

# State of Wisconsin\Government Accountability Board

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JUDGE THOMAS H. BARLAND  
Chair

KEVIN J. KENNEDY  
Director and General Counsel

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## Government Accountability Board's Presentation

to the

### WISCONSIN MUNICIPAL CLERKS ASSOCIATION

31<sup>st</sup> Annual Conference

Wednesday, August 24, 2011

9:00 a.m. – 12:00 p.m.

#### Kalahari Resort & Conference Center

1305 Kalahari Drive

Wisconsin Dells, WI 53965

#### DISCUSSION ITEMS

9:00 a.m. – 9:10 a.m.

##### **Greeting/Remarks/Objectives**

Ross Hein, G.A.B. Presentation Moderator  
Elections Supervisor

Kevin J. Kennedy  
Director and General Counsel

9:10 a.m. – 10:30 a.m.

##### **Preparing for 2012: Voter ID Law Implementation**

Kevin J. Kennedy  
Ross Hein  
Allison Coakley, Elections Training Officer

10:30 a.m. – 10:45 a.m.

##### **Break**

10:45 a.m. – 11:50 p.m.

##### **Preparing for 2012: Elections Division Activities (con't)**

Katie Mueller, MOVE Act Elections Specialist  
Sarah Whitt, SVRS Functional Team Lead

##### Status Reports:

- Senate Bills 115 & 116:  
Moving the primaries and absentee voting
- Click-and-Mail Voter Registration
- Redistricting
- Canvass Reporting System

11:50 a.m. – 12:00 p.m.

##### **Summary/Q&A/Wrap-up**

Nathaniel E. Robinson



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## Major Impacts of the New Voter Photo ID Law Changes to the Election Process Effective Immediately Information for County and Municipal Clerks

### **Special Procedures for all Elections before the 2012 February Primary**

- Electors voting at the polling place must be asked to show a photo ID, but are *not required* to provide one in order to vote prior to the 2012 February Primary.
- Electors must be given an informational document about photo ID if they are unable to show an ID at elections held before the 2012 February Primary.
  - The G.A.B. strongly encourages clerks to provide this document to all electors before the 2012 February Primary, but it is not a requirement of the law.
  - The G.A.B. will create and post this and other informational documents at <http://gab.wi.gov/elections-voting/photo-id>
  - Clerks should print enough copies to give to electors at the polls.
  - Election Inspectors must not allow the supply of the “Wisconsin’s New Photo ID Law” document to run out.

### **General Changes**

- Proof of identification (photo ID) means identification that contains the name of the individual to whom the document was issued, which name conforms to the individual’s voter registration record and that contains a photograph of the individual that reasonably resembles the elector.
- An elector may obtain a free identification card from DOT if: (1) the applicant is eligible to obtain an identification card, (2) the elector is a U.S. citizen who will be at least 18 years of age on the date of the next election, (3) the elector requests that the card be provided without charge for the purpose of voting.
- Electors must sign a poll list before being issued a ballot. The G.A.B. has determined that a voter will be required to sign only one poll list. The signed poll list will be retained by the County Clerk.
  - Electors who have a disability that prevents them from physically being able to sign the poll list are exempt from this provision. If another person signed the voter’s registration form because the voter was unable to sign due to disability, the election inspector writes the word “exempt” on the signature line. If the voter is already

Revised 6/20/2011

- registered but the voter claims to be unable to sign due to physical disability, and both inspectors concur, the inspectors shall enter the words “exempt by order of inspectors” on the signature line. If both inspectors do not waive the signature requirement, the voter shall be allowed to cast a ballot and the inspector or inspectors who did not waive the requirement shall challenge the ballot.
- If a voter refuses to sign the poll list and the voter does **not** claim to be physically disabled, the voter is **not** allowed to be issued a ballot by the election inspectors.
  - There will be changes to several forms including, but not limited to: the GAB-131 (Voter Registration Application), the GAB-121 (the Absentee Application), the GAB-107 (Supplemental Poll List) and the GAB-122 (the Absentee Certificate Envelope). The new forms will be posted on the G.A.B. website ([www.gab.wi.gov](http://www.gab.wi.gov)) as they are updated.
  - Voters that cast a provisional ballot on Election Day have until 4 p.m. the Friday after the election to provide the required documentation. Prior to the legislative change, voters had until 4 p.m. Wednesday after the election.
  - Act 23 eliminates the authority for an elector, other than an overseas or military elector, to vote a straight party ticket. Under federal law, an overseas and military elector may vote a straight party ticket on a write-in absentee ballot for national offices.

