_\_\_

Did you recently register to vote in this county?  Yes  No  
 \*If you do not have a Mississippi Driver's License, then provide the last 4 digits of your Social Security number.

**AFFIDAVIT OF VOTER**  
*(Check only ONE box below)*

This day, I personally appeared before the undersigned manager of the election and make the following affidavit, under penalty of law:

I am not registered to vote because I have been legally denied registration, OR,  
 I am eligible to vote in this election, I am a resident of this precinct and lawfully registered to vote in this county at least 30 days prior to this date, and:  
 I have moved recently from the old street address (provided above) to the new address (provided above), OR,  
 I have not moved recently, but my name is not on the pollbook, OR,  
 I did not present acceptable photo ID, OR,  
 I have a religious objection to being photographed, OR,  
 I do not otherwise qualify under state or federal law to cast a regular election day ballot.

Signature of Voter \_\_\_\_\_ Date \_\_\_\_\_

Signature of Poll Manager (Poll Manager: Be sure to complete Poll Manager information on other side of this envelope.)

**NOTICE TO VOTER:**

- Be sure you have read and completed all areas printed above.
- Be sure you have signed this affidavit envelope.
- You are entitled to receive written information on how to learn if your affidavit ballot was counted and, if it was not counted, the reason it was not counted.

**2. POLL MANAGER**  
*(Must sign on the other side of envelope)*

Election:  Primary  General  Special  
 (Month, Date) \_\_\_\_\_, 20\_\_\_\_ County of \_\_\_\_\_

**Reason for Affidavit Ballot**

Voter's name not on pollbook  
 Voter did not present ID  
 Voter's name on inactive list

Date of Election: \_\_\_\_\_  
 Ballot issued from: \_\_\_\_\_ (Name of Precinct)  
 Comments: \_\_\_\_\_

**3. FOR ELECTION COMMISSION OR PARTY COMMITTEE USE ONLY**

Registered in Precinct: \_\_\_\_\_ (Name of Precinct)  
 Voted in Precinct: \_\_\_\_\_ (Name of Precinct)

**Mark all that apply**

Not registered and no evidence of registration  
 Registered but name not on pollbook  
 Registered too late  
 Moved within county/municipality  
 Moved outside county/municipality  
 Inactive or purged voter  
 No acceptable photo ID  
 Voter presented photo ID within 5 business days after casting ballot.  
 Voter did not present photo ID within 5 business days after casting ballot.  
 Voter completed affidavit of religious objection within 5 business days after casting ballot.  
 Voter did not complete affidavit of religious objection within 5 business days after casting ballot.

**Final Action Taken on Affidavit Ballot:**

ACCEPTED  
 REJECTED

**Follow-Up Action Taken:**

Address changed/updated in SEMS  
 Voter returned to active status in SEMS  
 Information forwarded to county/municipality  
 Mail-in voter registration sent to voter

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**SEMS # \_\_\_\_\_**  
**AFFIDAVIT BALLOT**  
**1. VOTER INFORMATION**  
*(to be completed by voter)*

Printed Name of Voter \_\_\_\_\_ Maiden Name, if applicable \_\_\_\_\_  
 Date of Birth \*MS Driver's License # \_\_\_\_\_ Daytime Phone # \_\_\_\_\_  
 New (Current) Street Address - NO P.O. Box \_\_\_\_\_ City & Zip Code \_\_\_\_\_  
 Old (Previous) Street Address - NO P.O. Box \_\_\_\_\_ City & Zip Code \_\_\_\_\_  
 Current Mailing Address \_\_\_\_\_ City & Zip Code \_\_\_\_\_

Did you recently register to vote in this county?  Yes  No  
 \*If you do not have a Mississippi Driver's License, then provide the last 4 digits of your Social Security number.

