

# MICHIGAN

The Federal Post Card Application (FPCA) is the primary form for requesting registration and/or an absentee ballot from your local election official. **Read all instructions printed below and on the FPCA before completing and signing your application.**

## FEDERAL POST CARD APPLICATION

SAMPLE FORM

REGISTRATION AND ABSENTEE BALLOT REQUEST - FEDERAL POST CARD APPLICATION (FPCA)			
APPLICATION FOR STATE OF _____		COUNTY OF _____	
		CITY OR TOWNSHIP OF _____ §	
I REQUEST ABSENTEE BALLOTS FOR ALL ELECTIONS IN WHICH I AM ELIGIBLE TO VOTE.			
<b>1. APPLICANT INFORMATION</b> (See instruction 1.)		<b>6. POLITICAL PARTY AFFILIATION</b> (This information is required by most states to send you a ballot for primary elections. See instructions.)	
a. TYPED OR PRINTED NAME (Last, First, Middle Initial)		b. SEX    c. RACE	
d. DATE OF BIRTH		e. SOCIAL SECURITY NUMBER	
f. OTHER IDENTIFICATION NO. (passport, ID card)		<b>7. REMARKS</b> (Provide additional information which will assist local election officials in determining your eligibility to register and vote. See instructions.)	
<b>2. I LAST VOTED or PLACE OF LAST REGISTRATION</b> (Do not leave this section blank. See instructions.)			
a. YEAR		b. COUNTY, CITY, OR TOWNSHIP	
c. STATE		d. VOTER REGISTRATION NO. (if known)	
<b>3. VOTING RESIDENCE</b> (For military, legal residence. For overseas civilians, last residence in U.S. IF USING RURAL ROUTE, SEE INSTRUCTIONS.)			a. LAST DAY OF RESIDENCY
b. NUMBER AND STREET (do not use Post Office Box)			M M D D Y Y
c. CITY, TOWN OR VILLAGE			d. STATE
e. COUNTY OR PARISH			f. ZIP CODE (9-digit, if known)
<b>4. MAIL ABSENTEE BALLOT TO:</b> (Mailing address where you want the ballot to be sent.)			
e. I am a U.S. Citizen, eligible to vote in the above jurisdiction, and subscribe to any required state/local oath or statement.			
f. I have not been convicted of a felony or other disqualifying offense or been adjudicated mentally incompetent, or if so, my voting rights have been reinstated.			
g. I am not registering, requesting a ballot, or voting in any other jurisdiction in the U.S.			
h. The information on this form is true and complete.			
i. SIGNATURE OF APPLICANT			j. DATE
M M D D Y Y			M M D D Y Y
<b>5. YOUR FAX NUMBER</b> (If this application is faxed, include all international prefixes. See Instructions.)			
M M D D Y Y			DATE SIGNED
M M D D Y Y			M M D D Y Y
<b>9. WITNESS/NOTARY ADDRESS AND SIGNATURE</b> (If required by state law)			
M M D D Y Y			

The information contained herein is for official use only. Any unauthorized release of this information may be punishable by law.

### Application Instructions

*Circled letters on the form above correspond to the instructions below. You must complete all shaded areas.*

- A** The last four digits of your Social Security number OR your Michigan Driver's License number is required for voter registration. If you do not possess either of these identifications, Michigan shall assign a number that will serve to identify you for voter registration purposes.
- B** Do not leave blank. Enter "N/A" if not applicable.
- C** Provide the complete street address of your Michigan voting residence. A post office box is not sufficient. If your address includes a rural route number, describe its location. For example: "on Highway \_\_\_\_\_, 2 miles past Highway \_\_\_\_\_, across the street from the \_\_\_\_\_ gas station." This address must be different from the one provided in Item 4

- and must be within the city or township where you claim legal voting residence.
- D** Print the complete address where you want your ballot sent - usually your current mailing address. It must be different from the address you provided in Item 3.
- E** Check ONE box.
- F** You must sign the FPCA. When signing, you are swearing or affirming the information is true and correct.
- G** If you are a civilian outside the U.S. and you want to obtain an absentee ballot, a notary public, commissioned officer, consular officer, or other authorized person must complete this section.

