A county, municipality or school district may hold a special election for a question by mail. (M.S. 204B.46) The only polling place required is the office of the auditor or clerk.

When setting up a special mail election through the Election schedule in SVRS, a mail election polling place must be selected.

Follow the steps below to set up a polling place for a county/municipal special mail election –OR– school district special mail election.

**Mail Election Polling Place for County or MCD:**

2. From the Polling Place Type dropdown list, select Mail Election.
3. Click Search.
4. Verify that the polling place is not currently listed in the Search Results grid.
5. If not, click Add.
6. On the Add Polling Place screen, enter the necessary contact, directional, and address information.
7. In the Ballot Return Address for Mail Elections section:
   - ENTER Return Address if SVRS will not be used to create mail ballot records and manage ballots for the special election. (E.g. Only MB Labels will be printed.)
   - DO NOT ENTER Return Address if SVRS will be used to create MB records and manage ballots for the special election. (In this case, the Ballot Return Address is automatically set to be the AB Return Address specified for Precinct.)
8. Click Continue.
10. The newly added polling place is now available to be selected when setting up the special mail election.

**Mail Election Polling Place for School District**

2. From the Polling Place Type dropdown list, select School District.
3. Under Status, check the Inactive checkbox.
4. Review the Search Results grid.

If the polling place is not listed, proceed to step 5.
If the polling place is listed, select it from the grid and click Update. Then, proceed to step 7.

5. Click Add.

6. On the Add Polling Place screen, enter the necessary contact, directional, and address information.

NOTE: The data entered into the Polling Place Name and Polling Place Address fields is displayed on the Polling Place Finder website when the jurisdiction has an upcoming election.

9. Click Continue.

10. Verify information on Final Review screen. Click Submit.

11. The newly added polling place is now available to be selected when setting up the special mail election.

7. Within the Polling Place Address section, check the ‘Can be used as a Mail Election Polling Place’ checkbox.

8. In the Ballot Return Address for Mail Elections section:

- ENTER Return Address if SVRS will not be used to create mail ballot records and manage ballots for the special election. (E.g. Only MB Labels will be printed.)

- DO NOT ENTER Return Address if SVRS will be used to create MB records and manage ballots for the special election. (In this case, the Ballot Return Address is automatically set to the AB Return Address specified in the School District Profile.)