



MT Votes: Late Registration

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May, 2016

Late Registration Overview

- Late registration begins the day after regular registration closes.
- Late registration must be done at the county election office (or designated late registration location).
- Late registrants must receive an absentee ballot in person at the county office (or designated location).
- Late registrants who are transfer registrants ON ELECTION DAY, must vote a provisional ballot.

Entering a Late Registrant



Entering a Late Registrant

When Late Registering a voter, the following entries must be made:

- A. Voter Registration Status of **Late Registration**.
- B. One of the three Late Registration Status reasons must be selected – **new, county to county** or **precinct to precinct**.
- C. Set the Vote Eligible Date to the **Sunday** prior to the close of regular registration.

The screenshot shows the 'Voter Registration' software interface. The 'Registration' tab is active. Callout A points to the 'Status' dropdown menu, which is set to 'Late Registration - LR'. Callout B points to the 'Reason' dropdown menu, which is set to 'New - L1N'. Callout C points to the 'Vote Eligible' date field, which is set to '05/08/2016'. Other visible fields include 'Party' (No Party), 'Last Voted Date' (08/09/2012), 'County Reg Date' (08/09/2012), and 'US Citizen' (checked). The 'Verify' button is also visible.

Field	Value
Party	No Party
Status	Late Registration - LR
Reason	New - L1N
Source of Registration	In person - 06
Old Voter ID	
County Reg Date	08/09/2012
Vote Eligible	05/08/2016
Last Voted Date	
US Citizen	<input checked="" type="checkbox"/>

Late Registration

If an existing voter has moved and is late registering, you will notice that their record shows their original vote eligible date.

If the voter already has a Vote Eligible date that is earlier than the Sunday before the end of regular registration, **you still need to change the date.**

Late Registration

Once the **Voter Status**, **Status Reason**, and **Vote Eligible** date have been entered you will need to enter a new request on the **Absentee Tab** (a).

If it is **Election Day**, County to County and Precinct to Precinct transfer registrants will not be issued a ballot through the Absentee tab. You will need to issue a ballot through the provisional module.

The screenshot shows the 'Voter Registration' application window. The 'Absentee' tab is selected, indicated by a blue arrow and a white box with the letter 'a.' The form contains the following sections:

- Header:** New, Save, Clear, Search, Process Batch, Help
- Personal Information:** Voter ID, State ID, SSN (1234), Birth Date (01/01/1991), Age (21), Gender, Last Name, First Name (TEST), MI, Suffix
- Residence:** Standard, NCOA, CASS, Migration Comments, Election Worker, Clear. Fields include House # (1488), Suffix, Pre Dir, Street Name (GALE), Type (CT), Post Dir, Unit Type, City/St/Zip (BOZEMAN, MT, 59718), County (GALLATIN), Precinct (45), Split (01).
- Mailing:** Country (UNITED STATES OF AMERICA), USA (checked), Address, City/St/Zip.
- Registration:** Misc Info, Custom, Duplicate Req., Undeliverable. Fields include Party (No Party), Last Verified Date (08/06/2012), Status (Late Registration - LR), MVD Verified (unchecked), Reason (New - L1N), SSA Verified (checked), Source of Registration, Verify, Old Voter ID, County Reg Date (08/06/2012), Vote Eligible (10/07/2012), Last Voted Date, No Signature, Confidential, Reveal, US Citizen (checked).
- Comments:** A text area at the bottom.
- Election:** A table with columns Election, Date, Polling Places.
- Districts:** A table with columns District Type, Code, Name.

Late Registration

A: Click the Absentee Tab

B: In the Absentee Status drop down choose the appropriate Absentee Status Type*.

C: Once the status has been entered click Add to create the new absentee entry.

The screenshot shows the 'Voter Registration' software interface. At the top, a status message reads: 'Voter record successfully saved, Voter number is 450022443'. Below this is a form with various fields for voter information. A blue arrow labeled 'A.' points to the 'Absentee' tab in the 'Residence' section. Another blue arrow labeled 'B.' points to the 'Absentee Status' dropdown menu. A third blue arrow labeled 'C.' points to the 'Add' button. The interface includes sections for 'Voter Polling Locations' and 'Districts'.

