# Polling Place Exemption Request & Certification of Exemption Form

**Polling Place Information: (one form per polling place)**

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|---|---|---|---|---|---|
| Polling Place Name: | Enter PP Name | # of Registered | # Reg | County: | Enter County |
| Polling Place Address: | Enter Address | City: | Enter City | Zip Code: | Enter Zip |

**Exemptions Types: (Select only one)**

☐**Inaccessible:**
-An accessible polling place is not available.

**Description of Exemption:**

**MCA 13-3-212.** Exemption if no accessible polling place is reasonably available. (1) If an election administrator desires to designate as a polling place a location that is inaccessible, the election administrator shall make a request in writing to the Secretary of State asking that an inaccessible polling place be exempt from the standards of accessibility.

**Action Required:**

County certifies to the Secretary of State that all potential polling places have been surveyed and it is determined that according to **MCA 13-3-212(2)**:

☐(a) an accessible polling place is not available and the county cannot safely or reasonably make a polling place temporarily accessible in the area involved; or

☐(b) the location is a rural polling place and designation of an accessible facility as a polling place will require excessive travel or impose other hardships for the majority of qualified electors in the precinct.

**Rural**
**-**The polling place expects less than 200 registered electors

**NOTE:** According to **ARM 44.3.106(7)** a polling place designated as "rural" 45 days prior to an election shall be exempt from the on-site survey procedure provided in ARM 44.3.108.

**Length of Exemption:** 3 years

**ARM 44.3.106(4):** Within 30 days following the receipt of a request for exemption, the Secretary of State may grant a certification of exemption to the election administrator for that polling place. Such exemption, if granted, shall be valid for a period of three years from the date of issuance.

☐**Emergency:**
-Accessible polling place becomes unavailable within 10 days prior to an election.

**Description of Exemption:**

**MCA 13-3-211 Emergency exemption:** (1) The secretary of state shall exempt a polling place from the requirements of this part if an emergency occurs within 10 days prior to an election. An emergency is considered to exist if a polling place becomes unavailable by reason of loos of lease, fire, snow, or natural disaster.

(2) If an emergency occurs, the election administrator in the county shall designate a new polling place in accordance with the procedure provided in 13-3-105. The new polling place must be considered temporary and must be exempt from the survey procedures established under 13-3-206. However such a polling place may not be used in a subsequent election unless it is surveyed as required in 13-3-206.

**Action required for exemption:**

**ARM 44.3.105(7):** A request for exemption form, as prescribed by the Secretary of State, and defined in ARM 44.3106, shall be attached to the survey for those polling places designated as "inaccessible".

**Length of emergency exemption:** Single Election

**County Certification**

County Election Administrator: Enter Name Date: Enter Date

**Additional Information**

**Send completed form and attachments to:**
soselections@mt.gov **or**
Montana Secretary of State Linda McCulloch
Elections & Government Services Division
Po Box 202801
Helena, MT 59620

**Additional References:**
-Complaints: ARM 44.3.106(8) and ARM 44.3.114
-Alternative methods for casting a ballot: ARM 44.3.110

**Exemption Period (For Office of the Secretary of State Use Only)**

Date of Issuance: Expiration Date:
Approved by: Date: