



---

---

**Rules of  
Elected Officials  
Division 30—Secretary of State  
Chapter 3—Voter Identification**

<b>Title</b>	<b>Page</b>
<b>15 CSR 30-3.010</b> Voter Identification Affidavit (Rescinded November 30, 2017).....	3
<b>15 CSR 30-3.020</b> Provisional Ballots and Envelopes for Registered Voters under Voter Identification Law .....	3
<b>15 CSR 30-3.030</b> Procedures for Registered Voters Returning to the Polling Place with Identification .....	3
<b>15 CSR 30-3.040</b> Procedures for Identity Verification for Provisional Ballots for Registered Voters under Voter Identification Law, Counting Approved Ballots, and Recordkeeping.....	3
<b>15 CSR 30-3.050</b> Voter Inquiries as to Whether Provisional Ballot for Registered Voter was Counted .....	4
<b>15 CSR 30-3.100</b> Procedures for Obtaining One (1) Copy of Documents Needed to Obtain Free Personal Identification for Voting .....	4



**Title 15—ELECTED OFFICIALS**  
**Division 30—Secretary of State**  
**Chapter 3—Voter Identification**

**15 CSR 30-3.010 Voter Identification Affidavit**  
 (Rescinded November 30, 2017)

*AUTHORITY: section 115.427, RSMo Supp. 2002. Emergency rule filed Oct. 11, 2002, effective Oct. 21, 2002, expired April 18, 2003. Original rule filed Oct. 18, 2002, effective April 30, 2003. Emergency rescission filed May 22, 2017, effective June 1, 2017, expired Feb. 22, 2018. Rescinded: Filed May 22, 2017, effective Nov. 30, 2017.*

**15 CSR 30-3.020 Provisional Ballots and Envelopes for Registered Voters under Voter Identification Law**

*PURPOSE: This rule requires the secretary of state to provide provisional ballot envelopes for provisional ballots under section 115.457, RSMo, sets forth the contents of the envelope, and explains when a registered voter must be allowed to cast a provisional ballot.*

(1) The secretary of state shall produce one (1) size of envelope for provisional ballots for registered voters casting a provisional ballot under section 115.427.2(3) or 115.427.4, RSMo (voter ID provisional ballot) and distribute them to each election authority.

(A) The envelope shall be fourteen and one-half inches by nine and one-fourth inches (14 1/2" × 9 1/4"). All envelopes for voter ID provisional ballots shall be printed on a color of paper distinguishable from the provisional ballot envelope provided under section 115.430, RSMo and 15 CSR 30-8.010.

(B) The envelope shall include the following:

1. Spaces for the voter's full name, residential and mailing address, date of birth, last four (4) digits of his or her Social Security number, and optional daytime telephone number;

2. A statement for the voter to read setting forth the requirement for his or her vote to be counted under subsection 4 of section 115.427, RSMo;

3. A space for the voter's signature and the date; and

4. A section to be completed by election judges stating that the voter was allowed to cast a voter ID provisional ballot, with the printed name of the voter, election date, polling place number, and the signatures of the election judges.

(2) A voter ID provisional ballot shall be provided to a voter if the following requirements are met:

(A) The voter—

1. Does not present a form of identification set forth in subsection 1 of section 115.427, RSMo or a form of identification set forth in subsection 2 of section 115.427, RSMo; or

2. Presents one (1) of the forms of identification set forth in subsection 2 of section 115.427, RSMo, but chooses not to execute the statement as set forth in subsection 3 of section 115.427, RSMo; and

(B) The election judge examines the precinct register and determines the voter is otherwise eligible to vote; and

(C) The voter provides the information and signs the statement on the envelope for voter ID provisional ballot (voter ID provisional ballot envelope).

(3) The election judges shall witness the signature of the voter affirming the information and statement on the voter ID provisional ballot.

(4) Once the voter ID provisional ballot is voted, it shall be placed in a voter ID provisional ballot envelope and sealed. The sealed envelope shall be placed in the area designated for such envelopes.

