



Office of Montana Secretary of State
Linda McCulloch



Late Registration:

Entering Late Registrants, Issuing Ballots, & Voiding Ballots

Late Registration

- Regular registration closes 30 days before an election
- Late Registration begins the day after regular registration closes
- Late Registration must take place at the County Election Administrator's office or designated location
- Late Registration applies to all elections except school elections
- After the voter completes their Voter Registration application AND the Replacement/Late Ballot Request Form, Select Voter Registration in MT Votes

Voter Registration

Voter Registration

Voter ID: [] State ID: [] SSN: 0000 Birth Date: 08/08/1988 Age: 23 Gender: [] Last Name: WASHINGTON First Name: GEORGE MI: [] Suffix: []

Residence | Prev Registration | Absentee | Contacts | History

Standard | NCOA | CASS | Migration | Election Worker | Clear

House # [] Suffix [] Pre Dir [] Street Name [] Type []

Post Dir [] Unit Type []

City/St/Zip [] MT []

County: BIG HORN Precinct: [] Split []

Mailing

Country: UNITED STATES OF AMERICA [] USA [x] Clear

Address []

City/St/Zip [] MT []

Registration | Misc Info | Custom | Duplicate Req.

Party: No Party [] Last Verified Date []

Status: Provisional - N [] MVD Verified []

Reason: ID Verification - ID [] SSA Verified []

Source of Registration [] Verify

Old Voter ID [] County Reg Date: 10/27/2011

Vote Eligible: 10/27/2011 Last Voted Date []

No Signature Confidential Reveal US Citizen

Comments []

Voter Polling Locations

Precinct [] View Image

Split []

Polling Place []

Election

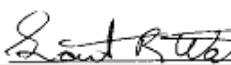
Election	Date	Polling Places

Districts

District Type	Code	Name

- Select New and enter the information from the Voter Registration Card.

Duplicate Voters [Voter Search](#) [Help](#)

%	Reg No	Name	DOB	SSN	DL No	Residential Address	County	Status	Signature
90	4500209	WASHINGTON, GEORGE	7/7/1977	0000		100 WASHINGTON ST MISSOULA, MT 59802	Missoula	Cancelled	
90	4500209	WASHINGTON, GEORGE	1/1/1971	0000		6005 VISTA RD LOLO, MT 59847	Missoula	Cancelled	
70	1453351	WATSON, GRANT R	1/1/1971			P.O. BOX 112 LAMBERT, MT 59243	Richland	Active	

Showing 3 of 3 potential duplicates.

- If the Duplicate Voter Screen comes up, only click the select button if you are 100% sure it is the same person.
- Be sure to check to see if the applicant is a female who is changing her last name.
 - Look in the History tab to see if an alternate name is listed.

Voter Registration

Voter ID: [] State ID: [] SSN: 0000 Birth Date: 08/08/1988 Age: 23 Gender: [] Last Name: WASHINGTON First Name: GEORGE MI: [] Suffix: []

Residence | Prev Registration | Absentee | Contacts | History

Standard | NCOA | CASS | Migration | Election | Comments | Worker | Clear

House #: 1776 Suffix: [] Pre Dir: [] Street Name: INDEPENDENCE Type: WAY

Post Dir: [] Unit Type: []

City/St/Zip: HARDIN MT 59034

County: BIG HORN Precinct: PRECINCT Split: 02

Mailing

Country: UNITED STATES OF AMERICA USA Clear

Address: []

City/St/Zip: [] MT [] - []

Registration | Misc Info | Custom | Duplicate Req.

Party: No Party Last Verified Date: []

Status: Provisional - N MVD Verified

Reason: ID Verification - ID SSA Verified

Source of Registration: [] Verify

Old Voter ID: [] County Reg Date: 10/27/2011

Vote Eligible: 10/27/2011 Last Voted Date: []

No Signature Confidential Reveal US Citizen

Comments: []

Voter Polling Locations

Precinct: [] View Image

Split: []

Polling Place: []

Election

Election	Date	Polling Places

Districts

District Type	Code	Name

- Verify the applicant's driver's license number or last four of their social security number by using the Verify button in MT Votes.
 - If it does not verify them go to the Voter Verify service.