### **Voter Registration Changes**

- The residency requirement has changed from 10 days to 28 consecutive days.
- An elector can no longer use a corroborating witness.
- Voters are required to provide their most recent address where they were previously registered to vote.
- Along with using other documents that all voters may use to provide proof of residency, university and college students may also establish residency for registration by using the combination of a college ID with a photo and a fee payment receipt that contains the student’s residential address dated no earlier than nine months before the election. University and college students may also establish residency using a student ID with a photo if the university or college has provided a certified list of students who reside in housing sponsored by the university, college, or technical college to the municipal clerk, containing the students’ residential addresses and indicating which students are U.S. citizens.
- A Special Registration Deputy (SRD) can only be appointed by a municipal clerk, and will no longer be appointed as a statewide SRD by the G.A.B. A SRD appointed by a municipal clerk can only register electors within that municipality during open registration. There is no effect on appointing Election Day SRD’s.

- Registration ends at 5 p.m. or the close of business, whichever is later, on the Friday before Election Day and begins again on Election Day. No registration can take place on the Saturday, Sunday or Monday before the election.
- Municipal clerks must make themselves available at least until 5 p.m. on the Friday before the election.
- The G.A.B. has revised the registration form to require voters to provide their former registration address and to specify the penalty for falsifying a registration form.
- Election officials and municipal clerks are no longer required to collect out of state driver license numbers on the GAB-131.

### Absentee Changes

- ***In-person*** absentee voting begins the third Monday before the election.
  - Even if ballots are in the clerk's office, electors ***cannot*** vote in the clerk's office until the third Monday before the election.
- In-person absentee voting ends at 5 p.m. or the close of business, whichever is later, the Friday before the election. Municipal clerks must make themselves available at least until 5 p.m. on the Friday before the election.
  - No in-person absentee voting can take place on the Saturday, Sunday or Monday before the election.
- During in-person absentee voting, municipal clerks must ask voters to provide a photo ID. However, electors are not required to provide photo ID in order to vote. Electors must be given an informational document about photo ID if they are unable to show an ID at elections held before the 2012 February Primary.
- Mail-in absentee electors **should not** be asked to show or provide a photo ID for any elections before the 2012 February Primary. However, if a mail-in absentee elector voluntarily provides a copy of photo ID (not required until spring 2012) with their absentee application, municipal clerks will need to maintain a record documenting photo ID was provided.
- An absentee elector who has received an absentee ballot from the municipal clerk by mail for a previous election and has provided a copy of proof of identification with that ballot, and has not changed his or her name or address since providing that proof of identification, is not required to provide a copy of proof of identification.
- Photo ID will be required for mail-in absentee voting, with some exceptions, for elections starting with the 2012 February Primary. In 2012, the elector must enclose a copy of his or her proof of identification or any authorized substitute document with his or her application. The clerk may not issue an absentee ballot to an elector who is required to enclose a copy of proof of identification or authorized substitute document with his or her application unless the copy is enclosed. However, if an elector applies for an absentee ballot in an electronic manner and the elector has not enclosed a copy of his or her proof

of identification with his or her application, the elector must enclose a copy of proof of identification with the absentee ballot.

