

Minnesota Attorney General: Administrative Rules Proceedings

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#3

MINNESOTA STATE REGULATIONS

Notice of filing by the Commissioner of Administration

We have received on this date, stamped and filed 2 copies of Rules and Regulations pertaining to

the Secretary of State
(Agency or Board)

Regulation No. Sec Stat 101 thru 1002 (new)

Subject: Voter Registration Rules

Department of Administration
Publication, Central Services Division
Documents Section
140 Centennial Office Building
St. Paul, Minnesota 55155
Telephone: (612) 296-2874

FILED
RICHARD [illegible]RUBACHER
Commis[illegible]inistration
OCT 25 1973 4:35pm
BY Eda Staudenmaier
AUTH. SIGNATURE EJ

Stamped and filed with the Secretary of State 10-25-73

Rev. 9-72

RULES OF THE SECRETARY OF STATE
FOR VOTER REGISTRATION
(Implementing Minnesota Statutes, Chapter 201)

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Chapter One: County Auditor's Duties

SecStat 101 Delegation of Duties. The county auditor may delegate to municipal officials all duties assigned to him by these rules and by Minnesota Statutes, Chapter 201, except the responsibility to maintain custody of the original file of voter registration, the preparation and distribution of precinct lists and the duties assigned to him by Chapter Nine of these rules. The auditor may delegate the responsibility to accept voter registrations, but a delegation of this responsibility does not relieve the auditor of his duty to accept registrations.

SecStat 102 Auditor's Rules Filed with the Commissioner. Whenever a county auditor adopts rules for the delegation of voter registration duties assigned to him, the auditor shall file a copy of the rules with the commissioner no later than five working days before the effective date of the rules.

SecStat 103-199 Reserved for future use.

Chapter Two: Registration Files

SecStat 201 Delivery. The delivery of records and files made pursuant to Laws 1973, Chapter 676, Section 6, Subdivision 1, shall be made in an orderly manner and under the supervision of the municipal official in whose custody the records and files have previously been kept.

The municipal official shall prepare two copies of a notice indicating and identifying the documents to be delivered in sufficient detail to establish the extent of records delivered. The municipal official shall deliver one copy of the notice to the county auditor and shall retain the other copy of the notice until at least December 31, 1974.

Upon receiving the records and files, the county auditor shall sign a dated receipt indicating and identifying the documents delivered in sufficient detail to establish the extent of records received. The receipt shall be delivered to the municipal official who shall retain it until at least December 31, 1974.

SecStat 202 Maintenance of Duplicate File. Duplicate registration files shall be maintained by street address or alphabetically by voter's last name. Whichever system of arrangement is used, it shall be used consistently throughout the political subdivision.

SecStat 203 Delivery of Duplicate File for Elections. The county auditor shall provide for the transportation of the duplicate voter registration file to the precinct polling place for elections.

The auditor shall prescribe procedures which will insure the safety of the voter registration records and their timely delivery at the precinct polling place on election day. It shall be the duty of the auditor to maintain the dignity and integrity of the voting system.

SecStat 204-299 Reserved for future use.

Chapter Three: Registration Forms

SecStat 301 Specifications.

(a) Voter registration forms printed for the purposes of distribution and mailing shall be printed in the following manner:

(1) The size shall be 6" x 12 3/4" (including 3/4" stub)

(2) The paper shall be white 80# offset.

(3) The ink shall be black (face and back).

(4) The duplicate card shall have a very light grey screen.

(5) The card shall have three 1/16" perforations that result in three equal size cards 6" x 4".

(6) The top stub shall have a substance applied to it so that the card can be sealed when it is folded together for mailing.

(b) The original voter registration card shall be in the following form:

VOTER REGISTRATION CARD

Read instructions before completing

Please type or print in ink

Name _____
Last First Middle

Mailing Address _____
(Do not use P.O. Box, include county)

Village or Township (if different from above) _____

Birthdate ____/____/____ Male ☐ Female ☐

Social Security No. ___-___-___ Tele. No. _____

Previous name (if changed) _____

Last previous address (if any) _____
Street or Route No. Apt. No.

_____
City, Village or Township County State Zip

Address of last previous registration (if any) _____
Street or Route No.

_____
Apt. No. City, Village or Township County State Zip

BE SURE TO CHECK INSTRUCTIONS TO DETERMINE WHETHER YOU ARE QUALIFIED TO REGISTER.

I certify that the above facts are correct and I understand that giving false information to procure a registration is a felony punishable by not more than 5 years imprisonment and a fine of not more than $5,000, or both.

____/____/____ X _____
Date Signature
Be sure to sign duplicate card.

In the upper right hand corner of the card there shall be a 1 1/2" wide by 1" long box marked for "office use only". In the box there shall be: "W_____", "P_____" and "SD_____" (These initials stand for "ward","precinct" and "school district".)

(c) The duplicate voter registration card shall be in the following form:

DUPLICATE VOTER REGISTRATION CARD

Sign this card - do not complete

The information will be typed by voter registration office

Name_____
Last First Middle

Mailing Address_____
(Do not use P.O. Box, include county)

Village or Township (if different from above)_____

Birthdate____/____/____ Male ☐ Female ☐

Social Security No. ___-___-_____ Tele. No._____

Previous name (if changed)_____

Last previous address (if any)_____
Street or Route No. Apt. No.

_____
City Village or Township County State Zip

Address of last previous registration (if any)_____
Street or Route No.

_____
Apt. No. City, Village or Township County State Zip

BE SURE TO CHECK INSTRUCTIONS TO DETERMINE WHETHER YOU ARE QUALIFIED TO REGISTER.

____/____/____ X_____
Date Signature
For identification only

In the upper right hand corner of the card there shall be a 1 1/2" wide by 1" long box marked for "office use only". In the box there shall be: "W_____", "P_____" and "SD_____". (These initials stand for "ward", "precinct" and "school district".)

(d) The instruction card shall be in the following form:

INSTRUCTIONS FOR VOTER REGISTRATION

Eligible voter means a person who at the time of any election:

(a) Is 18 years of age or older.
(b) Is a citizen of the United States and
(c) Has resided in Minnesota for 20 days.

The following persons are not eligible voters:

(a) Any person who has been convicted of a felony or treason, who has not been restored to his civil rights;
(b) Any person who is under guardianship over his person;
(c) Any person who is adjudicated to be non-compos mentis or insane; and
(d) Any person who is not properly registered.

GIVING FALSE INFORMATION TO PROCURE A REGISTRATION OR ATTEMPTING TO REGISTER WHEN NOT QUALIFIED ARE FELONIES PUNISHABLE BY NOT MORE THAN 5 YEARS IMPRISONMENT OR A FINE OF NOT MORE THAN $5,000 OR BOTH.

1. Print in ink or type all information requested on the white card.
2. Check male or female whichever applies.
3. Print or type Social Security number and telephone number, if available.
4. If your name has been changed through marriage, divorce or decree or order of court since your last voter registration or residence, print or type your former name on the appropriate line.
5. Last previous address - Print or type your last address before moving to present address.
6. Address of last previous registration - Print or type the address from which you were last registered to vote. If same as last previous address, print or type "same". If you have never been registered to vote before, print or type "none".
7. After the white card is completed, sign your full name in ink on the appropriate line on both the white card and the grey card.
8. The grey card must be signed in ink on the line where it is required, but do not fill out the grey card. It will be typed in by the voter registration office.
9. After the first card is completed and both cards are signed, seal using sealing tab attached.
10. Complete the address on the reverse of the white registration card by filling in the name of the county where you reside and the county seat. Mail or deliver to the auditor.

(e) The reverse side of the original registration card shall be in the following form:

Place Stamp Here

RETURN TO:

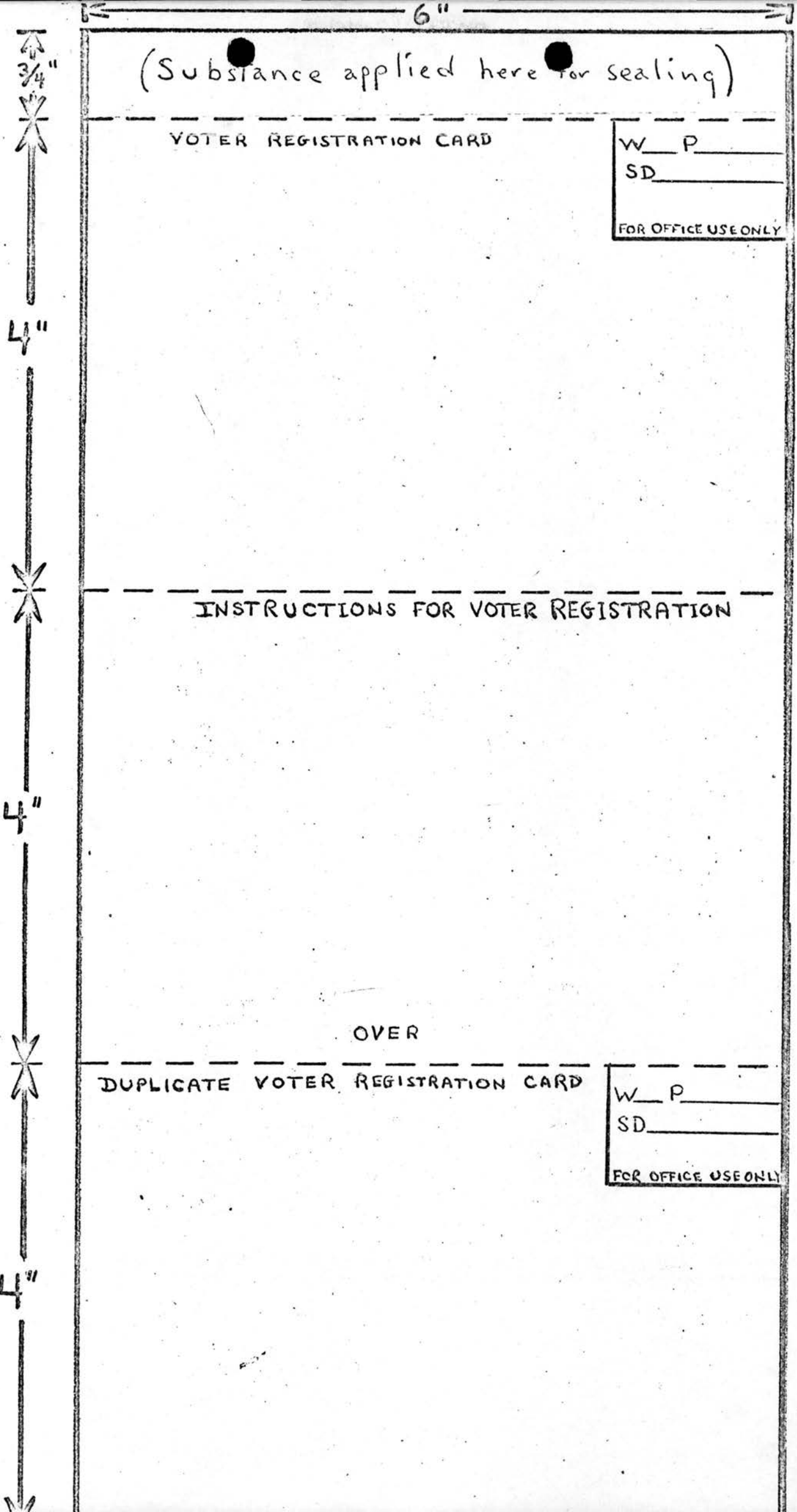
(Here the county auditor shall supply the address)

(f) The reverse side of the duplicate registration card shall be in the following form:

For Office Use Only

RECORD OF VOTING

ELECTION DATE	ELECTION DATE	ELECTION DATE	ELECTION DATE


6"
3/4"
(Substance applied here for sealing)
VOTER REGISTRATION CARD
W__ P__
SD__
FOR OFFICE USE ONLY
4"
INSTRUCTIONS FOR VOTER REGISTRATION
4"
12 3/4
OVER
DUPLICATE VOTER REGISTRATION CARD
W__ P__
SD__
FOR OFFICE USE ONLY
4"

PLACE
STAMP
HERE

RETURN TO:

INSTRUCTIONS FOR VOTER REGISTRATION-Continued

For Office Use Only

RECORD OF VOTING

ELECTION DATE	ELECTION DATE	ELECTION DATE	ELECTION DATE

SecStat 302 Printing and Distribution. Each county auditor shall cause to be printed and shall maintain an adequate number of voter registration forms in compliance with Minnesota Statutes, Chapter 201 and these rules. The auditor shall give to any person or group who requests in writing a reasonable number of forms for the purpose of distribution. In those areas which have pre-election day registration, the auditor shall encourage pre-election day registration by making registration forms available to persons and groups for distribution.

SecStat 303-399 Reserved for future use.

Chapter Four: Places of Registration

SecStat 401 Duties. Each county auditor shall designate a number of public buildings within the county where persons may obtain, complete and deposit registration forms. The auditor or his designee shall be on duty in the building so designated and it shall be the duty of the person on duty to transmit completed registration forms within two working days after receipt to the auditor.

SecStat 402 Number of Buildings. There shall not be in any county less than one building where voter registration forms may be obtained, completed and deposited for every 30,000 residents of the county or fraction thereof. The buildings shall be located throughout the county according to population distribution. The auditor may designate more buildings than are required by law.

SecStat 403-499 Reserved for future use.

Chapter Five: Registration

SecStat 501 Properly Completed Registration. When the county auditor determines that a registration card is not faulty or defective, he shall separate the parts of the card. The part of the card with instructions

on it may be destroyed. Using the information on the original card, the auditor shall complete the duplicate card. The auditor shall then file the original card in the original card file and the duplicate card in the duplicate card file. The auditor shall maintain both files in an orderly manner.

SecStat 502 Registrations Received Fewer than Twenty Days before an Election. When an auditor receives correctly completed registrations during the period when registration cannot be accepted for an election, the auditor shall notify the applicant that he must register on election day to vote at the upcoming election. The auditor shall notify the person of election day registration procedures. In the notice to the applicant the auditor shall explain that the registration form received by the auditor makes the applicant an eligible voter at the election following the upcoming election.

SecStat 503 Faulty or Deficient Registrations. When a person attempts to register prior to election day and the county auditor determines that the registration is faulty or defective, the auditor shall notify the person attempting to register that his registration was not correctly completed. The auditor shall attempt to get the needed information by mail or by telephone. If a registration card is faulty or defective and the address or the telephone number cannot be determined, the registration card shall be removed from the files and maintained separately for one year. The applicant shall be allowed to vote only after correctly completing a registration card.

When the auditor notifies a person of an incorrectly completed registration, the auditor shall also notify the applicant of the dates on which registrations cannot be accepted for an election and of the procedures for election day registration. In the notice to the applicant the auditor shall explain that a correctly completed registration received by the auditor during the period when registrations cannot be accepted for the upcoming election will make the applicant an eligible voter at the election following the upcoming election.

When an auditor receives a faulty or deficient registration during the period when registrations cannot be accepted for an

election, the auditor sahll notify the applicant that he must register at the polling place of the precinct in which he resides on election day to vote at the election. The auditor shall also notify the applicant of the procedures for election day registration. In the notice to the applicant the auditor shall explain that a correctly completed registration received by the auditor during the period when registrations cannot be accepted for the upcoming election will make the applicant an eligible voter at the election following the upcoming election.

SecStat 504 Wrong County. When a county auditor receives a registration card from a person who he has reason to believe is a resident of another county, he shall within two working days forward the registration card to the auditor of the proper county if it can be ascertained. The auditor shall notify the applicant of the action.

SecStat 505 Notification of Registration. When a county auditor receives a registration card listing a prior registration in another county or a prior residence in another county, the auditor shall notify the auditor of the other county. If the former registration and the former residence are in different counties, the auditor shall notify the auditors of both counties.

SecStat 506 Form For Notification. County auditors notifying auditors of counties of former registration or residence shall use the following form:

To the Auditor of _____ County
County Courthouse
_____, Minnesota
County Seat

The following person has registered to vote in _____ County. You are hereby requested to check your registration files and remove the person's name if it should appear therein.

Voter's name _____
Voter's birthdate _____ Voter's Soc. Sec. No. _____
Voter's former name (if changed) _____
Voter's former address _____
_____

_____

Auditor of _____ County

SecStat 507 Use of Reproductions for Notification. County auditors may notify auditors of counties of former registration or residence by reproducing the registration card of the person registering and forwarding the reproduction to the auditor of the county of former registration or residence. Auditors using this procedure shall use substantially the following form:

To the Auditor of _____ County
County Courthouse
_____, Minnesota
County Seat

The attached pages are reproductions of registrations of persons registering to vote in _____ County. You are hereby requested to check your registration files and remove this person's name if it should appear therein.

_____

Auditor of _____County

SecStat 508 Prior Residence Outside Minnesota. When a county auditor receives a registration card which lists a former registration or residence in a state other than Minnesota, the auditor shall notify the secretary of state of the state of former registration or residence that the person has registered to vote in Minnesota.

SecStat 509 Acknowledgement of Ineligible Applications. Ineligible applicants shall be notified of the reasons for their ineligiblity and their cards maintained separately by the auditor for one year.

SecStat 510 Change of Residence. Any person previously registered to vote in Minnesota who changes his residence shall be permitted to vote only after re-registering using his new residence.

SecStat 511 Removal of Cards. Whenever a registration card is to be removed from the registration files, the county auditor shall notify the person whose card is to be removed of such action and the reason for such action in writing. The cards removed shall

be maintained in separate files for one year.

SecStat 512 Name Omitted, Emergency Voting. When any voter who has registered prior to an election day is challenged because his name does not appear in the duplicate registration file of the precinct in which he desires to vote, he may register on that election day by following the election day registration procedures provided by Chapter Six of these rules; or if it appears upon examination that such name was erroneously omitted from the file, he shall be permitted to vote in the precinct, and an emergency voting card shall be signed by the applicant and the judges, containing substantially the following information:

EMERGENCY VOTING CARD

Ward_____ Precinct_____

Name_____

Residence_____

The undersigned judges hereby certify that the above named voter was permitted to vote in this precinct at the election held _____, 19____, pursuant to instructions from the office of the county auditor.

_____ _____

Signature of Voter

_____

Signature of Judge calling Office _____

Judges of Election

_____

Authorized by

SecStat 513-599 Reserved for future use.

Chapter Six: Election Day Registration

SecStat 601 Residence. Any person otherwise qualified but not registered to vote in the precinct in which he resides may register to vote on election day at the polling place of the precinct in which he resides. To register on election day a person must complete and sign the original card, sign the duplicate card, make the oath prescribed by SecStat 602, and provide proof of his residence. A person may prove his residence on election day only by presenting a valid Minnesota driver's license, a valid non-qualification certificate issued by the Minnesota Department of Public Safety or by having a person who is registered to vote in the precinct and knows the applicant is a resident of the precinct sign the following oath:

I, _____, swear that I am a registered voter in _____
County City, Village or Township Ward

_____ . I personally know that _____
Precinct Name of person registering

is a resident of this precinct.

_____
Signature of Registered Voter

Subscribed and sworn to before me this _____ day of _____, 19__.

_____
Signature of Election Judge

The above oath shall be printed on a 4" x 6" card by the county auditor. After every election day the county auditor shall file the oaths and maintain them for one year.

SecStat 602 Swearing to Residence. No person in a polling place as a challenger, pursuant to Minnesota Statutes, 204.06, shall be permitted to swear to the residence of any persons attempting to register on election day. A registered voter, including an election judge, may swear to the residence of any person who he shall know to be a

resident of the precinct; provided, however, that a judge shall swear to the residence before another election judge.