Voter ID: 450020912, State ID: 0000, SSN: 0000, Birth Date: 08/08/1988, Age: 23, Gender: , Last Name: WASHINGTON, First Name: GEORGE

Active/Processed/Accepted

Party: No Party, Status: Active - A, Reason: In person - 06

Voter Polling Locations: Precinct: 17 - PRECINCT #17, Split: 02, Polling Place: AUDITORIUM - HARDIN

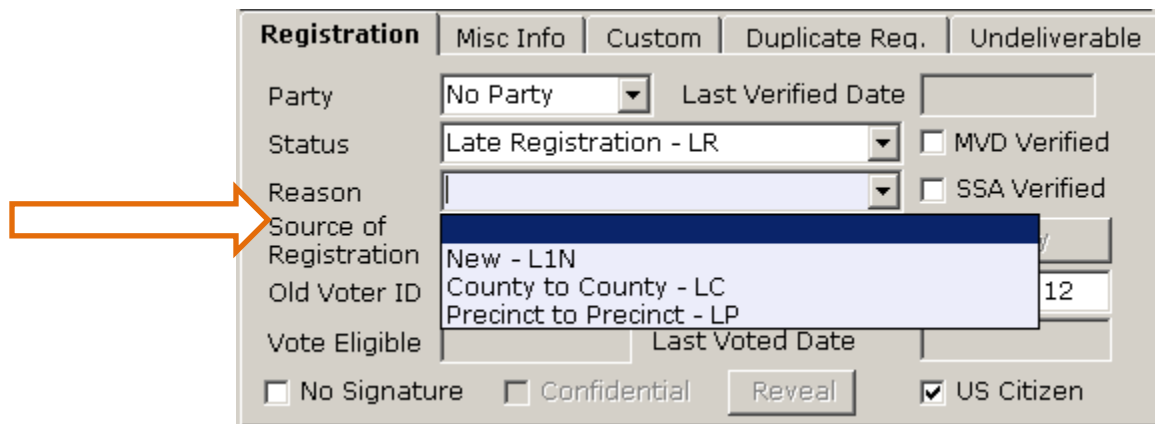
District Type	Code	Name
CONGRESSIONAL	CONG	CONGRESSIONAL
STATEWIDE	MT	Montana
PUBLIC SERVICE C...	PS 02	Public Service Commission 2
SUPREME COURT J...	SCJ	SUPREME COURT JUSTICE
JUDICIAL	JD 22	Judicial District 22
SENATE DISTRICT	SD 21	Senate District 21
HOUSE DISTRICT	HD 042	House District 42
COUNTY COMMISSI...	3	COMMISSIONER DISTRICT #3
COUNTYWIDE	02	Big Horn
JURY	HARDIN-MC	HARDIN MUNICIPAL COURT

- If the Voter is already registered to vote **IN ANOTHER COUNTY**, or even in **THE SAME COUNTY**, and has the **ACTIVE/PROCESSED/ACCEPTED** indicator on their screen **DO NOT** continue in this record.
 - The voter may only register to vote for subsequent elections because they have already voted in another county.
- At the top of the screen hit the **CLEAR** button and then select **OK** to quit without saving the record.

Election	Date	Polling Places
22 Hardin Municipal ...	11/08/2011	AUDITORIUM - HARDIN

District Type	Code	Name
CONGRESSIONAL	CONG	CONGRESSIONAL
STATEWIDE	MT	Montana
PUBLIC SERVICE C...	PS 02	Public Service Commission 2
SUPREME COURT J...	SCJ	SUPREME COURT JUSTICE
JUDICIAL	JD 22	Judicial District 22
SENATE DISTRICT	SD 21	Senate District 21
HOUSE DISTRICT	HD 042	House District 42
COUNTY COMMISSI...	3	COMMISSIONER DISTRICT #3
COUNTYWIDE	02	Big Horn
JURY	HARDIN-MC	HARDIN MUNICIPAL COURT