- Starting with the 2012 February Primary, the absentee ballot certificate envelope must include a space for the municipal clerk or deputy clerk to enter his or her initials indicating that if an absentee elector voted in person, the elector presented proof of identification to the clerk and the clerk verified the proof of identification. The certificate must also include a space for the clerk to enter his or her initials indicating the elector is exempt from providing proof of identification.
- Municipal clerks must discontinue mailing or transmitting absentee ballots to an elector if the elector fails to return any absentee ballots mailed or transmitted to the elector. In addition, an elector who fails to cast an absentee ballot but who remains qualified to receive absentee ballots may receive ballots for subsequent elections by notifying the municipal clerk that the elector wishes to continue receiving absentee ballots for subsequent elections
- Clerks must send absentee ballots electronically if requested by the voter; this is no longer optional. **This provision may change depending upon the outcome of pending legislation.**

<b>Voter ID Law Training: Critical Tasks</b>	<b>Anticipated Date of Completion</b>
Develop new WisLine Program schedule/finalize course offerings/Send to UW-Extension for distribution to all county and municipal clerks	8/3/2011
Contact WMCA District Directors to request time for staff presentations at fall meetings; Confirm time slots, staff attending and preparation of materials for WTA and WCCA conventions.	8/19/2011
Staff presentations at WMCA conference in Wisconsin Dells	8/24/2011
Develop/post MCT Core training schedule for Oct-early Nov.	8/26/2011
Review Indiana website for training ideas and tools	8/31/2011
Appoint clerk training review committee; contact clerks	8/31/2011
Develop step-by-steps of processes listed in #9 to use in developing storyboards for video production.	9/6/2011
Receive updated training manual materials from respective teams/ edit and review manuals	9/9/2011
Review of new training ideas/methods/format by clerk committee: -- Captivate video detailing sections of the poll list. -- Develop one page handout explaining new law for election inspectors to hand out at polls. -- Captivate video detailing sections of the GAB-131. -- Captivate video detailing sections of the absentee certificate/envelope -- Video demonstration at polling place of registration/photo ID/signing the poll list process (talk to Maribeth) -- Video demonstration of provisional voting process at the polls and in clerk's office (use WisLine materials) -- Draft sample training agendas for clerks to use at will. -- Develop Webinars on provisions of the Voter ID Law as needed. -- Video demo of canvass procedure. -- Video information about "everything absentee" based on November WisLine materials. -- Work with UW Journalism class to produce educational materials.	9/13/2011
Update MCT Core and Baseline CI training presentations, priority given to MCT Core training for new clerks and clerks who lost their certification.	9/15/2011
Send Election Administration Manual to printer	9/19/2011
Staff presentations at WMCA District meetings /WCCA/WTA Conferences: -- WCCA Conference: Wisconsin Dells -- WMCA District 6 meeting: Fond du Lac -- WTA Conference: Green Bay -- WMCA District 3 meeting: T/Washington	9/26/2011 10/14/2011 10/24/2011 10/29/2011

<b>Voter ID Law Training: Critical Tasks</b>	<b>Anticipated Date of Completion</b>
<b>Develop training materials in variety of formats for review by clerk committee</b>	<b>10/31/2011</b>
<b>Receive Absentee documentation from team; materials sent to UW-Extension.</b>	<b>10/31/2011</b>
<b>Send Election Day Manual to printer</b>	<b>11/1/2011</b>
<b>Conduct MCT Core training classes; tape several classes and edit portions as stand-alone videos.</b>	<b>11/4/2011</b>
<b>Assemble WisLine materials; send to UW-Extension</b>	<b>11/14/2011</b>
<b>Train clerk-trainers on Voter ID Law changes to Baseline CIT</b>	<b>11/15/2011</b>
<b>Finalize "training catalog" populated with new and updated training materials in a variety of formats.</b>	<b>11/15/2011</b>
<b>Develop new staff strike team presentation materials/train new staff</b>	<b>11/15/2011</b>
<b>Distribute Baseline Chief Inspector training survey to all county and municipal clerks; compile results, develop schedule and online materials</b>	<b>11/15/2011</b>
<b>Distribute new training materials to clerks</b>	<b>11/15/2011</b>
<b>Broadcast "Everything Absentee" WisLine Program</b>	<b>11/16/2011</b>
<b>Assemble WisLine materials for 12/14 broadcast; send to UW-Extension</b>	<b>11/28/2011</b>
<b>Broadcast "A Review of 2011 Election Law Changes" WisLine Program</b>	<b>11/30/2011</b>
<b>Broadcast "Voter Photo ID and Provisional Voting" WisLine Program</b>	<b>12/14/2011</b>
<b>Assemble WisLine materials for 1/18 broadcast; send to UW-Extension</b>	<b>1/2/2012</b>
<b>Set-up standing daytime/evening WisLine teleconferences for questions prior to February primary/Schedule Webinar presentations as needed prior to February primary</b>	<b>1/13/2011</b>
<b>Broadcast "Voter Photo ID and Provisional Voting" WisLine Program</b>	<b>1/18/2012</b>
<b>Conduct Baseline Chief Inspector training classes for new chiefs; tape several sessions and edit portions as stand-along videos.</b>	<b>3/31/2012</b>

## Public WisLine Sites

Individual sites may not be available for every program. Please contact the site in your area well in advance of your program to verify room availability and directions.

4000 Adams	Adams Co. UWEX	608-339-4237
4007 Alma	Buffalo Co. Crthse.	608-685-6256
4022 Altoona	Eau Claire Co. UWEX	715-839-4712
4038 Antigo	Langlade Co. UWEX	715-627-6236
4050 Appleton	Outagamie Co. UWEX	920-832-5121
4001 Ashland	Ashland Co. Crthse.	715-682-7017
4069 Baldwin	St. Croix Co. Ag Ctr.	715-684-3301, x5
4055 Balsam Lake	Polk Co. UWEX	715-485-8600
4064 Baraboo	Sauk Co. UWEX	608-355-3250
4003 Barron	Barron Co. Govt. Center	715-537-6250
4031 Black River Falls	Jackson Co. UWEX	715-284-4257
4034 Bristol	Kenosha Co. UWEX	262-857-1945
4009 Chilton	Calumet Co. UWEX	920-849-1450, x5
4010 Chippewa Falls	Chippewa Co. Crthse.	715-726-7950
4025 Crandon	Forest Co. UWEX	715-478-7797
4037 Darlington	LaFayette Co. Crthse.	608-776-4820
4029 Dodgeville	Iowa Co. UWEX	608-930-9850
4052 Durand	Pepin Co. Govt. Ctr.	715-672-5214
4073 Eagle River	Vilas Co. Crthse.	715-479-3648
4075 Elkhorn	Walworth Co. UWEX	262-741-4951
4053 Ellsworth	Pierce Co. Ofc. Bldg.	715-273-3531
4023 Florence	Florence Resource Ctr.	715-528-4480
4024 Fond du Lac	Fond du Lac Co. UWEX	920-929-3170
4005 Green Bay	Brown Co. Ag. Ctr / UWEX	920-391-4651
4028 Green Lake	Green Lake Co. Crthse.	920-294-4037
4065 Hayward	Sawyer Co. Crthse.	715-634-4839
4030 Hurley	Iron Co. Crthse.	715-561-2695
4061 Janesville	Rock Co. Crthse.	608-757-5696
4032 Jefferson	Jefferson Co. UWEX	920-674-7295
4017 Juneau	Dodge Co. Admin. Bldg.	920-386-3790
4044 Keshena	Menominee Co. UWEX	715-799-4654
4035 Kewaunee	Kewaunee Co. UWEX	920-388-7141
4036 La Crosse	La Crosse Co. UWEX	608-785-9593
4062 Ladysmith	Rusk Co. Crthse.	715-532-2151
4026 Lancaster	Grant Co. UWEX	608-723-2125
4015 Madison	The Pyle Ctr.	608-265-5694
4040 Manitowoc	Manitowoc Co. UWEX	920-683-4168
4042 Marinette	Marinette Co. Crthse.	715-732-7510
4033 Mauston	Juneau Co. UWEX	608-847-9329
4070 Medford	Taylor Co. USDA Svc Ctr.	715-748-3327
4020 Menomonie	Dunn Co. Gov't Ctr.	715-232-1636
4039 Merrill	Lincoln Co. UWEX	715-539-1072
4027 Monroe	Green Co. UWEX	608-328-9440
4043 Montello	Marquette Co. UWEX	608-297-3141
4011 Neilsville	Clark Co. Crthse.	715-743-5121