Voter Registration
Voter Print Elections Petitions Imaging Address

Voter record successfully saved, Voter number is 450022443

New Save Clear Search Process Batch

Voter ID: 450022443 State ID: SSN: 1776 Birth Date: 07/04/ Gender: Male Last Name: WASHINGTON First Name: GEORGE MI: Suffix:

Residence Absentee

Dates/Elections Absentee ... Address

Voter Polling Locations

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

Election

	Date	Polling Places
MUNICIPAL GENERAL ELECTION	11/08/2011	AUDITORIUM - HARDIN

Districts

District Type	Code	Name
CONGRESSIONAL	CONG	CONGRESSIONAL
STATEWIDE	MT	Montana
PUBLIC SERVICE COMMISSION	PS 02	Public Service Commission 2
SUPREME COURT JUSTICE	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 COMMISSIONER	3	COMMISSIONER DISTRICT #3
COUNTYWIDE	02	Big Horn
JURY	HARDIN-MC	HARDIN MUNICIPAL COURT
SCHOOL DISTRICT	13H	SCHOOL DISTRICT #13H/ELEMENTARY

Registration Misc Info Custom State Req.

Party: No Party Last Voted Date: 11/07/2011

Status: Active - A MVD Verified

Reason: Source of Registration: In person - 06 SSA Verified

Old Voter ID: County Registered: 07/2011

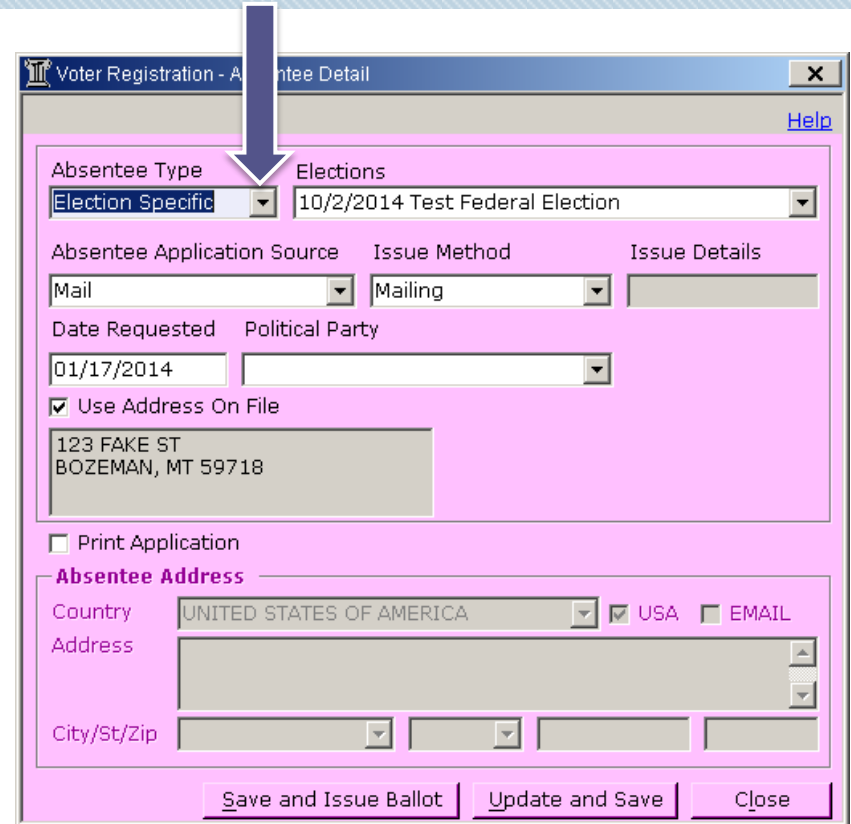
Vote Eligible: 11/07/2011 Last Voted Date: No Signature Confidential

Comments

*You must enter an **Absentee Status** (b) as this information will remain after the **Absentee Type** expires. (Absentee Status is not required if the voter is **election specific**).

Late Registration

Assign the specified Absentee Type. If the voter did not request to be on the absentee list, you would want to mark them as Election Specific. If they requested to be on the absentee list, go to slide 12.



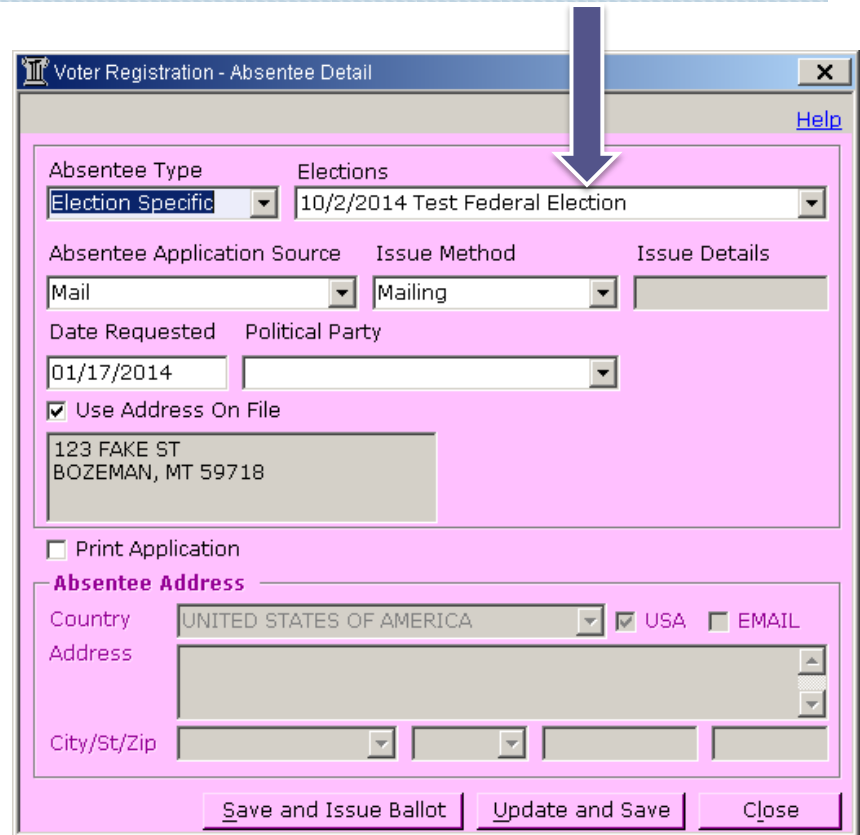
The screenshot shows a web application window titled "Voter Registration - Absentee Detail". A blue arrow points to the "Absentee Type" dropdown menu, which is currently set to "Election Specific". The form includes the following fields and options:

- Absentee Type:** Election Specific (selected)
- Elections:** 10/2/2014 Test Federal Election (selected)
- Absentee Application Source:** Mail (selected)
- Issue Method:** Mailing (selected)
- Issue Details:** (empty field)
- Date Requested:** 01/17/2014
- Political Party:** (empty dropdown)
- ☒ Use Address On File
- Address:** 123 FAKE ST, BOZEMAN, MT 59718
- ☐ Print Application
- Absentee Address:**
 - Country:** UNITED STATES OF AMERICA (selected), with checkboxes for ☒ USA and ☐ EMAIL
 - Address:** (empty text field)
 - City/St/Zip:** (empty dropdowns)
- Buttons:** Save and Issue Ballot, Update and Save, Close

Late Registration

For Election Specific absentee types the date boxes will be replaced by an election drop down.

Choose the appropriate election for which the voter is requesting an absentee ballot.



The screenshot shows a web form titled "Voter Registration - Absentee Detail". A blue arrow points to the "Elections" dropdown menu. The form contains the following fields and options:

- Absentee Type:** Election Specific (dropdown)
- Elections:** 10/2/2014 Test Federal Election (dropdown)
- Absentee Application Source:** Mail (dropdown)
- Issue Method:** Mailing (dropdown)
- Issue Details:** (empty text box)
- Date Requested:** 01/17/2014 (text box)
- Political Party:** (empty dropdown)
- ☒ Use Address On File
- Address:** 123 FAKE ST, BOZEMAN, MT 59718 (text box)
- ☐ Print Application
- Absentee Address:**
 - Country:** UNITED STATES OF AMERICA (dropdown)
 - ☒ USA ☐ EMAIL
 - Address:** (empty text box)
 - City/St/Zip:** (three empty dropdown boxes)
- Buttons:** Save and Issue Ballot, Update and Save, Close

Late Registration

- For Election Specific requests ensure the correct election is showing (a).
- Verify the Absentee Application Source (b), Issue Method (c), and Date Requested (d) are accurate.
- Verify the user's address (e).

The screenshot shows a web form titled "Voter Registration - Absentee Detail". The form has a pink background and a white border. It contains several sections for data entry. Annotations with arrows point to specific fields: 'a.' points to the "From" date field (4/13/2016); 'b.' points to the "Absentee Application Source" dropdown (In-Person); 'c.' points to the "Issue Method" dropdown (In-Person); 'd.' points to the "Date Requested" field (04/13/2016); and 'e.' points to the "Address" field (1 2ND ST, CLANCY, MT 59634). The form also includes a "To" date field (1/31/2018), a "Political Party" dropdown, a "Batch #" field, a "Print Application" checkbox, and a "Country" dropdown (UNITED STATES OF AMERICA). At the bottom, there are three buttons: "Save and Issue Ballot", "Update and Save", and "Close".

Absentee Type		From		To	
Absentee List		4	13	1	31
		2016		2018	

Absentee Application Source		Issue Method		Issue Details	
In-Person		In-Person			

Date Requested	Political Party	Batch #
04/13/2016		

☒ Use Address On File

1 2ND ST
CLANCY, MT 59634

☐ Print Application

Absentee Address

Country: UNITED STATES OF AMERICA ☒ USA ☐ EMAIL ☐ FAX

Address: [Empty field]

City/St/Zip: [Empty field]

Save and Issue Ballot | Update and Save | Close

Late Registrants: the Absentee Application Source and Issue Method must be set to **IN PERSON**.

Late Registration

Once all data is entered, choose either:

- **Save and Issue Ballot** – This option is most commonly used for late registrants.
- **Update and Save** -This option will put the ballot into Active/Prepared and the label will be available for printing in Election Management > Label Printing.

Voter Registration - Absentee Detail

[Help](#)

Absentee Type: **Absentee List** From: 4/13/2016 To: 1/31/2018

Absentee Application Source: **In-Person** Issue Method: **In-Person** Issue Details:

Date Requested: 04/13/2016 Political Party: Batch #:

☒ Use Address On File

1 2ND ST
CLANCY, MT 59634

☐ Print Application

Absentee Address

Country: UNITED STATES OF AMERICA ☐ USA ☐ EMAIL ☐ FAX

Address:

City/St/Zip:

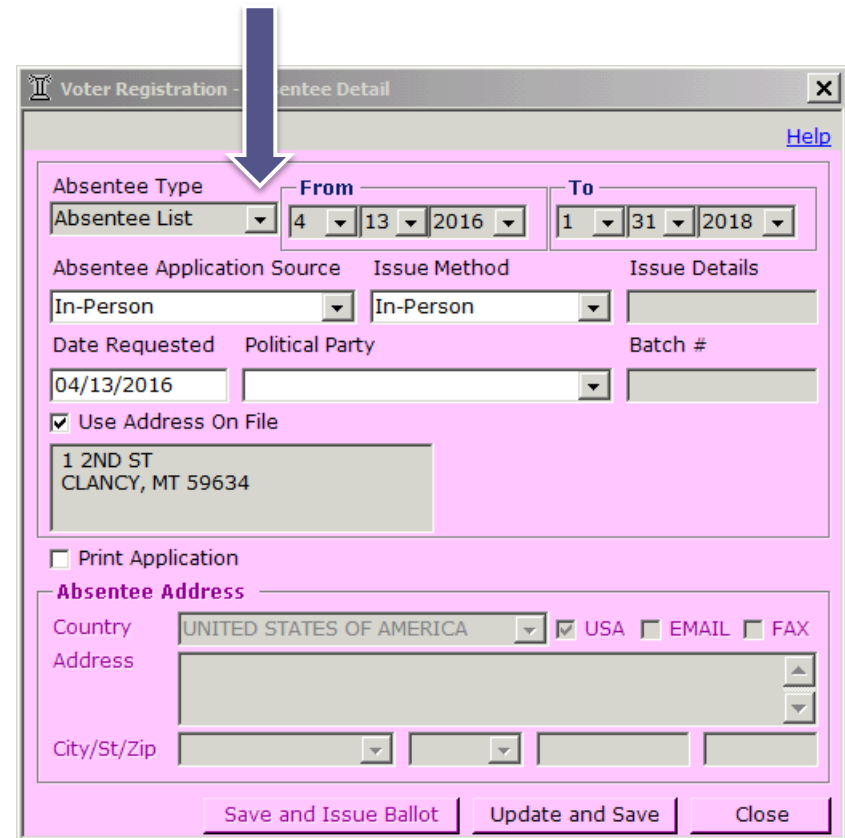
Save and Issue Ballot **Update and Save** **Close**