*AUTHORITY: section 115.427, RSMo 2016.\* Emergency rule filed May 22, 2017, effective June 1, 2017, expired Feb. 22, 2018. Original rule filed May 22, 2017, effective Nov. 30, 2017.*

*\*Original authority: 115.427, RSMo 1977, amended 1983, 1993, 2002, 2006, 2016.*

**15 CSR 30-3.030 Procedures for Registered Voters Returning to the Polling Place with Identification**

*PURPOSE: This rule sets forth acceptable procedures for local election authorities to follow when a registered voter who cast a provisional ballot returns to the polling place before the polling place closes with personal identification and wants to cast a regular ballot.*

(1) If a voter that completed a photo ID provisional ballot and envelope returns to the polling place during the uniform polling hours established by section 115.407, RSMo, and provides a form of identification set forth in subsection 1 of section 115.427, RSMo, one (1) of the following procedures shall be followed, at the choice of the election author-

ity, but the chosen procedure shall be used at all polling places within the jurisdiction of the local election authority:

(A) The election judges may retrieve the identified voter's provisional ballot for registered voter (voter ID provisional ballot) envelope, hand it to the voter, who opens it and returns the empty envelope to the election judge, and then casts his or her ballot as a regular ballot by placing it in a precinct counter or regular ballot box. If the local election authority uses provisional ballots that are marked so that they will not be accepted by a precinct scanner, it may spoil the provisional ballot and issue the voter a regular ballot that can be cast by placing it in a precinct counter; or

(B) The election judges may complete and sign a document identifying the voter, stating the voter returned with the required form of identification, and place that document with the sealed voter ID provisional ballots for processing as provided in 15 CSR 30-3.040.

(2) If the method in subsection (1)(A) of this rule is used, the election authority shall ensure that the voter ID provisional ballot envelope is marked as to the reason the ballot was counted and is retained as ballot material.

*AUTHORITY: section 115.427, RSMo 2016.\* Emergency rule filed May 22, 2017, effective June 1, 2017, expired Feb. 22, 2018. Original rule filed May 22, 2017, effective Nov. 30, 2017.*

*\*Original authority: 115.427, RSMo 1977, amended 1983, 1993, 2002, 2006, 2016.*

**15 CSR 30-3.040 Procedures for Identity Verification for Provisional Ballots for Registered Voters under Voter Identification Law, Counting Approved Ballots, and Recordkeeping**

*PURPOSE: This rule sets forth the procedures for identity verification of registered voters casting a voter ID provisional ballot and for marking, counting, recording, and storing voter ID provisional ballot materials.*

(1) Except for voters returning to the polling place with a form of identification set forth in subsection 1 of section 115.427, RSMo, who may be allowed to then cast a regular ballot pursuant to 15 CSR 30-3.030, provisional ballots for registered voters casting a provisional ballot under section 115.427.2(3) or 115.427.4, RSMo (voter ID provisional ballot) shall be processed and counted in the following manner:



(A) The identity of the person completing the voter ID provisional ballot envelope shall be verified according to the requirements of subsection 4 of section 115.427, RSMo (identity verification);

(B) Upon the election authority’s determination whether the voter’s identity is verified, each provisional envelope (or a photocopy of same) shall be marked “rejected” or “accepted,” with reason for rejection or acceptance noted;

(C) After identity verification, accepted voter ID provisional ballot envelopes shall be kept separate from rejected voter ID provisional ballot envelopes;

(D) Rejected voter ID provisional ballot envelopes shall remain sealed and the ballot not counted;

(E) Accepted voter ID provisional ballot envelopes shall be opened and the ballots counted, ensuring—

1. The counting of voter ID provisional ballots is done by a bi-partisan team;

2. A voter’s ballot selections remain private;

3. Accepted ballots are counted in accordance with the rules governing ballot tabulation; and

4. The vote is tallied and the returns made as provided in sections 115.447 to 115.525, RSMo, for paper ballots; and

(F) Voter ID provisional envelopes and ballots and the processing of same must be properly accounted for through recordkeeping.