- If this voter is already registered to vote **IN ANOTHER COUNTY**, or even in **THE SAME COUNTY**, and has the **RED ACTIVE/SENT** or **ACTIVE/PREPARED** on their screen **DO NOT** continue in this record.
- At the top of the screen hit the **CLEAR** button and then select **OK** to quit without saving the record.
- Call the original county to ask them to **VOID** their ballot so that you can pull the voter into your county to late register.
 - After the original county has voided their ballot you may then register the individual to vote in MT Votes and follow the step on page 3 and 4.
 - If you do not hear back from the other county see page 15 for further instruction.




The image shows a software interface for registration management. It features a tabbed interface with 'Registration' selected. The form includes fields for Party (No Party), Status (Late Registration - LR), Reason (empty), Source of Registration (dropdown menu), Old Voter ID (12), and Vote Eligible (checkboxes for No Signature, Confidential, and US Citizen). An orange arrow points to the 'Source of Registration' dropdown menu, which is currently open, showing three options: 'New - L1N', 'County to County - LC', and 'Precinct to Precinct - LP'.

Registration	Misc Info	Custom	Duplicate Req.	Undeliverable
Party	No Party	Last Verified Date		
Status	Late Registration - LR	<input type="checkbox"/> MVD Verified		
Reason		<input type="checkbox"/> SSA Verified		
Source of Registration	New - L1N County to County - LC Precinct to Precinct - LP			
Old Voter ID			12	
Vote Eligible		Last Voted Date		
<input type="checkbox"/> No Signature	<input type="checkbox"/> Confidential	Reveal	<input checked="" type="checkbox"/> US Citizen	

- Once the **LATE REGISTRATION STATUS** has been entered you will need to enter one of the following **REASONS**:
 - **NEW**
 - **COUNTY TO COUNTY**
 - **PRECINCT TO PRECINCT**

Registration	Misc Info	Custom	Duplicate Req.	Undeliverable
Party	No Party	Last Verified Date		
Status	Late Registration - LR	<input type="checkbox"/> MVD Verified		
Reason	New - L1N	<input type="checkbox"/> SSA Verified		
Source of Registration		Verify		
Old Voter ID		County Reg Date	05/03/2012	
Vote Eligible		Last Voted Date		
<input type="checkbox"/> No Signature	<input type="checkbox"/> Confidential	Reveal	<input checked="" type="checkbox"/> US Citizen	



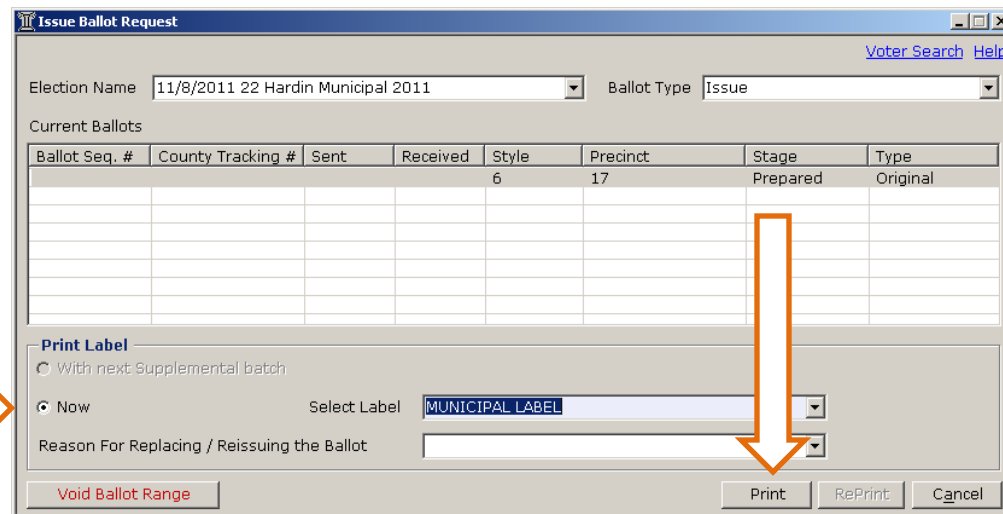
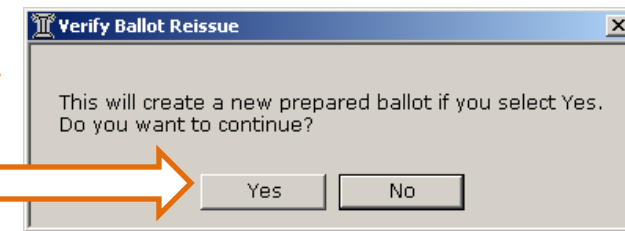
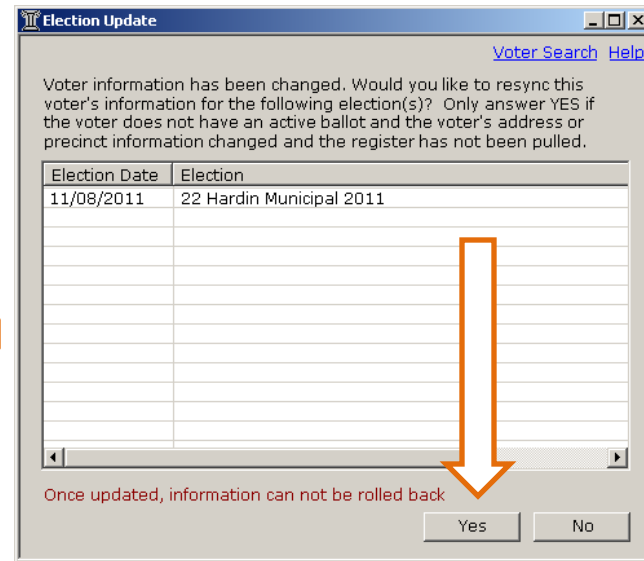
- Next, for the **County Reg Date**, you will need to put in the date that the voter registered to vote in your county.
- If they were already registered in the same county, leave the old date in the system.

- The Election Update screen will display.
 - Only answer **YES** if there is **NOT** a **RED ACTIVE BALLOT** indicator on the voter's Voter Registration screen.

- Answer **YES** on the **Verify Ballot Reissue** popup

- On the **Issue Ballot Request** screen select the election and label type and hit the **print** Button.

- Single Labels will print to your DYMO. Do not select a sheet Label format as you are only printing one label.



The screenshot displays two windows from a software application. The top window, titled 'Reports', shows a ballot label for GEORGE WASHINGTON at 1776 INDEPENDENCE WAY, HARDIN, MT 59034. The label includes a barcode and the numbers 6 and 17. The bottom window, titled 'Issue Ballot Request', contains a form for election details and a table of current ballots. The 'Election Name' is '11/8/2011 22 Hardin Municipal 2011' and the 'Ballot Type' is 'Issue'. The table has columns for Ballot Seq. #, County Tracking #, Sent, Received, Style, Precinct, Stage, and Type. The first row shows a ballot with Seq. # 489, County Tracking # 2894, Sent on 10/27/2011, Style 6, Precinct 17, and Stage 'Sent'. Below the table, there are options to 'Print Label' (either 'With next Supplemental batch' or 'Now'), a 'Select Label' dropdown set to 'MUNICIPAL LABEL', and a 'Reason For Replacing / Reissuing the Ballot' dropdown. At the bottom are buttons for 'Void Ballot Range', 'Print', 'RePrint', and 'Cancel'. Two orange arrows are present: one pointing to the 'Print...' button in the Reports window, and another pointing to the 'Sent' value in the Stage column of the table.

Reports

Print... 100 % 1/1 Backward Forward Save As... Close

6 17

GEORGE WASHINGTON
1776 INDEPENDENCE WAY
HARDIN , MT 59034

Issue Ballot Request Voter Search Help

Election Name 11/8/2011 22 Hardin Municipal 2011 Ballot Type Issue

Current Ballots

Ballot Seq. #	County Tracking #	Sent	Received	Style	Precinct	Stage	Type
489	2894	10/27/2...		6	17	Sent	Original

Print Label

With next Supplemental batch

Now

Select Label MUNICIPAL LABEL

Reason For Replacing / Reissuing the Ballot

Void Ballot Range Print RePrint Cancel

- A single label will generate for the voter.
- Once printed the **Issue Ballot Request** screen will update to show a ballot stage of **SENT**.

Voter Registration

Voter Print Elections Petitions Imaging Address

Voter record successfully saved, Voter number is 450020912 [Help](#)

New Save Clear Search Process Batch

Voter ID: 450020912 State ID: [] SSN: 0000 Birth Date: 08/08/1988 Age: 23 Gender: [] Last Name: WASHINGTON First Name: GEORGE MI: [] Suffix: []

Residence | Absentee | Contacts | History | Voting History

Standard NCOA CASS Migration Election Clear
Comments Worker

House #: 1776 Suffix: [] Pre Dir: [] Street Name: INDEPENDENCE Type: WAY
Post Dir: [] Unit Type: []

City/St/Zip: HARDIN MT 59034
County: BIG HORN Precinct: INCT #17 Split: 02

Mailing

Country: UNITED STATES OF AMERICA USA Clear
Address: []
City/St/Zip: []

Active/Sent

Registration | Misc Info | Custom | Duplicate Req.

Party: No Party Last Verified Date: []
Status: Pending - P MVD Verified
Reason: Late Registration - New - L1N SSA Verified
Source of Registration: In person - 06 Verify
Old Voter ID: [] County Reg Date: 10/27/2011
Vote Eligible: 10/08/2011 Last Voted Date: []
 No Signature Confidential Reveal US Citizen

Comments: []

Voter Polling Locations

Precinct: 17 - PRECINCT #17 View Image
Split: 02
Polling Place: AUDITORIUM - HARDIN

Election

Election	Date	Polling Places
22 Hardin Municipal ...	11/08/2011	AUDITORIUM - HARDIN

Districts

District Type	Code	Name
CONGRESSIONAL	CONG	CONGRESSIONAL
STATEWIDE	MT	Montana
PUBLIC SERVICE C...	PS 02	Public Service Commission 2
SUPREME COURT J...	SCJ	SUPREME COURT JUSTICE
JUDICIAL	JD 22	Judicial District 22
SENATE DISTRICT	SD 21	Senate District 21
HOUSE DISTRICT	HD 042	House District 42
COUNTY COMMISSI...	3	COMMISSIONER DISTRICT #3
COUNTYWIDE	02	Big Horn
JURY	HARDIN-MC	HARDIN MUNICIPAL COURT
MCCOUNTY	Y	MCCOUNTY

- REMEMBER THAT THIS PERSON HAS TO APPEAR IN PERSON AT THE OFFICE TO GET THEIR BALLOT.
 - In a mail ballot election, after the date on which the ballots were mailed, have late registrants complete the replacement/late ballot request form.
- They can either vote in the office or take the ballot with them, but the ballot **MUST** be returned to the office by **8:00 p.m. on Election Day**.

Issuing a Provisional Ballot

If the individual is already registered to vote in MT Votes in **ANOTHER COUNTY AND HAS THE ACTIVE/SENT or ACTIVE/PREPARED BALLOT INDICATOR ON THEIR VOTER REGISTRATION SCREEN** and you are unable to reach the **ORIGINAL COUNTY** to have them **VOID THE BALLOT** you will need to provide the voter **PROVISIONAL BALLOT INFORMATION** and issue them a ballot through the **PROVISIONAL BALLOTMODULE**.

The ballot can be resolved in the usual manner, and counted with other provisional ballots (unless it is resolved before 8:00 P.M. on election day.