**AFFIDAVIT OF VOTER**  
*(Check only ONE box below)*

This day, I personally appeared before the undersigned manager of the election and make the following affidavit, under penalty of law:

I am not registered to vote because I have been legally denied registration, OR,  
 I am eligible to vote in this election, I am a resident of this precinct and lawfully registered to vote in this county at least 30 days prior to this date, and:  
 I have moved recently from the old street address (provided above) to the new address (provided above), OR,  
 I have not moved recently, but my name is not on the pollbook, OR,  
 I did not present acceptable photo ID, OR,  
 I have a religious objection to being photographed, OR,  
 I do not otherwise qualify under state or federal law to cast a regular election day ballot.

Signature of Voter \_\_\_\_\_ Date \_\_\_\_\_

Signature of Poll Manager (Poll Manager: Be sure to complete Poll Manager information on other side of this envelope.)

**NOTICE TO VOTER:**

- Be sure you have read and completed all areas printed above.
- Be sure you have signed this affidavit envelope.
- You are entitled to receive written information on how to learn if your affidavit ballot was counted and, if it was not counted, the reason it was not counted.

**2. POLL MANAGER**  
*(Must sign on the other side of envelope)*

Election:  Primary  General  Special  
 (Month, Date) \_\_\_\_\_, 20\_\_\_\_ County of \_\_\_\_\_

**Reason for Affidavit Ballot**

Voter's name not on pollbook  
 Voter did not present ID  
 Voter's name on inactive list

Date of Election: \_\_\_\_\_  
 Ballot issued from: \_\_\_\_\_ (Name of Precinct)  
 Comments: \_\_\_\_\_

**3. FOR ELECTION COMMISSION OR PARTY COMMITTEE USE ONLY**

Registered in Precinct: \_\_\_\_\_ (Name of Precinct)  
 Voted in Precinct: \_\_\_\_\_ (Name of Precinct)

**Mark all that apply**

Not registered and no evidence of registration  
 Registered but name not on pollbook  
 Registered too late  
 Moved within county/municipality  
 Moved outside county/municipality  
 Inactive or purged voter  
 No acceptable photo ID  
 Voter presented photo ID within 5 business days after casting ballot.  
 Voter did not present photo ID within 5 business days after casting ballot.  
 Voter completed affidavit of religious objection within 5 business days after casting ballot.  
 Voter did not complete affidavit of religious objection within 5 business days after casting ballot.

**Final Action Taken on Affidavit Ballot:**

ACCEPTED  
 REJECTED

**Follow-Up Action Taken:**

Address changed/updated in SEMS  
 Voter returned to active status in SEMS  
 Information forwarded to county/municipality  
 Mail-in voter registration sent to voter

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**Free Access System**

All affidavit voters must be provided with written information on how to ascertain whether his/her affidavit ballot was counted, and, if not, why it was not counted.

- HAVA requirement
- Municipality must have a free access system.
  - Typically the municipal clerk's phone number.

 **Michael Watson**  
 SECRETARY OF STATE

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**Absentee Ballots:  
Signature Mismatch**



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**Signature Mismatch**

- Under rules recently published by the Secretary of State's office, if an absentee ballot is rejected due to a signature mismatch between the absentee ballot application and the absentee ballot envelope, the voter whose ballot was rejected must be given an opportunity to cure the ballot.
- The first step to giving the opportunity to cure is that the voter must be provided notice. Notice must be given to voter within one business day of the election.



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**Signature Mismatch Cont.**

- Notice to the voter must inform the voter that his/her ballot has been tentatively rejected and the process for curing his/her ballot.
- It must also inform the voter that he/she must complete the process by noon on the tenth day after the election.
- Delivery of the notice should be attempted in the following order: email, fax, or mail. If the voter's email address is not on file, notice should be attempted by fax, and if fax is unavailable, then by mail.



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**Signature Mismatch Cont.**

- When a voter’s absentee ballot is tentatively rejected due to a signature mismatch, the voter may complete an Absentee Cure Form to cure the ballot and have it counted.
- The Absentee Cure Form may be delivered by mail, email, fax, or in-person at the municipal clerk’s office, and the appropriate official in charge of the election will insert the due date on the form before delivering it to the voter.