4048 Oconto	Oconto Co. Crthse.	920-834-6845
4083 Oshkosh	James P. Coughlin Ctr.	920-232-1970
4058 Phillips	Price Co. Normal Bldg.	715-339-2555
4051 Port Washington	Ozaukee Co. Admin. Ctr.	262-284-8288
4013 Portage	Columbia Co. Annex Bldg	608-742-9680
4014 Prairie du Chien	Crawford Co. UWEX	608-326-0223
4088 Reedsburg	Reedsburg Public Library	608-768-7323
4049 Rhinelander	Oneida Co. UWEX	715-365-2750
4060 Richland Ctr.	Richland Co. UWEX	608-647-6148
4054 River Falls	UW-River Falls	715-425-3256
4067 Shawano	Shawano Co. Crthse.	715-526-6136
4068 Sheboygan Falls	Sheboygan Co. UWEX	920-459-5900
4008 Siren	Burnett Co. Govt. Ctr.	715-349-2151
4047 Sparta	Monroe Co. UWEX	608-269-8722
4077 Spooner	Washburn Co. UWEX	715-635-4444
4056 Stevens Point	Ruth Gilfry Center	715-346-1316
4018 Sturgeon Bay	Door Co. Govt. Ctr.	920-746-2260
4019 Superior	Douglas Co. Crthse.	715-395-1363
4072 Viroqua	Vernon Co. UWEX	608-637-5276
4004 Washburn	Bayfield Co. Crthse.	715-373-6104
4080 Waukesha	Waukesha Co. Admin Ctr.	262-548-7770
4081 Waupaca	Waupaca Co. Crthse.	715-258-6230
4041 Wausau	Marathon Co. UWEX	715-261-1230
4082 Wautoma	Waushara Co. Crthse.	920-787-0416
4045 Wauwatosa	Milwaukee Co. UWEX	414-256-4600
4079 West Bend	Washington Co. UWEX	262-335-4477
4071 Whitehall	Govt. Center	715-538-2311, x208
4085 Wisconsin Rapids	Wood Co. UWEX	715-421-8440

*UW-Extension provides equal opportunities in employment and programming, including Title IX requirements.*

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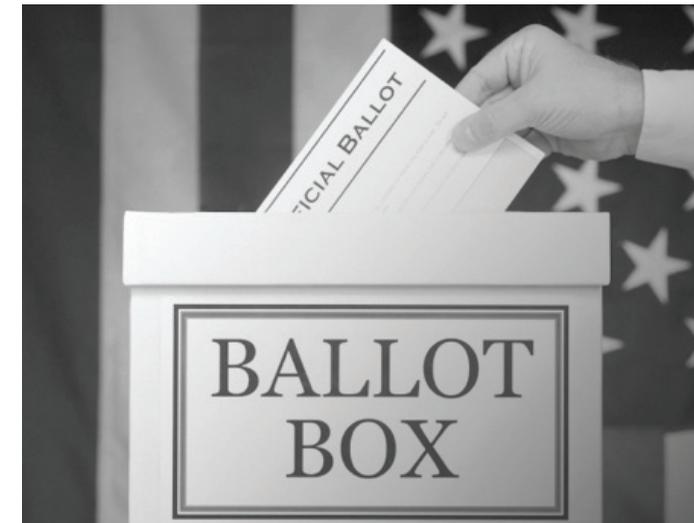
# Local Government CENTER



## CONDUCTING LOCAL ELECTIONS

A WisLine Teleconference Series  
2011-2012

 Including Special Sessions for  
Chief Election Inspector Recertification



**Sponsored by:**  
**UW-Extension Local Government Center**  
**League of Wisconsin Municipalities**  
**Wisconsin Counties Association**  
**Wisconsin Towns Association**  
**UW-Extension County Offices**  
**Wisconsin Government Accountability Board – Elections Division**

**NEW!** **March 7, 2012 (Wednesday), 10:30-noon.** CRACKER BARREL (#1780-9) – This will be an “open mic” session in which you have the opportunity to ask questions. You may submit your question in advance to lgc@uwex.edu or wait until the morning of the program and ask them “live.”