(2) A local election authority may choose to follow procedures substantially similar to those followed for processing regular provisional ballots set forth in section 115.430, RSMo and 15 CSR 30-8.020, but is not required to do so, as long as the process meets the requirements of subsections (1)(A) through (F) of this rule, and sections (3), (4), and (5) of this rule.

(3) After the votes on all accepted voter ID provisional ballots have been counted, the approved ballots, ballot envelopes (and, if applicable, copies of ballot envelopes) with the identity verification information and determination provided by the election authority shall be enclosed in sealed containers marked “voted voter ID provisional ballots and ballot envelopes from the election held \_\_\_\_\_, 20\_\_\_\_\_.” All rejected voter ID provisional ballots, ballot envelopes, and (and, if applicable, copies of ballot envelopes) with the identity verification information and determination provided by the election authority shall be enclosed in sealed containers marked “rejected voter ID provisional ballots and ballot envelopes from

the election held \_\_\_\_\_, 20\_\_\_\_\_.” On the outside of each voted ballot and rejected ballot container, each member of the bi-partisan team shall write their name, and all such containers shall be returned to the election authority. Upon receipt of the returns and ballots, the election authority shall tabulate the voter ID provisional vote.

(4) The local election authority shall record on a voter ID provisional ballot acceptance/rejection list the voter ID provisional ballot identification number and a notation marking it as accepted or rejected.

(5) The certificate of ballot cards shall—

(A) Reflect the number of voter ID provisional ballot envelopes delivered; and

(B) Reflect the number of sealed voter ID provisional envelopes with voted ballots counted.

*AUTHORITY: section 115.427, RSMo 2016.\* Emergency rule filed May 22, 2017, effective June 1, 2017, expired Feb. 22, 2018. Original rule filed May 22, 2017, effective Nov. 30, 2017.*

*\*Original authority: 115.427, RSMo 1977, amended 1983, 1993, 2002, 2006, 2016.*

**15 CSR 30-3.050 Voter Inquiries as to Whether Provisional Ballot for Registered Voter was Counted**

*PURPOSE: This rule describes the procedure by which a registered voter who cast a voter ID provisional ballot can find out whether his or her ballot was counted or rejected.*

(1) Provisional ballot envelopes provided by the secretary of state’s office for registered voters casting a provisional ballot under section 115.427.2(3) or 115.427.4, RSMo, (voter ID provisional ballots) will have a tear away section containing a unique identification number and a toll-free phone number.

(2) Individuals who cast voter ID provisional ballots may, after the election results have been certified, call the toll-free phone number provided to them on the tear away section of their provisional ballot envelope. This toll-free phone number will be maintained and operated by the secretary of state’s office. Only individuals who have cast provisional ballots are permitted to use this service to verify the status of their own provisional ballot.

(3) Upon receiving calls from provisional voters on the toll-free provisional ballot inquiry line, the secretary of state’s office shall transfer the call to the appropriate local election authority.

(4) The local election authority shall, using the provisional voter’s unique provisional voting identification number from the tear away section of the provisional ballot envelope, inform the voter of whether or not their provisional ballot was counted or rejected.

*AUTHORITY: section 115.427, RSMo 2016.\* Emergency rule filed May 22, 2017, effective June 1, 2017, expired Feb. 22, 2018. Original rule filed May 22, 2017, effective Nov. 30, 2017.*

*\*Original authority: 115.427, RSMo 1977, amended 1983, 1993, 2002, 2006, 2016.*

**15 CSR 30-3.100 Procedures for Obtaining One (1) Copy of Documents Needed to Obtain Free Personal Identification for Voting**

*PURPOSE: This rule describes when and how the secretary of state’s office will pay for documents needed by a person in order to obtain a free non-driver’s license for the purpose of voting.*

(1) Definitions. As used in this rule—

(A) “Another state’s documents” means the following documents issued by a state of the United States other than Missouri:

