

Request to Spoil Absent Voter Ballot

Voter: Complete areas shaded in yellow.

I, _____ hereby affirm that I am a resident
(Print Name)

of the City of Westland, Wayne County, Michigan, and I reside at _____

(Present Street Address)

I am requesting to have my Absent Voter Ballot for the current election spoiled, and that:
(check one)

- I did not receive the absent voter ballot that I applied for.
- I lost, destroyed, or spoiled the absent voter ballot I received.

I also request that the Clerk's office to do one of the following:

(check one)

- Provide a new absent voter ballot to me at Westland City Hall. (*Request must be received by the Westland City Clerk's office before 5:00 p.m. on the second Friday before the election if already received ballot.*)
- Mail a new absent voter ballot to me at my present street address. (*listed above*) (*Request must be received by the Westland City Clerk's office before 5:00 p.m. on the Friday immediately before the election.*)

SIGNATURE OF VOTER: x _____

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

Deadlines for Issuing Spoiled Absentee Ballots (Returned):

- 2nd Friday prior to Election Day

Deadlines for Issuing Spoiled Absentee Ballots (Not Returned):

- By Mail – Deadline is 5:00 p.m. on the Friday prior to Election Day
- In Person – Deadline is 4:00 p.m. on the Monday prior to Election Day. Cannot be issued on Election Day, voter must go to his/her precinct.

- 1) Voter must complete a written request to spoil a ballot and have a new ballot issued. Use this form, or if the voter cannot come into City Hall, a written request with the same information can be prepared at home and sent to us or dropped off by a friend or family member.

- 2) **Forms may be sent via postal mail or emailed to the voter. A fillable pdf form is available on the City Clerk's webpage.** Someone other than the voter can take a form to the voter but the ballot must then be sent to the voter. The request must be signed by the voter.
 - 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.
 - 5) Staple the voters' written request to the envelope.
 - 6) Put the old ballot into the appropriate precinct numbered "Spoiled or Defective Ballot" envelope.

MCL 168.765b. (1) Not later than 5 p.m. on the second Friday 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 5 p.m. on the second Friday before an election, 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 the 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 5 p.m. on the Friday 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 the signed, written statement from an elector 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.
- (9) An elector cannot spoil a ballot that has been tabulated.