LATE REGISTRATION – ABSENTEE REQUEST

Late Registration

If the voter requested to be on the Absentee List (or seasonal absentee), drop down the **Absentee Type** and select the appropriate type.

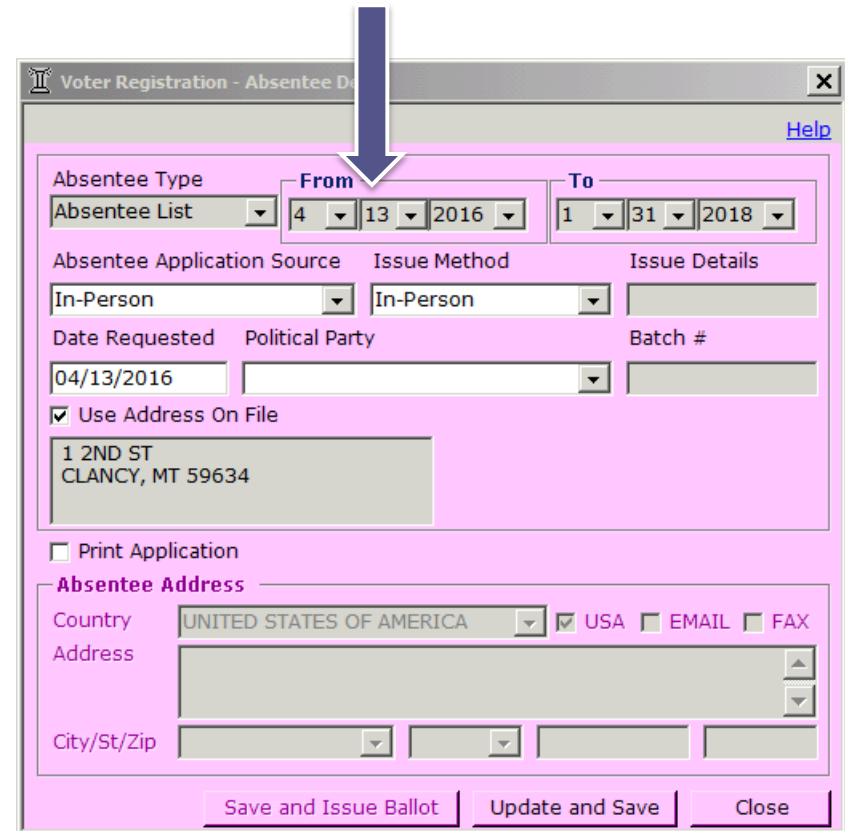


The screenshot shows a web form titled "Voter Registration - Absentee Detail". A blue arrow points to the "Absentee Type" dropdown menu, which is currently set to "Absentee List". The form includes several other fields and sections:

- From** and **To** date ranges: From 4/13/2016 to 1/31/2018.
- Absentee Application Source**: In-Person.
- Issue Method**: In-Person.
- Issue Details**: Empty field.
- Date Requested**: 04/13/2016.
- Political Party**: Empty dropdown.
- Batch #**: Empty field.
- ☒ **Use Address On File**: Checked.
- Address**: 1 2ND ST, CLANCY, MT 59634.
- ☐ **Print Application**: Unchecked.
- Absentee Address**:
 - Country**: UNITED STATES OF AMERICA.
 - ☒ **USA**, ☐ **EMAIL**, ☐ **FAX**.
 - Address**: Empty text field.
 - City/St/Zip**: Empty dropdowns.
- Buttons**: Save and Issue Ballot, Update and Save, Close.