- 1. A birth certificate;
- 2. A marriage license or certificate;
- 3. A divorce decree;
- 4. A certificate of decree of adoption;

and

5. A court order changing a person’s name;

(B) “Eligible individual” means a resident of Missouri who meets the following requirements:

1. Is seeking to obtain one (1) free non-driver’s license in order to vote in Missouri; and

2. Needs federal documents, Missouri documents, or another state’s documents in order to obtain a Missouri non-driver’s license; and

3. Is seventeen (17) years of age or older; and

4. Does not have a non-expired Missouri driver’s license (according to state records); and

5. Does not have a non-expired or non-expiring Missouri nondriver’s license (according to state records);



(C) “Federal documents” means a Social Security card reflecting an updated name or naturalization papers or other documents from the United States Department of State proving U.S. citizenship;

(D) “Free personal identification in order to vote” means a non-expired or non-expiring Missouri non-driver’s license provided for free by the Missouri Department of Revenue or any Missouri license office under section 115.427.6(1), RSMo;

(E) “Missouri documents” means the following documents issued by the state of Missouri:

1. A birth certificate;
  2. A marriage license or certificate;
  3. A divorce decree;
  4. A certificate of decree of adoption;
- and
5. A court order changing a person’s name.

(2) The secretary of state’s office will pay for the following:

(A) Any fee charged by another state for another state’s documents for eligible individuals, limited to one (1) copy of a document, if the document is needed by the eligible individual in order to obtain free personal identification in order to vote;

(B) Any fee charged by the federal government for federal documents for eligible individuals, limited to one (1) copy of a document, if the document is needed by the eligible individual in order to obtain free personal identification in order to vote; and

(C) Any fee charged by a Missouri state court for a Missouri document for eligible individuals, limited to one (1) copy of a document, if the document is needed by the eligible individual in order to obtain free personal identification in order to vote.

(3) The secretary of state will not pay for—

(A) A Missouri non-driver’s license;

(B) Federal documents, Missouri documents, or another state’s documents sought by an individual to obtain or renew a Missouri driver’s license; or

(C) Birth certificates that can be obtained free of charge through the Missouri Department of Health and Senior Services.

(4) In order for the secretary of state’s office to pay for a document, the eligible individual must cooperate with the secretary of state’s office to obtain the document, providing any information needed by the secretary of state’s office to facilitate obtaining the document and for the secretary of state’s office to directly pay for the document. This information may include, but is not limited to, the eligible indi-

vidual’s full name, date of birth, residence and mailing addresses, last four (4) digits of his or her Social Security number, telephone numbers, and e-mail addresses.

(5) If an eligible individual does not cooperate with the secretary of state’s office to obtain a copy of the documents identified in subsections (4)(A) through (C) pursuant to section (6), but seeks reimbursement from the secretary of state for costs of the documents they obtained by themselves, the secretary of state may provide reimbursement if the eligible individual provides his or her full name, date of birth, residence and mailing addresses, last four (4) digits of his or her Social Security number, and a genuine numbered receipt issued by the applicable government entity that contains all of the following information:

(A) Name of governmental entity from which document was obtained;

(B) Name and address of the eligible individual;

(C) Type of document that was provided (e.g., birth certificate, divorce decree, marriage certificate, etc.); and

(D) The amount paid to the governmental entity for the document.

The secretary of state may reject any requests for direct reimbursement at their discretion.

(6) If the Department of Revenue’s records show an individual has a non-expired Missouri driver’s license or a non-expired or non-expiring Missouri non-driver’s license, the individual will be considered eligible by the secretary of state’s office only if the person executes a statement, under penalty of perjury, to the secretary of state’s office that his or her license has been lost, stolen, or destroyed, and the individual meets the requirements of paragraphs (1)(B)1. through 3. above.

*AUTHORITY: section 115.427, RSMo 2016. \* Emergency rule filed May 22, 2017, effective June 1, 2017, expired Feb. 22, 2018. Original rule filed May 22, 2017, effective Nov. 30, 2017.*

*\*Original authority: 115.427, RSMo 1977, amended 1983, 1993, 2002, 2006, 2016.*