## I. UNIFORMED SERVICES

### A. Who Can Do It

These procedures apply to persons who are U.S. citizens, residents of Michigan and members of the Uniformed Services and their family members. Uniformed Services are defined as the U.S. Armed Forces, merchant marine, commissioned corps of the Public Health Service and the National Oceanic and Atmospheric Administration.

### B. Registering and Requesting an Absentee Ballot

You should send an FPCA to your local election official early every year and whenever you change your mailing address (see Chapter 2).

Note that under Michigan law, if there is a special state or local election prior to the Federal office primary and general elections, the FPCA ballot request is applied to the special state or local election and the voter must request a ballot for the Federal office primary and general elections with a new FPCA.

To register and/or request an absentee ballot, send a completed FPCA or handwritten letter to the City or Township Clerk so that it arrives not later than the Saturday before the election.

### C. Casting Your Vote

Ballot Return Deadline: Voted ballot must arrive at the City or Township Clerk **before the close of polls on election day.**

Local election officials mail absentee ballots 45 days before the primary and general elections.

If you are outside the U.S. and have not received your state ballot in a timely manner, use the **Federal Write-In Absentee Ballot.** See instructions in Chapter 2, page 12.

### D. Notary/Witness Requirements

No registration or voting materials are notarized or witnessed.

### E. Electronic Transmission of FPCAs and Ballots

- Michigan allows you to send the FPCA for registration and absentee ballot by fax. After faxing, submit the FPCA by mail.
- Michigan does not allow you to receive the blank ballot by fax.

- Michigan does not allow you to return the voted ballot by fax.

Please refer to Appendix C for specific instructions when transmitting election materials electronically. **Use the following numbers:**

DSN 223-5527  
(703) 693-5527  
1-800-368-8683

Additional international toll-free fax numbers are listed on the inside back cover.

Instructions continue in Section III: Uniformed Services & Civilians Outside U.S.

## II. CIVILIANS OUTSIDE U.S.

### A. Who Can Do It

These procedures apply to U.S. citizens who are temporarily residing outside of the territorial limits of the U.S. and who but for such residence would be qualified to vote in Michigan.

- civilian employees of the U.S. Armed Forces or merchant marine and their spouses and dependents
- Michigan residents temporarily residing outside the U.S., and their spouses and dependents

### B. Registering and Requesting an Absentee Ballot

You should send an FPCA to your local election official early every year and whenever you change your mailing address (see Chapter 2).

Note that under Michigan law, if there is a special state or local election prior to the Federal office primary and general elections, the FPCA ballot request is applied to the special state or local election and the voter must request a ballot for the Federal office primary and general elections with a new FPCA.

To register and/or request an absentee ballot, send a completed FPCA or handwritten letter with affidavit (form provided by clerk of city or township of residence) to the City or Township Clerk so that it arrives not later than the Saturday before the election.

### C. Casting Your Vote

Ballot Return Deadline: Voted ballot must arrive at the City or Township Clerk **before the close of polls on election day.**

***Notify Your Local Election Official About Your Current Mailing Address***

Local election officials mail absentee ballots 45 days before the primary and general elections.

If you have not received your state ballot in a timely manner, use the [Federal Write-In Absentee Ballot](#). See instructions in Chapter 2, page 12.

## D. Notary/Witness Requirements

**FPCA:** For all Michigan residents covered under Section II.A., the FPCA you use to request an absentee ballot must be sworn to before an official authorized to administer oaths. If requesting a ballot with a handwritten letter, a sworn affidavit must be included (form provided by clerk of city or township of residence).

**Ballot Return Envelope:** No notary or witness required.

## E. Electronic Transmission of FPCAs and Ballots

- Michigan allows you to send the FPCA for registration and absentee ballot by fax. After faxing, submit the FPCA by mail.
- Michigan does not allow you to receive the blank ballot by fax.
- Michigan does not allow you to return the voted ballot by fax.

Please refer to Appendix C for specific instructions when transmitting election materials electronically. [Use the following numbers:](#)

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## III. UNIFORMED SERVICES & CIVILIANS OUTSIDE U.S.

### A. Bars to Registration and Voting

A person may not register or vote while serving a prison sentence.

### B. Cancellation of Registration

Registration is permanent unless you move to a different city or township in Michigan. After moving to a different city or township, a new registration must be submitted.

### C. Action on Registration Requests

A voter identification card is sent.

## D. Action Upon Denial of Registration or Absentee Ballot Request

Upon denial of your voter registration application or absentee ballot request, Michigan shall provide you with the reason(s) for the rejection. Denial of registration may be appealed. Consult a legal assistance officer or civilian counsel.

## E. Where To Send It

Mail the FPCA to the [City or Township Clerk](#) in the city or township of your voting residence. Addresses not listed below can be found in Michigan's Voter Information Center at [www.michigan.gov/sos](http://www.michigan.gov/sos), "Elections in Michigan." For a village election, submit a separate FPCA to the [Village Clerk](#). For a school election, submit a separate FPCA to the [Secretary of the School Board](#). A partial list of major cities follows:

City or Town	Mailing Address	Zip Code
Ann Arbor	PO Box 8647, Ann Arbor	48107-8647
Battle Creek	10 N. Division, Battle Creek	49014-1717
Bay City	301 Washington Avenue, Bay City	48708-5866
Dearborn Heights	6045 Fenton, Dearborn Heights	48127-3294
Dearborn	13615 Michigan Avenue, Dearborn	48126-3586
Detroit	2978 W. Grand Blvd, Detroit	48202-3069
East Lansing	410 Abbott Road, East Lansing	48823-3388
Farmington Hills	31555 W. Eleven Mile Rd, Farmington Hills	48336-1165
Flint	1101 S. Saginaw, Flint	48502-1416
Grand Rapids	300 Monroe Avenue NW, Grand Rapids	49503-2281
Kalamazoo	241 W. South Street, Kalamazoo	49007-4796
Lansing	124 W. Michigan, Lansing	48933-1694
Lincoln Park	1355 Southfield Road, Lincoln Park	48146-2380
Livonia	33000 Civic Center Drive, Livonia	48154-3097
Pontiac	450 Wide Track Drive, East, Pontiac	48342-2271
Roseville	29777 Gratiot, Roseville	48066-0290
Royal Oak	PO Box 64, Royal Oak	48068-0064
Saginaw	1315 S. Washington, Saginaw	48601-2599
St. Clair Shores	27600 Jefferson Circle Drive, St. Clair Shores	48081-9971
Southfield	PO Box 2055, Southfield	48037-2055
Sterling Heights	PO Box 8009, Sterling Heights	48311-8009
Taylor	23555 Goddard, Taylor	48180-4117
Troy	500 W. Big Beaver, Troy	48084-5285
Warren	29500 Van Dyke Avenue, Warren	48093-6726
Westland	36601 Ford Road, Westland	48185-2298
Wyoming	PO Box 905, Wyoming	49509-0905

If you are unable to determine the address of your City or Township Clerk, you can send the FPCA to the [County Clerk](#) (see listing below). NOTE: If you send the FPCA to the County Clerk, it will take longer for you to receive your absentee ballot.

County	Mailing Address	Zip Code
Alcona	PO Box 308, Harrisville	48740-0308
Alger	101 Court Street, Munising	49862-1196
Allegan	113 Chestnut, Allegan	49010-1350
Alpena	720 Chisholm, Alpena	49707-2488
Antrim	205 E. Cayuga, Bellaire	49615-0520
Arenac	PO Box 747, Standish	48658-0747
Baraga	16 N. 3rd Street, L'Anse	49946-1085
Barry	220 W. State Street, Hastings	49058-0220
Bay	515 Center Street, Bay City	48708-5994
Benzie	PO Box 398, Beulah	49617-0398
Berrien	811 Port Street, St. Joseph	49085-1198

County	Mailing Address	Zip Code
Branch	31 Division, Coldwater	49036-1990
Calhoun	315 W. Green, Marshall	49068-1585
Cass	120 N. Broadway, Cassopolis	49031-1398
Charlevoix	203 Antrim Street, Charlevoix	49720-1397
Cheboygan	PO Box 70, Cheboygan	49721-0070
Chippewa	319 Court Street, Sault Ste. Marie	49783-2194
Clare	PO Box 438, Harrison	48625-0438
Clinton	PO Box 69, St. Johns	48879-0069
Crawford	200 W. Michigan, Grayling	49738-1798
Delta	310 Ludington, Escanaba	49829-4057
Dickinson	PO Box 609, Iron Mountain	49801-0609
Eaton	1045 Independence Blvd, Charlotte	48813-1095
Emmet	200 Division, Petoskey	49770-2444
Genesee	900 S. Saginaw, Flint	48502-1571
Gladwin	401 W. Cedar, Gladwin	49624-2088
Gogebic	200 N. Moore, Bessemer	49911-1052
Grand Traverse	400 Boardman, Traverse City	49684-2577
Gratiot	PO Drawer 437, Ithaca	48847-0437
Hillsdale	29 N. Howell, Hillsdale	49242-1698
Houghton	401 E. Houghton Ave., Houghton	49931-2099
Huron	250 E. Huron, Bad Axe	48413-1386
Ingham	PO Box 179, Mason	48854-0179
Ionia	Main Street, Ionia	48846-1697
Iosco	PO Box 838, Tawas City	48764-0838
Iron	2 S. 6th Street, Crystal Falls	49920-1495
Isabella	200 N. Main Street, Mt. Pleasant	48858-2393
Jackson	312 S. Jackson Street, Jackson	49201-1315
Kalamazoo	201 W. Kalamazoo, Kalamazoo	49007-3777
Kalkaska	PO Box 10, Kalkaska	49646-0010
Kent	300 Monroe, NW, Grand Rapids	49503-2288
Keweenaw	4th Street, Eagle River	49924-0007
Lake	Drawer B, Baldwin	49304-0902
Lapeer	255 Clay Street, Lapeer	48446-2298
Leelanau	PO Box 467, Leland	49654-0467
Lenawee	425 N. Main, Adrian	49221-2198
Livingston	200 E. Grand River, Howell	48843-2399
Luce	407 W. Harrie Street, Newberry	49868-1299
Mackinac	100 N. Marley, St. Ignace	49781-1491
Macomb	40 N. Main, Mt. Clemens	48043-5661
Manistee	415 3rd Street, Manistee	49660-1606
Marquette	232 Baraga, Marquette	49855-4782
Mason	304 E. Ludington, Ludington	49431-2121
Mecosta	400 Elm, Big Rapids	49307-1849
Menominee	839 10th, Menominee	49858-3000
Midland	220 W. Ellsworth Street, Midland	48640-5194
Missaukee	PO Box 800, Lake City	49651-0800
Monroe	106 E. 1st Street, Monroe	48161-2185
Montcalm	PO Box 368, Stanton	48888-0368
Montmorency	PO Box 789, Atlanta	49709-0415
Muskegon	990 Terrace, Muskegon	49442-3378
Newaygo	PO Box 885, White Cloud	49349-0885
Oakland	1200 N. Telegraph, Pontiac	48341-0413
Oceana	PO Drawer 653, Hart	49420-0653
Ogemaw	806 W. Houghton Avenue, West Branch	48661-1215
Ontonagon	725 Greenland Road, Ontonagon	49953-1492
Osceola	301 W. Upton, Reed City	49677-1149
Oscoda	PO Box 399, Mio	48647-0399
Otsego	225 W. Main Street, Gaylord	49735-1393
Ottawa	414 Washington, Grand Haven	49417-1494
Presque Isle	PO Box 110, Rogers City	49779-0110
Roscommon	PO Box 98, Roscommon	48653-0098
Saginaw	111 S. Michigan, Saginaw	48602-2086
Sanilac	60 W. Sanilac, Sandusky	48471-1094
Schoolcraft	300 Walnut, Manistique	49854-1487
Shiawassee	208 N. Shiawassee, Corunna	48817-1491
St. Clair	201 McMorrin Blvd, Port Huron	48060-4082

County	Mailing Address	Zip Code
St. Joseph	PO Box 189, Centreville	49032-0189
Tuscola	440 N. State Street, Caro	48723-1592
Van Buren	212 E. Paw Paw, Paw Paw	49079-1496
Washtenaw	PO Box 8645, Ann Arbor	48107-8645
Wayne	211 City County Bldg., Detroit	48226-3463
Wexford	437 E. Division, Cadillac	49601-1905

***Show The World Why Democracy Works...Vote!!!***

by MSgt Christopher S. Smith, USAF, San Antonio, Texas