Late Registration

Verify the From date is correct, make any necessary changes.



The screenshot shows a web application window titled "Voter Registration - Absentee Data". The form is divided into several sections. At the top, there are fields for "Absentee Type" (set to "Absentee List"), "From" (set to 4/13/2016), and "To" (set to 1/31/2018). Below these are fields for "Absentee Application Source" (set to "In-Person") and "Issue Method" (set to "In-Person"). The "Date Requested" field is set to 04/13/2016. There is a checkbox for "Use Address On File" which is checked. The address field contains "1 2ND ST CLANCY, MT 59634". At the bottom, there are buttons for "Save and Issue Ballot", "Update and Save", and "Close".

Absentee Type		
Absentee List	From	To
	4 13 2016	1 31 2018

Absentee Application Source		Issue Method	Issue Details
In-Person		In-Person	

Date Requested	Political Party	Batch #
04/13/2016		

☒ Use Address On File

1 2ND ST
CLANCY, MT 59634

☐ Print Application

Absentee Address

Country: UNITED STATES OF AMERICA ☒ USA ☐ EMAIL ☐ FAX

Address: [Empty field]

City/St/Zip: [Empty fields]

Save and Issue Ballot | Update and Save | Close

Late Registration

- For Absentee requests ensure the following information is correct, From(a), the Absentee Application Source (b), Issue Method (c), Date Requested (d) and Verify the user's address (e).

The screenshot shows a web form titled "Voter Registration - Absentee Detail". The form contains the following fields and sections:

- Absentee Type:** A dropdown menu set to "Absentee List".
- From:** A date range selector with "4", "13", and "2016" selected.
- To:** A date range selector with "1", "31", and "2018" selected.
- Absentee Application Source:** A dropdown menu set to "In-Person".
- Issue Method:** A dropdown menu set to "In-Person".
- Issue Details:** A text input field.
- Date Requested:** A date input field set to "04/13/2016".
- Political Party:** A dropdown menu.
- Batch #:** A text input field.
- Use Address On File:** A checked checkbox.
- Address:** A text input field containing "1 2ND ST CLANCY, MT 59634".
- Print Application:** An unchecked checkbox.
- Absentee Address:** A section containing:
 - Country:** A dropdown menu set to "UNITED STATES OF AMERICA".
 - USA:** A checked checkbox.
 - EMAIL:** An unchecked checkbox.
 - FAX:** An unchecked checkbox.
 - Address:** A text input field.
 - City/St/Zip:** Three separate input fields.
- Buttons:** "Save and Issue Ballot", "Update and Save", and "Close".

Annotations a through e point to the following fields:

- a.** Points to the "From" date range.
- b.** Points to the "Absentee Application Source" dropdown.
- c.** Points to the "Issue Method" dropdown.
- d.** Points to the "Date Requested" field.
- e.** Points to the "Address" field.

Late Registrants: the Absentee Application Source and Issue Method must be set to **IN PERSON**.

Late Registration

Once all data is entered, choose either:

- **Save and Issue Ballot** – This option is most commonly used for late registrants.
- **Update and Save** -This option will put the ballot into Active/Prepared and the label will be available for printing in Election Management > Label Printing.

Voter Registration - Absentee Detail

[Help](#)

Absentee Type: From: To:

Absentee Application Source: Issue Method: Issue Details:

Date Requested: Political Party: Batch #:

☒ Use Address On File

☐ Print Application

Absentee Address

Country: ☐ USA ☐ EMAIL ☐ FAX

Address:

City/St/Zip:



**As always, please contact the
helpdesk if you have any questions.**

soshelpdesk@mt.gov

406.444.4296

866.541.6767