



**REQUEST TO BE ON PERMANENT ABSENT VOTER LIST**

The Saugatuck City Clerk’s Office maintains a Permanent Absent Voter List. The Permanent Absent Voter List is a list of voters who qualify under state law to vote by absentee ballot. All voters on the Permanent Absent Voter List are automatically sent an absentee ballot **application** for **each** election scheduled in the City of Saugatuck as required by Michigan Election Law. To qualify 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 (6) 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 city the entire time polls are open
- 4) In jail awaiting arraignment or trial
- 5) Appointed to work as an election inspector in a precinct outside of your precinct of residency
- 6) Unable to attend polls due to religious beliefs

Please contact the City Clerk’s Office at 269-857-2603 for any questions regarding permanent absentee voting.

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**PERMANENT ABSENT VOTER LIST REQUEST**

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

I, \_\_\_\_\_, a United States citizen and a qualified and registered elector of the City of Saugatuck, in the County of Allegan, in the State of Michigan, apply to be placed on the City’s Permanent Absent Voter List and to receive ballot applications for **all** elections scheduled in the City of Saugatuck as required by Michigan Law.

PLEASE PRINT:

VOTERS NAME: \_\_\_\_\_ BIRTHDATE: \_\_\_\_\_

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

**I CERTIFY THAT I AM A UNITED STATES CITIZEN AND THAT THE STATEMENTS IN THE ABSENT VOTER BALLOT APPLICATION ARE TRUE:**

SIGN HERE: \_\_\_\_\_

**SIGNATURE**

**DATE**

You must be a United States citizen to vote. IF you are not a United States citizen, you will not be issued an absent voter ballot. A person making a false statement in the absent voter application is guilty of a misdemeanor. It is a violation of Michigan Election Law for a person other than those listed in the instructions to return, offer to return, agree to return, or solicit to return your absent voter ballot application to the clerk. An assistant authorized by the clerk who receives absent voter ballot applications at a location other than the clerk’s office must have credentials signed by the clerk. As to see his/her credentials before entrusting your application with a person claiming to have the clerk’s authorization to return your application.

### **1. What is a Permanent Absentee Voter List?**

This list contains the names of registered voters in the City of Saugatuck who have submitted a written request to be placed on the Permanent Absentee Voter List. The benefit to being on this list is that it allows the voter to automatically receive an Absentee Voter Application for every election. Any registered voter can request to be on this list. Upon receipt of the application for a ballot, the voter must select one of six reasons to qualify to receive a ballot.

### **2. What makes a voter eligible to receive an absentee ballot?**

A voter must meet one of the following six criteria:

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

### **3. If I am on the Permanent Absentee Voter List will I automatically receive an absentee ballot for every election?**

No. Absentee ballots are **not** automatically sent to a voter unless a completed application is submitted first. Applications for an absentee ballot are sent to people on the Permanent Absentee Voter List prior to **each** election scheduled in the City of Saugatuck.

### **4. Can I pick up a ballot for a family member or friend?**

No. Ballots can only be given to the voter. By law, ballots must be mailed to the registered address of the voter, mailed to the alternate temporary address listed on the AV Ballot Application or picked up in person.

### **5. When do I have to return my ballot?**

All Absentee Ballots must be returned to the City Clerk's Office by 8:00 p.m. of election day. Ballots may be returned by mail (express mail is suggested for out-of-state and out-of-country voters) or dropped off at City Hall during normal business hours of M-F 8:30 a.m. to 5:00 p.m.

### **6. How can I be placed on the Permanent Absentee Voter List?**

If you would like to be added to the Permanent Absentee Voter List, complete the form on the other side and return to the City Clerk's Office by one of the following ways:

Mail – PO Box 86, Saugatuck, MI 49453

Fax – 269-857-4406

E-mail – [monica@saugatuckcity.com](mailto:monica@saugatuckcity.com)

Drop Off – 102 Butler Street, Saugatuck, MI 49453