SecStat 603 Election Day Registration Oath. When a person registers to vote on election day, the person shall swear to the following oath: " I swear that I am aware of and upon being registered will possess the qualifications of an eligible voter. I understand that attempting to register when not qualified and giving false information to procure a registration are felonies."

SecStat 604 Election Judges. One judge may both distribute ballots and register voters during the course of an election day, but one judge shall not perform both functions for the same voter.

SecStat 605 Payment of Judges. If a local government chooses to pay additional election judges required for election day registration more than the $25 per day which is reimbursable by the state, the local government must pay the difference.

SecStat 606 Registration Cards Received on Election Day. Registrations received at polling places on election day, whether in governmental units having pre-election day registration or in governmental units having only election day registration, shall be filed in the same file and in the same manner as registrations received prior to that election day.

SecStat 607-699 Reserved for future use.

Chapter Seven: Copies of Precinct Lists

SecStat 701 Request Form. Persons requesting copies of precinct lists shall make the request in substantially the following form:

To the Auditor of _____ County

County Courthouse

_____, Minnesota
County Seat

I hereby request copies of the precinct lists for the following precincts:

My name is_____

I reside at_____

I certify that I am a registered voter in this county. I am aware that using the precinct lists for purposes not related to elections, political activities, or law enforcement is a violation of the law.

_____/_____/_____ _____
Date Signature

SecStat 702 Lists in other Forms. A county auditor may make available precinct lists in forms other than paper copies, such as duplicate computer tapes. This rule does not relieve the auditor of the duty to make paper copies of precinct lists available.

SecStat 703 Cost Determination. When a county auditor determines the cost of copies of precinct lists, the auditor shall take into account only the costs of reproduction actually incurred by his office to fill the specific request. The auditor shall not take into account general office expenses or other expenses which would have been incurred by the auditor's office even without the preparation of the request.

SecStat 704-799 Reserved for future use.

Chapter Eight: Challenges

SecStat 801 Form for Challenges. A petition to challenge a registration shall be in substantially the following form:

To the Auditor of _____ County
County Courthouse
_____, Minnesota
County Seat

I, _____, am a registered voter
Name of person making challenge
in _____, County, Minnesota. I reside at

_____
Street or Route No. City, Village or Township

I challenge the registration of _____
Name of challenged voter
whose registration lists his residence as _____
Street or Route No.

_____.
City, Village or Township

The grounds for my challenge are:

____/____/____ _____
Date Signature of Challenger

The petition shall be accompanied by an affidavit of the challenger stating the basis for the challenge on personal knowledge.

SecStat 802-899 Reserved for future use.

Chapter Nine: Annual Report

SecStat 901 Auditor's Duties. Each county auditor shall file with the commissioner by February 1 of each year beginning in 1975 a report of the cost and conduct of voter registration and

voting in the county. The report shall be on a form provided by the commissioner.

SecStat 902 Information on the Report. The annual report shall contain the following:

I. (1) The number of registered voters.
(2) An itemized account of the cost of registering voters.
(3) The name of each governmental unit having pre-election day registration.
(a) The number of persons registered in each.
(b) The number of persons registered on each election day.
(4) The name of each governmental unit having only election day registration.
(a) The number of persons registered.
(b) The number of persons registered on each election day.

II. (1) The number of persons voting at each election.
(2) An itemized account of the cost of elections.
(3) The number of persons voting in each governmental unit having pre-election day registration at each election.
(4) The number of persons voting in each governmental unit having only election day registration at each election.

III: (1) The number of requests for copies of precinct lists. The cost charged to each person making the request.
(2) The number of requests for voter registration forms for the purpose of general distribution. The number given for each request. The total number of forms given out for general distribution.

IV. (1) The number of persons eligible to register, whether or not registered in each governmental unit. (Estimated)
(2) A narrative description of any registration drives conducted in the county.

SecStat 903-999 Reserved for future use.

Chapter Ten: Electronic or Automatic Data Processing

SecStat 1001 Approval by Commissioner. Any county auditor may maintain voter registration records on electronic or automatic data processing systems; provided, however, that the auditor shall obtain the approval of the proposed system from the commissioner prior to its implementation.

SecStat 1002 Compatible with State System. Any voter registration records maintained on electronic or automatic data processing systems

and provided to the state of Minnesota shall be provided in a format compatible with the state's computer system.

SecStat 1003-1099 Reserved for future use.

FILED
RICHARD L. BRUBACHER
Commissioner of Administration
OCT 25 1973
BY Eda Staudenmaier
AUTH. SIGNATURE
4:35 p.m.

STATE OF MINNESOTA
DEPARTMENT OF STATE
FILED
OCT 25 1973 - 4:15 pm
Arlen I. Erdahl
Secretary of State

APPROVED AS TO FORM AND LEGALITY
Oct 23 1973
WARREN SPANNAUS, ATTORNEY GENERAL
BY J Patrick Wiley
SPECIAL ASSISTANT ATTORNEY GENERAL

STATE OF MINNESOTA

COUNTY OF RAMSEY

BEFORE ARLEN I. ERDAHL

SECRETARY OF STATE

In the matter of the Proposed Adoption of Rules of the Secretary of State Governing Registration of Voters

STATEMENT OF COMPLIANCE WITH MANUAL OF RULE MAKING PROCEDURES

I, Special Assistant Attorney General Robert C. Hentges, do hereby declare that I have examined the proposed rules and all related documents and that, based on them and my personal familiarity with the applicable procedures, the Manual of Rule Making Procedures has been followed. Any exceptions are noted below.

Robert C. Hentges

ROBERT C. HENTGES
Special Assistant
Attorney General

Dated: September 28, 1973

Ex-1-

STATE OF MINNESOTA

COUNTY OF RAMSEY

BEFORE ARLEN I. ERDAHL

SECRETARY OF STATE

In the matter of the Proposed Adoption
of Rules of the Secretary of State
Governing Registration of Voters

ORDER FOR HEARING

To effectively implement Minnesota Statutes Chapter 201 (1971), as amended, the Minnesota Secretary of State deems it necessary to consider adoption of the proposed rules captioned above pursuant to the authority vested in me by Minnesota Laws 1973 Chapter 676 Section 17.

NOW, THEREFORE, IT IS ORDERED this Third day of August, 1973, that a public hearing on the proposed rules captioned above be held in Room D of the Veterans Service Building, 20 West 12th Street and Columbus Avenue (between Wabasha and Iglehart), St. Paul, Minnesota, on Wednesday, September 5, 1973, commencing at 9:30 a.m. and continuing until all representatives of associations or other interested groups or persons have had an opportunity to be heard.

IT IS FURTHER ORDERED, that notice of said hearing be given to all representatives of associations or other interested groups or persons who have registered their names with the Secretary of State for that purpose.

STATE OF MINNESOTA
SECRETARY OF STATE

Arlen I. Erdahl

ARLEN I. ERDAHL
SECRETARY OF STATE

EX-2.

STATE OF MINNESOTA

COUNTY OF RAMSEY

BEFORE ARLEN I. ERDAHL

SECRETARY OF STATE

In the matter of the Proposed Adoption
of Rules of the Secretary of State
Governing Registration of Voters

NOTICE OF HEARING

Notice is hereby given that a public hearing will be held pursuant to Minnesota Statutes Section 15.0412 Subdivision 4 (1971) in the above-entitled matter in Room D of the Veterans Service Building, 20 West 12th Street and Columbus Avenue (between Wabasha and Iglehart), St. Paul, Minnesota, on Wednesday, September 5, 1973, commencing at 9:30 a.m. and continuing until all representatives of associations or other interested groups or persons have had an opportunity to be heard concerning adoption of the proposed rules captioned above by submitting either oral or written data, statements or arguments. Statements or briefs may be submitted without appearing at the hearing.

The Secretary of State proposes to adopt rules to implement Minnesota Statutes Chapter 201 (1971), as amended by Minnesota Laws 1973 Chapters 676 and 725. Chapter 201 provides for the registration of voters.

Copies of the proposed rules are now available and may be obtained by writing to Arlen I. Erdahl, Secretary of State, State Office Building, St. Paul, Minnesota 55155. Additional copies will be available at the door on the date of the hearing.

STATE OF MINNESOTA
SECRETARY OF STATE

Arlen I. Erdahl

ARLEN I. ERDAHL
SECRETARY OF STATE

PROPOSED RULES OF THE SECRETARY OF STATE
FOR VOTER REGISTRATION
(Implementing Minnesota Statutes, Chapter 201)

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Chapter Seven: Copies of Precinct Lists

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Chapter One: Duties of County Auditor

SecStat 1 Delegation of Duties. The county auditor may delegate all duties assigned to him by these rules and by Laws 1973, Chapter 676, except the responsibility to maintain custody of the original file of voter registration and the preparation and distribution of precinct lists. The auditor may delegate the responsibility to accept registrations, but a delegation of this responsibility does not relieve the auditor of his duty to accept registrations.

SecStat 2 Auditor's Rules Filed with Commissioner. Whenever a county auditor adopts rules for the delegation of voter registration duties assigned to him, the auditor shall file a copy of the rules with the commissioner within five working days after the effective date of the rules.

SecStat 3-8 Reserved for future use.

Chapter Two: Registration Files

SecStat 9 Delivery. The delivery of records and files made pursuant to Laws 1973, Chapter 676, Section 6, Subdivision 1, shall be made in an orderly manner and under the supervision of the municipal official in whose custody the records and files have previously been kept.

The municipal official shall prepare two copies of a notic indicating and identifying the documents to be delivered in sufficient detail to establish the extent of records delivered. The municipal official shall deliver one copy of the notice to the county auditor and shall retain the other copy of the notice until December 31, 1974.

Upon receiving the records and files, the county auditor shall sign a dated receipt indicating and identifying the documents delivered in sufficient detail to establish the extent of records received. The receipt shall be delivered to the municipal official who shall retain it until December 31, 1974.

SecStat 10 Maintenance of Duplicate File. Duplicate registration files shall be maintained by street address or alphabetically by voter's last name. Whichever system of arrangement is used, it shall be used consistently throughout the county.

SecStat 11-16 Reserved for future use.

Chapter Three: Registration Cards

SecStat 17 Specifications. Voter registration cards printed for the purposes of distribution and mailing shall be printed in the following manner:

The size shall be 6" x 12 3/4" (including 3/4" stub)
The paper shall be white 80# offset
The ink shall be black (face and back)
The duplicate card shall have a very light grey screen
The card shall have three 1/16" perforations that result in three equal size cards 6" x 4"
The top stub shall have a substance applied to it so that the card can be sealed when it is folded together for mailing.

The original voter registration card shall be in the following form:

Voter Registration Card

Please type or print in ink

Name_____
Last First Middle

Address_____
(Do not use P.O. Box) Street or Route No. City, Village, or

_____
Township Apt. No. County Zip

Birthdate____/____/____ Male Female

Social Security No.____-____-____ Tele. No._____

Previous name (if changed)_____

Last previous Minnesota address (if any)_____
Street or Route No.

_____
City, Village or Township Apt. No. County Zip

Address of last previous Minnesota registration (if any)_____
Street

_____
or Route No. City, Village or Township Apt. No. County Zip

Check instructions to determine whether or not you are qualified to register.

I certify that the above facts are correct and I understand that giving false information to procure a registration is a felony punishable by not more than 5 years imprisonment and a fine of not more than $5,000, or both.

____/____/____ _____
Date Sign full name in ink

In the upper right hand corner of the card there shall be a 1 1/2" wide by 1" long box marked for "office use only".

The duplicate voter registration card shall be in the following form:

Duplicate Voter Registration Card

To be typed by voter registration office

Name _____
Last First Middle

Address _____
(Do not use P.O. Box) Street or Route No. City, Village, or

_____
Township Apt. No. County Zip

Birthdate ___/___/___ Male Female

Social Security No. ___-___-___ Tele. No. _____

Previous name (if changed) _____

Last previous Minnesota address (if any) _____
Street or Route No.

_____
City, Village, or Township Apt. No. County Zip

Address of last previous Minnesota registration (if any) _____
Street

_____
or Route No. City, Village or Township Apt. No. County Zip

Check instructions to determine whether or not you are qualified to register.

I certify that the above facts are correct and I understand that giving false information to procure a registration is a felony punishable by not more than 5 years imprisonment and a fine of not more than $5,000, or both.

___/___/___ _____
Date Sign full name in ink

In the upper right hand corner of the card there shall be a 1 1/2" wide by 1" long box marked for "office use only".

The instruction card shall be in the following form:

Instructions for Voter Registration

Eligible voter means a person who at the time of any election:

(a) is 18 years of age or older,
(b) is a citizen of the United States and
(c) has resided in Minnesota for 20 days.

The following persons are not eligible voters:

(a) Any person who has been convicted of a felony or treason, who has not been restored to his civil rights;
(b) Any person who is under guardianship over his person;
(c) Any person who is adjudicated to be non-compos mentis or insane;
(d) Any person who is not properly registered.

GIVING FALSE INFORMATION TO PROCURE A REGISTRATION OR ATTEMPTING TO REGISTER WHEN NOT QUALIFIED ARE FELONIES PUNISHABLE BY NOT MORE THAN 5 YEARS IMPRISONMENT OR A FINE OF NOT MORE THAN $5,000 OR BOTH.