Voiding a Ballot

Voter Registration

Voter Print Elections Petitions Imaging Address

Voter number is 450020912

Active Ballots

Temporary Parties

Voter ID: 450020912

Provisional Ballot

Issue Ballot

Resident

Receive Ballot F12

Standards

View Worker Info

Migration Comments

Election Worker

Clear

House # 1776

Search By Ballot ID

Unit Name

Type

WAY

Post Dir

Unit Type

City/St/Zip HARDIN MT 59034

County BIG HORN Precinct INCT #17 Split 02

Mailing

Country UNITED STATES OF AMERICA USA Clear

Address

City/St/Zip

Active/Sent

Registration Misc Info Custom Duplicate Req.

Party No Party Last Verified Date

Status Pending - P MVD Verified

Reason Late Registration - New - LIN SSA Verified

Source of Registration In person - 06 Verify

Old Voter ID County Reg Date 10/27/2011

Vote Eligible 10/08/2011 Last Voted Date

No Signature Confidential Reveal US Citizen

Comments

Voter Polling Locations

Precinct 17 - PRECINCT #17 View Image

Split 02

Polling Place AUDITORIUM - HARDIN

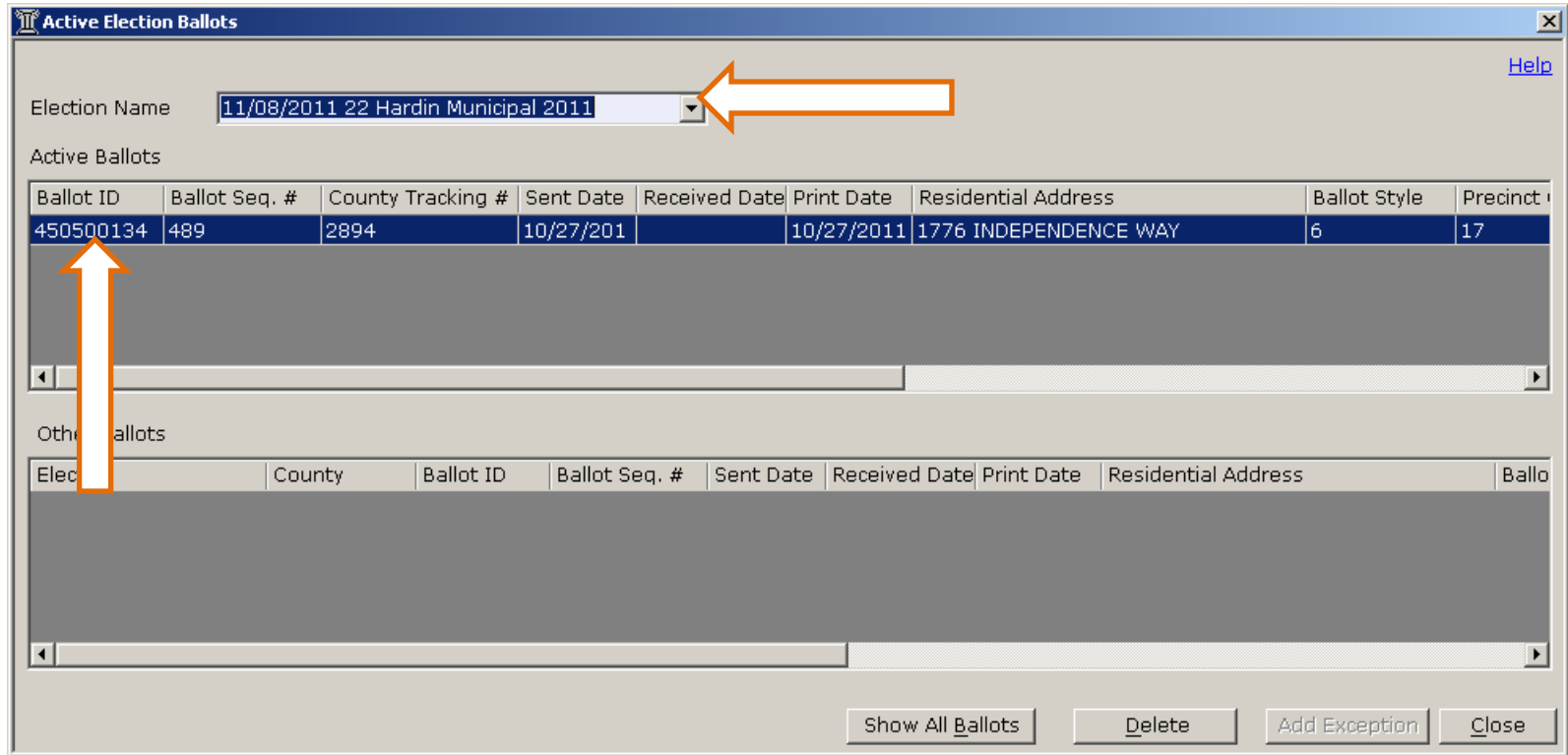
Election

Election	Date	Polling Places
22 Hardin Municipal ...	11/08/2011	AUDITORIUM - HARDIN

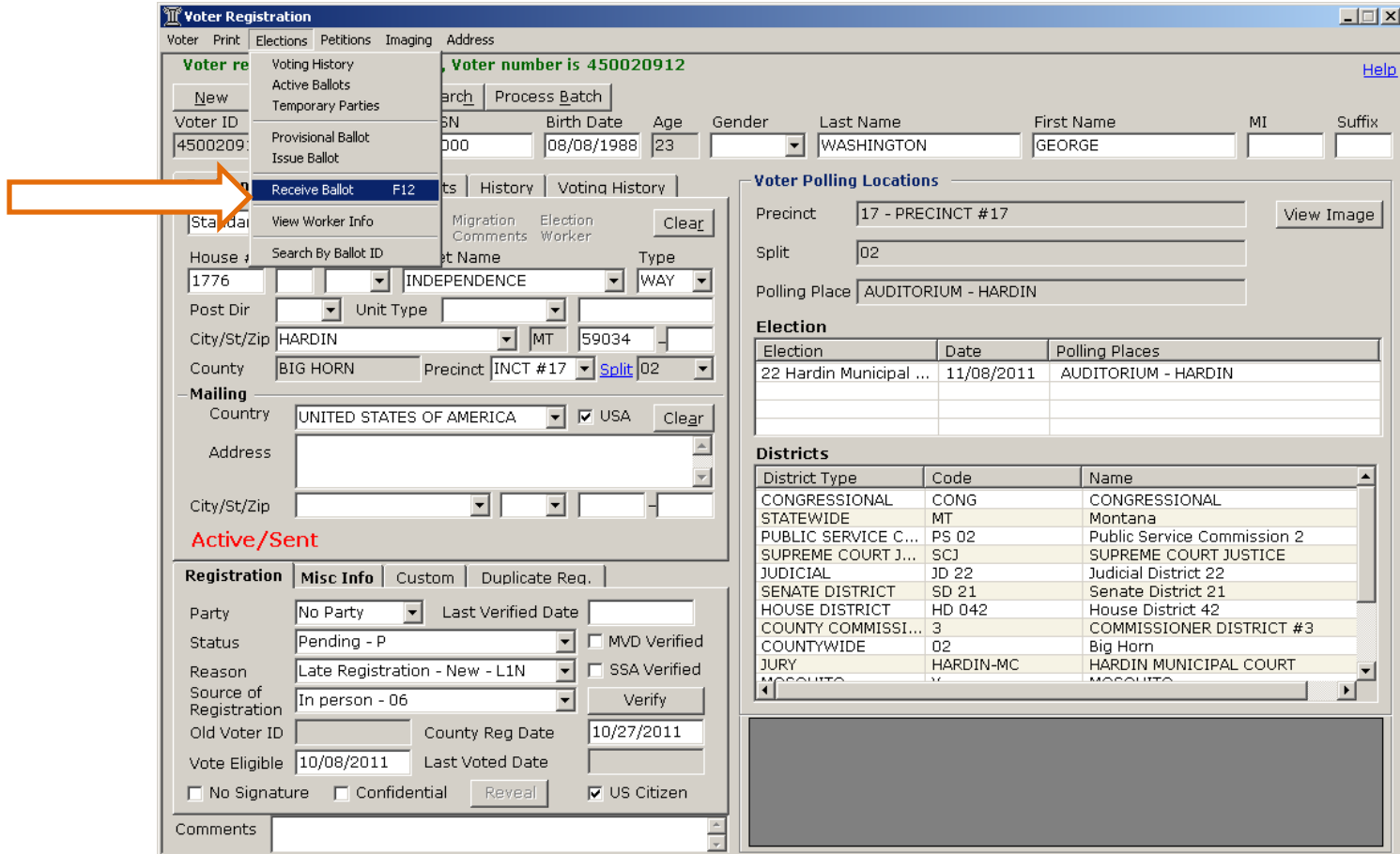
Districts

District Type	Code	Name
CONGRESSIONAL	CONG	CONGRESSIONAL
STATEWIDE	MT	Montana
PUBLIC SERVICE C...	PS 02	Public Service Commission 2
SUPREME COURT J...	SCJ	SUPREME COURT JUSTICE
JUDICIAL	JD 22	Judicial District 22
SENATE DISTRICT	SD 21	Senate District 21
HOUSE DISTRICT	HD 042	House District 42
COUNTY COMMISSI...	3	COMMISSIONER DISTRICT #3
COUNTYWIDE	02	Big Horn
JURY	HARDIN-MC	HARDIN MUNICIPAL COURT
MOSQUITO		MOSQUITO

- Select the Elections Tab on the individual's Voter Registration.
- Click on Active Ballots.



- Ensure that the correct **Election Name** is showing if you are currently holding more than one election.
- Write down the **BALLOT ID NUMBER** of the ballot you are voiding.
- Close out of this screen.



- Click on the Elections menu and select RECEIVED BALLOT.

Individual Ballot Processing

[Voter Search](#) [Help](#)

Ballot Details

ID: 450500134

Ballot Source: In-Person

Election: 08-NOV-11 22 Hardin Municipal 2011

Voter Name: WASHINGTON, GEORGE

Address: 1776 INDEPENDENCE WAY
HARDIN, MT 59034

Status: Accepted

Received Date: Accepted - Provisional

Comments: Rejected
Rejected - No signature
Rejected - Late for election
Rejected - Felony Conviction
Rejected - Signature Mismatch
Rejected - Provisional - No ID
Void

Ballot Sent

Seq. Sent	Barcode	Voter Name	Source	Date Sent	Date Received	Ballot style	Ballot Type
1	450500...	WASHINGTON, G...		10/27/20...		6	Original

- Enter the **Ballot ID**.
- Select the **Process** button.
- Input a **Ballot Source**.
- Select **VOID** in the **STATUS** dropdown list.

Individual Ballot Processing

Voter Search Help

Ballot Details

ID: 450500134

Ballot Source: In-Person

Election: 08-NOV-11 22 Hardin Municipal 2011

Voter Name: WASHINGTON, GEORGE

Address: 1776 INDEPENDENCE WAY
HARDIN, MT 59034

Status: Void

Received Date: 10/27/2011

Comments: Move from County 1 To County 2

Seq. Sent	Barcode	Voter Name	Source	Date Sent	Date Received	Ballot style	lot Type
1	450500...	WASHINGTON, G...		10/27/20...		6	Original

- Once the Status has been set to **VOID** enter in an explanatory **comment**.
 - Example: Moved from Blaine County to Big Horn county.
- Click **SAVE** and then **CLOSE**.
- The ballot will now be **VOID** and no ballot status indicator in red will be displayed on Voter Registration for the voter.

As always, please feel free to contact the Help Desk,
at 1-866-541-6767, with any further questions you
have.