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**Signature Mismatch Cont.**

- The Absentee Cure form will ask the voter to do the following:
  - 1. Declare that the voter submitted an absentee ballot
  - 2. Verify his/her identify by either:
    - Providing their Mississippi Driver’s License number or DPS-issue photo ID number; or
    - Providing the last four digits of his/her social security number; or
    - Attaching a legible copy of a state-accepted photo ID which lists the voter’s name and address or an official federal, state, county or municipal document which lists the voter’s name and address; or a utility or telephone bill or tax or rent receipt.
  - 3. Sign and date the form prior to returning it.


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**Signature Mismatch Cont.**

- Once the Absentee Cure Form has been completed by the voter, it must be returned to municipal clerk by noon on the 10<sup>th</sup> calendar day after the election.
- It may be returned by the voter, or a person authorized by the voter on the form, by email, fax, mail carrier, commercial carrier, or in-person.
- If the Absentee Cure Form is properly completed and timely received, the ballot should be accepted, notwithstanding any other deficiencies.


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**Canvassing the Election Returns**

- Verifying absentee ballots are marked accepted or rejected by the Resolution Board,
- Comparing the number of absentee ballot envelopes (total) to the number of absentee voters' names provided on the absentee ballot list provided by the Municipal Clerk,
- Securing all absentee ballot materials,
- Scanning emergency and curbside ballots (if using a central scanner),
- Securing emergency and curbside ballots,



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**Canvassing the Election Returns**

- Accepting or rejecting affidavit ballots,
- Ensuring all affidavit voters' signatures are on a separate receipt book and the count matches,
- Opening and scanning the accepted affidavit ballots (if using a central scanner), or hand-counting the affidavits if using non-scannable ballots,
- Securing affidavit ballots,
- Matching the Result Totals from the tapes to the Ballot Accounting form,



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**Canvassing the Election Returns**

- Verifying the tally conducted by the poll managers on Election Day,
- Verifying the Ballot Accounting forms,
- Creating a separate Ballot Accounting form for the entire municipality, and
- Ensuring all ballot boxes are resealed and the seal number is recorded.



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Canvassing the Election Returns

- Make sure all ballot boxes are resealed and the number on the seal(s) is recorded.
- *Do not place the pollbook in the ballot box. The pollbook is subject to a public records request, while the receipt book is not. The pollbook is to be kept by the Municipal Clerk.*


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Canvassing the Election Returns

- The recapitulation forms used to certify an election are required by state statute.
- Either print the Recapitulation Report from SEMS and verify the results, or use the blank Recapitulation Reports provided by our Office.
- A majority of the Officials charged with the election (quorum) must sign the report to certify the election results.


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**Official Recapitulation**      The Municipal Election Commission will prepare three (3) Official Recapitulation Sheets containing the vote of the entire municipality by ward. They will forward one copy to Michael Watson, Secretary of State, P.O. Box 136, Jackson, MS 39205-0136 or by faxing to (601)576-2545, file one copy with the Municipal Clerk, and keep the third copy for their records.

**Election**  
 Votes cast in the Municipality of \_\_\_\_\_, Mississippi on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

We, the undersigned Election Commission, hereby certify that the foregoing is a true and complete recapitulation and statement of the results of a \_\_\_\_\_ Election held on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, in the Municipality of \_\_\_\_\_, Mississippi, and set opposite the respective names at said election.

In testimony whereof, witness our hand this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

The Municipality of \_\_\_\_\_, Mississippi.

\_\_\_\_\_  
 Election Commissioner

\_\_\_\_\_  
 Election Commissioner

\_\_\_\_\_  
 Election Commissioner

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 Election Commissioner (if necessary)

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 Election Commissioner (if necessary)

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