1. Print in ink or type all information requested on the white card.
2. Check male or female whichever applies.
3. Print Social Security number, if available.
4. Print telephone number, if available.
5. If your name has been changed through marriage, divorce or decree or order of court since your last voter registration or residence, print your former name on the appropriate line.
6. Last previous Minnesota address - Print your last address before moving to present address.
7. Address of last previous Minnesota registration - Print the address from which you were last registered to vote. If same as last previous address, print "same". If you have never been registered to vote before, print "none".
8. After the white card is completed, sign your full name in ink on the appropriate line on both the white card and the grey card.
9. The grey card must be signed in ink on the line where it is required, but do not fill out the grey card. It will be typed in by the voter registration office.
10. After the first card is completed and both cards are signed, seal using sealing tab attached.
11. Complete the address on the reverse of the white registration card by filling in the name of the county where you reside and the county seat. Mail or deliver to the auditor.

The reverse of the original registration card shall be in the following form:

PLACE
STAMP
HERE

RETURN TO:

THE AUDITOR OF _____ COUNTY
COUNTY COURTHOUSE

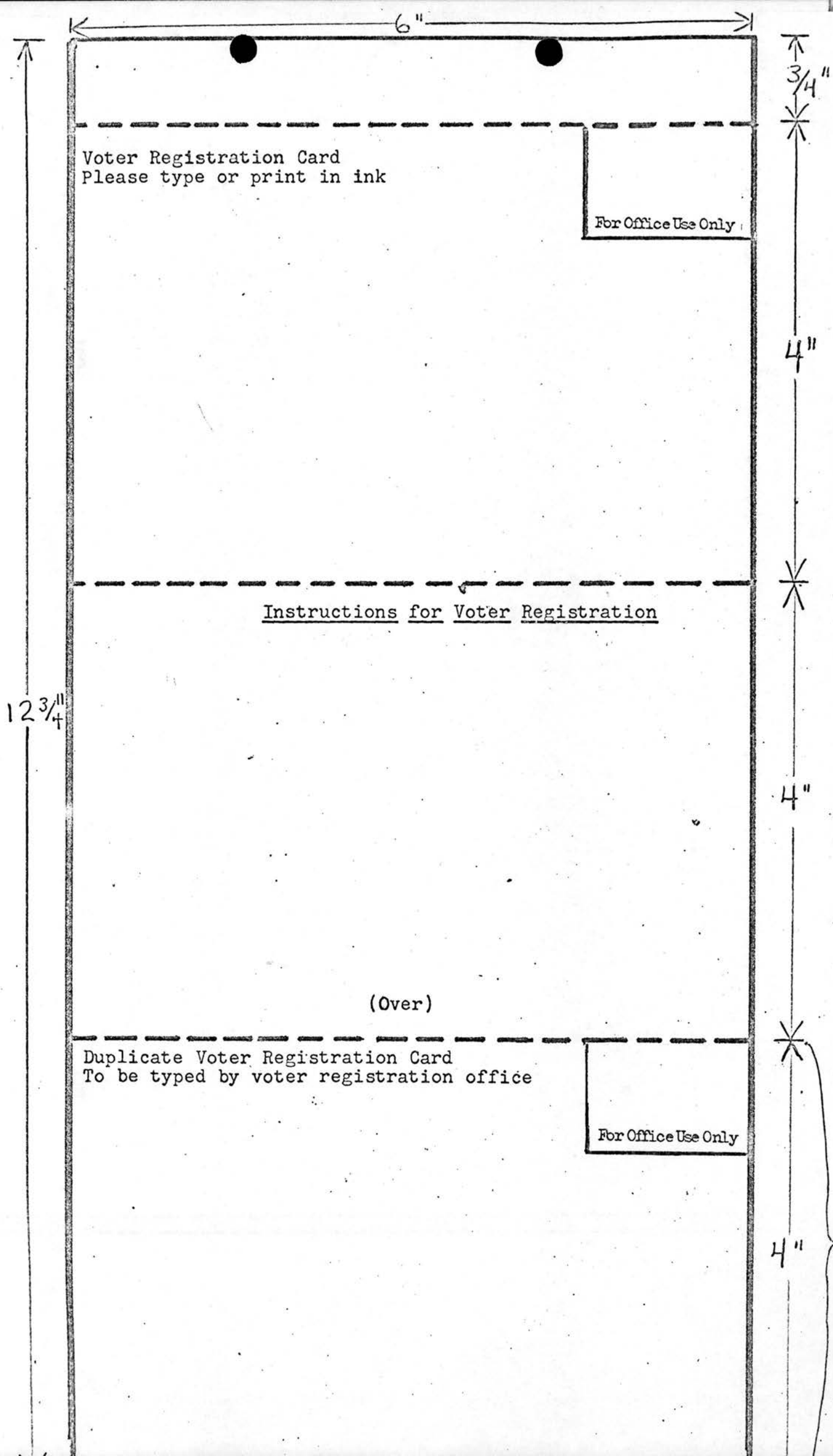
_____, MINNESOTA
County Seat

The reverse of the duplicate registration card shall be in the following form:

For Office Use Only

RECORD OF VOTING

ELECTION DATE	ELECTION DATE	ELECTION DATE	ELECTION DATE


6"
3/4"
Voter Registration Card
Please type or print in ink
For Office Use Only
4"
Instructions for Voter Registration
12 3/4"
4"
(Over)
Duplicate Voter Registration Card
To be typed by voter registration office
For Office Use Only
4"
GREY SCREEN

Substance applied here for sealing

Place Stamp Here

Return to:

The Auditor of _____ County

County Courthouse

_____, Minnesota
County seat

Instructions for voter registration - continued

ELECTION DATE	ELECTION DATE	ELECTION DATE	ELECTION DATE

RECORD OF VOTING

FOR OFFICE USE ONLY

SecStat 18 Printing and Distribution.

(a) Each county auditor shall cause to be printed and shall maintain an adequate number of registration cards in compliance with the provisions of these rules and regulations. The auditor shall give to any person or group who requests in writing a reasonable number of cards for the purpose of distribution.

(b) All individuals and groups desiring to print registration cards at their own expense must obtain the approval of the auditor of the county where the printer to be printing the cards is located or the approval of the commissioner. Before giving his approval the auditor or commissioner shall make certain that the proposed cards will conform with the specifications of these rules and regulations in every way. If the proposed cards do meet the require ments of these rules and regulations, the auditor or commissioner shall give his immediate approval. Individuals or groups which print cards without the approval of the auditor or commissioner must assume the risk that the cards printed may not comply with these rules and regulations and may not be accepted as valid registrations.

SecStat 19-25 Reserved for future use.

Chapter Four: Places of Registration

SecStat 26 Duties of Officials. Each county auditor shall designate a number of public buildings within the county where persons may complete registration cards. A county official shall be on duty in the building so designated and it shall be the official's duty to transmit registration cards within two working days to the county auditor. The officials shall not judge the correctness of registration cards left in his custody, but shall keep them in a safe place until they are transmitted to the county auditor.

SecStat 27 Number of Buildings. There shall not be in any county less than one building where voter registration cards may be completed and left for every 30,000 residents of the county. The buildings shall be located throughout the county according to population distribution. The auditor may designate more buildings than are required by law.

SecStat 28-33 Reserved for future use.

Chapter Five: Pre-election Day Registration

SecStat 34 Faulty Registrations. When a person attempts to register prior to election day and the county auditor determines that the registration is faulty or defective, the auditor shall notify the person attempting to register of the parts of the registration not completed correctly and shall either return the registration card to the person or send the person a new card. If a registration card is faulty or defective and the address or the telephone number cannot be determined from the registration card, the registration card is to be removed from the files and maintained separately, and the applicant shall be allowed to vote only after completing a registration card correctly

SecStat 35 Correct Registrations. When the county auditor determines that a registration card is not faulty or defective, he shall separate the parts of the card. The part of the card with instructions on it may be destroyed. Using the information on the original card, the auditor shall complete the duplicate card. The auditor shall then file the original card in the original card file and the duplicate card in the proper precinct in the duplicate card file. The auditor shall maintain both files in an orderly manner.

SecStat 36 Wrong County. When a county auditor receives a registration card from a person who he has reason to believe is a resident of another county, he shall within two working days forward the registration card to the auditor of the proper county if it can be ascertained.

SecStat 37 Notification of Registration. When a county auditor receives a registration card listing a prior registration in another county or a prior residence in another county, the auditor shall notify the auditor of the other county. If the former registration and the former residence are in different counties, the auditor shall notify the auditors of both counties.

SecStat 38 Form For Notification. County auditors notifying auditors of counties of former registration or residence shall use the following form:

To the Auditor of_____ County
County Courthouse
_____, Minnesota
County Seat

The following person has registered to vote in_____ County. You are hereby requested to check your registration files and remove the person's name if it should appear therein.

Voter's name_____

Voter's former name (if changed)_____

Voter's former address_____

_____

Thank you for your assistance,

_____

Auditor of_____County

SecStat 39-48 Reserved for future use.

Chapter Six: Election Day Registration

SecStat 49 Residence. Any person not registered to vote in the precinct in which he resides may register to vote on election day by completing and signing an original registration card, signing the duplicate card, making the oath prescribed by the commissioner and providing proof of residence. A person may prove residence on election day

by presenting a valid Minnesota driver's license or a valid non-qualification certificate issued by the Minnesota Department of Public Safety.

A person may also prove residence on election day by having a person who is registered to vote in the precinct sign the following oath:

I,_____, am a registered voter in

_____.
County City, Village or Township Ward Precinct

I personally know_____
Name of person registering

and know that he/she is a resident of this precinct.

_____ / / _____
Date Signature of registered voter

_____
Signature of registration judge

The oath shall be printed on 4" x 6" cards by the county auditor. After a card is used for the purpose of registration on election day, it shall be attached to the original registration card.

SecStat 50 Oath. When a person registers to vote on election day, the person shall make the following oath before receiving a ballot: "I swear that I am aware of and possess the qualifications of an eligible voter. I certify that all information I give to procure a registration to vote is true and that I understand that attempting to register when not qualified or giving false information to procure a registration are felonies."

SecStat 51 Election Judges. One judge may both distribute ballots and register voters during the course of an election day, but one judge shall not perform both functions for the same voter.

SecStat 52 Payment of Judges. If a local government chooses to pay additional election judges required for election day registration more than the $25 per day which is reimburseable by the state, the local government must pay the difference.

SecStat 53-62 Reserved for future use.

Chapter Seven: Copies of Precinct Lists

SecStat 63 Request Form. Persons requesting paper copies of a precinct list shall complete the following form:

To the Auditor of _____County
County Courthouse
_____, Minnesota
County Seat

I hereby request paper copies of the precinct lists for the following precincts:

My name is_____

I reside at_____

I certify that I am a registered voter in the county and that I intend to use the information contained in the lists for purposes related to elections, political activities or law enforcement. I am aware that using the lists for other purposes is a violation of the law.

____/____/____ _____
Date Signature

SecStat 64 Cost Determination. When a county auditor determines the cost of paper copies of precinct lists, the auditor shall take into account only the costs of reproduction actually incurred by his office to fill the specific request. The auditor shall not take into account general office expenses or other expenses which would have been incurred by the auditor's office even without the preparation of the request.

SecStat 65-69 Reserved for future use.

Chapter Eight: Challenges

SecStat 70 Form for Challenges. A petition to challenge a registration shall be substantially in the following form:

To the Auditor of_____County
County Courthouse
_____, Minnesota
County Seat

I,_____, am a registered
Name of person making challenge

voter in _____, County, Minnesota. I reside

at_____.
Street or Route No. City, Village or Township

I challenge the registration of_____,
Name of challenged voter

whose registration lists his residence as _____
Street or

_____
Route No. City, Village or Township

The grounds for my challenge are:

_____ _____
Date Signature of Challenger

The petition shall be accompanied by an affidavit of the challenger setting out the basis for the challenge on personal knowledge.

SecStat 71-75 Reserved for future use.

Chapter Nine: Annual Report

SecStat 76 Auditor's Duties. Each county auditor shall file with the commissioner by August 1 of each year a report of the cost and conduct of voter registration and voting in the county. The report shall be on a form provided by the commissioner.

SecStat 77 Information on the Report. The annual report shall contain the following:

I. 1) The number of registered voters.
2) An itemized account of the cost of registering voters.
3) The name of each governmental unit having pre-election day registration.
a) The number of persons registered in each.
b) The number of persons registered at each election.
4) The name of each governmental unit having only election day registration.
a) The number of persons registered.
b) The number of persons registered at each election.

II. 1) The number of persons voting at each election.
2) An itemized account of the cost of elections.
3) The number of persons voting in each governmental unit having pre-election day registration at each election.
4) The number of persons voting in each governmental unit having only election day registration.

III. 1) The number of requests for copies of precinct lists. The cost charged to each person making the request.
2) The number of requests for voter registration cards for the purpose of distribution. The total number of cards given out for distribution.

STATE OF MINNESOTA

COUNTY OF RAMSEY

In the matter of the Proposed Adoption
of Rules of the Secretary of State
Governing Registration of Voters

CERTIFICATE

I hereby certify that the attached 273 labels constitute the complete list of persons, associations and other interested groups who as of 1:45 pm this 3rd day of August, 1973, have requested pursuant to Minnesota Statutes Section 15.0412 Subdivision 4 (1971) that their names be placed on file with the Secretary of State for the purpose of receiving notice of public hearings on proposed rules on the subject captioned above.

Arlen I. Erdahl

ARLEN I. ERDAHL
SECRETARY OF STATE

By Neil Dion

EX-4-

STATE OF MINNESOTA

COUNTY OF RAMSEY

In the matter of the Proposed Adoption
of Rules of the Secretary of State
Governing Registration of Voters

AFFIDAVIT OF MAILING

Theresa Elizondo, being first duly sworn, deposes and says:

That on the 3rd day of August, 1973, at the City of St. Paul, County of Ramsey, State of Minnesota, she served the attached Notice of Hearing by depositing in the United States mail at said City of St. Paul a true and correct copy thereof, properly enveloped, with postage prepaid, to all persons and associations at the addresses listed on the attached Certificate of the Secretary of State.

Theresa Elizondo

Subscribed and sworn to before me
this 3 day of August, 1973.

Thomas H. Frost

THOMAS H. FROST
Notary Public, Ramsey Co. Mn.
MY COMMISSION EXPIRES
June 21, 1980

STATE OF MINNESOTA

COUNTY OF RAMSEY

In the matter of the Proposed
Adoption of Rules of the Secretary
of State Governing Registration of
Voters

STATEMENT OF NEED

The above captioned rules are not amendments to existing rules of the Secretary of State.

The need to adopt these rules arises because of the legislative mandate of Minnesota Laws 1973 Chapter 676 that the Secretary of State adopt rules to implement Minnesota Statutes Chapter 201 (1971), as amended by Minnesota Laws 1973 Chapters 676 and 725.

STATE OF MINNESOTA
SECRETARY OF STATE

Arlen I. Erdahl

ARLEN I. ERDAHL
SECRETARY OF STATE

STATE OF MINNESOTA

COUNTY OF RAMSEY

BEFORE ARLEN I. ERDAHL

SECRETARY OF STATE

In the matter of the Proposed Adoption
of Rules of the Secretary of State
Governing Registration of Voters

FINDINGS OF FACT

The above-entitled matter came on for hearing before the Secretary of State of the State of Minnesota on the Fifth day of September, 1973, at 9:30 a.m. in Room D of the Veterans Service Building, St. Paul, Minnesota, after proper notice required by Minnesota Statutes Section 15.0412 Subdivision 4 (1971) was served upon all persons, associations and other interested groups registered with the Secretary of State for that purpose.

After affording interested persons an opportunity to present written and oral data, statements and arguments, having heard all of the testimony, having considered all of the evidence adduced and upon the records, files and proceedings herein, I find the following:

Minnesota Laws 1973, Chapter 676 Section 17 vests authority in the Secretary of State to adopt these rules.

Section 17 mandates that the Secretary of State adopt rules governing voter registration to implement Minnesota Statutes Chapter 201 (1971), as amended. He shall make rules consistent with federal and state election laws, and the rules shall facilitate the execution of the laws in an orderly manner. The Secretary of State shall devise uniform forms and procedures to assist local officials with voter registration. He shall provide uniform regulations to insure that the voter registration records of counties using electronic or automatic data processing systems are compatible with a uniform system of electronic data maintenance. He shall supervise the development and use of the system to insure that it conforms to law and rules. He shall prescribe the method and manner of the transportation and delivery that Minnesota Laws 1973, Chapter 676 requires of original and duplicate

registration files. The Secretary of State shall prescribe the form of the duplicate registration file so that a duplicate card contains the voter's name, address, telephone number, voting record and signature. He shall prescribe procedures for the transportation of duplicate registration files to election judges for use on election day to compare the signatures of voters with signatures on duplicate registration cards.

The rules captioned above meet the need that Minnesota Laws 1973, Chapter 676 Section 17 creates. The rules provide specifications, procedures and other details that existing law does not provide but that the Legislature mandates.

SecStat 101 and 102 provide for the delegation of the duties of the county auditor. SecStat 201 through 203 provide for transportation and maintenance of registration records. SecStat 301 and 302 provide for printing and distribution of registration cards. SecStat 401 and 402 provide for places of registration. SecStat 501 through 512 provide for voter registration. SecStat 601 through 606 provide for registration on election day. SecStat 701 through 703 provide for duplication of precinct lists. SecStat 801 provides for challenges of registrations. SecStat 901 through 902 provide for annual reports by the county auditor. SecStat 1001 and 1002 provide for maintenance of voter registration records on electronic or automatic data processing systems.

Modifications made in the proposed rules after the hearing do not go do a different subject matter nor result in any rule fundamentally different from the rules contained in the Notice of Hearing. The modifications are in keeping with the spirit and intent of the rules presented at the hearing.

The rules are in keeping with and will help carry out policy of the State of Minnesota as expressed in its election laws.

STATE OF MINNESOTA
SECRETARY OF STATE

Arlen I. Erdahl

ARLEN I. ERDAHL
SECRETARY OF STATE

STATE OF MINNESOTA

COUNTY OF RAMSEY

BEFORE ARLEN I. ERDAHL

SECRETARY OF STATE

In the matter of the Proposed Adoption of Rules of the Secretary of State Governing Registration of Voters

ORDER ADOPTING RULES

The above-entitled matter came on for hearing before the Secretary of State of the State of Minnesota on the Fifth day of September, 1973, at 9:30 a.m. in Room D of the Veterans Service Building, St. Paul, Minnesota, after proper notice required by Minnesota Statutes Section 15.0412 Subdivision 4 (1971) was served upon all persons, associations and other interested groups registered with the Secretary of State for that purpose.

After affording interested persons an opportunity to present written and oral data, statements and arguments, having heard all of the testimony, having considered all of the evidence adduced and upon the records, files and proceedings herein, and applicable statutory standards or criteria, and having confirmed the need for the above captioned rules.

NOW, THEREFORE, IT IS ORDERED that these rules identified as SecStat 101-103, 201-203, 301, 302, 401, 402, 501-512, 601-606, 701-703, 801, 901, 902, 1001 and 1002 are adopted this Twenty-eighth day of September, 1973, pursuant to authority vested in me by Minnesota Laws Chapter 676 Section 17.

STATE OF MINNESOTA
SECRETARY OF STATE

Arlen I. Erdahl

ARLEN I. ERDAHL
SECRETARY OF STATE