Adding and Assigning a Normal Polling Place

A “normal” polling place is the location designated by the council/board of the municipality or county for the precinct. (M.S. 204B.16). They are used for city/town, county, state and federal elections.

Note: For further information, see Introduction to SVRS Polling Places.


2. The Polling Place Type dropdown menu is defaulted to Normal.

3. Under Status, check the box next to Inactive.

4. Click Search.

5. Verify that the polling place location is not currently listed in the Search Results grid.

6. If it is not, click Add.

7. On the Add Polling Place screen, add the relevant polling place information.

8. To assign this polling place to a precinct, select the appropriate MCD from the dropdown menu.

9. Click Search by MCD/Ward button.

10. The chosen MCD’s precincts will populate in the Available Precincts window.

11. Select the precinct and click the > button.

12. Using the radio buttons, set the status of the polling place to Permanent or Temporary as appropriate.

13. If multiple precincts use this location, repeat steps 10-12 for each additional precinct.

14. When complete, select Continue.

15. Review the data on the final confirmation screen for accuracy.

Note: A precinct can have only one permanent polling place assigned. If a selected precinct has an existing permanent polling place, this new polling place will replace it, and you will receive the following warning:

This precinct already has a permanent polling place. The previous permanent polling place will be marked as inactive.
16. When finished, click Submit.

17. There are a number of SVRS reports to assist in reviewing the normal polling places assigned to each precinct in the county.

From the Precincts and Polling Places dropdown menu, select Reports.

18. For general review of the normal polling place assigned to each precinct within your county, select Polling Place List for Excel.

19. From the Polling Place Type dropdown menu, select Normal.

20. From the Polling Place Status dropdown menu, select Permanent/Temporary.

Note: When a temporary polling place is assigned, it overrides the existing permanent polling place.


22. The report will list all precincts within your county and the assigned permanent and/or temporary polling place(s). When a precinct has both a permanent location and a temporary location, the precinct will have two entries.