**TRAINING REQUIREMENTS**

Each session counts 1.5 hours toward the election recertification requirements of municipal clerks.

 Indicates that each of these sessions earns participants 1.5 hours of credit towards the recertification requirement of chief election inspectors.

**WHAT IS A WISLINE?**

A WisLine is a live teleconference offered by the University of Wisconsin-Extension. Register by mail, fax or phone to attend at a public WisLine site convenient to you. You will receive a packet of printed materials that will be referred to throughout the program and that you may keep.

If you cannot attend the live session, you have the option to purchase a materials bundle. These are available in one of two formats:

- a CD recording of the program and a copy of the printed materials
- an online audiostream and PDF of the materials

Please visit <http://lgc.uwex.edu/WisLines/AllAboutWislines.html> for more information.

This series of nine programs is designed to keep local government officials up to date on the administration of elections in Wisconsin. Each session will provide ample opportunity for participant questions and comments. Programs will be moderated by UW-Extension’s Local Government Center Staff.

This session will also incorporate the new Photo ID law as it pertains to absentee voters.

**NEW!** **Nov 30, 2011 (Wednesday), 10:30-noon.** A REVIEW OF 2011 ELECTION LAW CHANGES - AND WHAT’S AHEAD IN 2012 (#1780-5) Just when we thought we could relax a bit, the legislature has implemented a number of changes to state election law. Join us and learn about these changes, how they impact you and your municipality, and what may be ahead of us in 2012.

**NEW!** **Dec 14, 2011 (Wednesday), 10:30-noon.** VOTER PHOTO ID AND PROVISIONAL VOTING INFORMATION FOR CLERKS (#1780-6) – Still unsure about all the Photo ID provisions and wondering about provisional ballot procedures? We’ll review the Photo ID law – focusing primarily on pre- and post-election day activities – and offer practical advice for handling provisional voting procedures.

**NEW!** **Jan 18, 2012 (Wednesday), 10:30-noon.** VOTER PHOTO ID AND PROVISIONAL VOTING INFORMATION FOR ELECTION DAY OFFICIALS (#1780-7) – Still a little shaky on the Photo ID law as it pertains to your duties? Wondering how to handle provisional ballot situations? This session - focusing mainly on election-day activities - provides procedural advice and common sense tips.

**NEW!** **Jan 25, 2012 (Wednesday), 10:30-noon.** TRAINING FOR ELECTION DAY OFFICIALS / SPECIAL TOPICS (#1780-8) – A review of Election Day activities, such as voting equipment and ballot bag security procedures, opening the polling place, processing absentee ballots, challenging electors, handling observers, and election-day registration.

**CONDUCTING LOCAL ELECTIONS**

**2011-12 WisLine Teleconference Series**

Presenters will be representatives from the Wisconsin Government Accountability Board – Elections Division.

**NEW!** **Sept 21, 2011 (Wednesday), 10:30-noon.** WHAT WE LEARNED FROM THE STATEWIDE RECOUNT/ IMPROVING THE RECOUNT PROCESS (#1780-1) – The statewide recount shone a bright light on the conduct of Wisconsin elections and uncovered many areas for improvement. Join us for this opportunity to re-evaluate and review election administration processes and procedures.

**Oct 12, 2011 (Wednesday), 10:30-noon.** ELECTION ADMINISTRATION FOR SCHOOL DISTRICT CLERKS (#1780-2) – Are you a new school district clerk faced with your first election? Are you a seasoned school district clerk who could use some guidance? Get an overview of your duties and pointers for conducting a successful election.

**Nov 2, 2011 (Wednesday), 10:30-noon.** BALLOT ACCESS AND CAMPAIGN FINANCE INFORMATION REGARDING LOCAL CANDIDATES (#1780-3) – Check out procedures for getting local candidates on the ballot when nomination papers are used and learn about local candidate campaign finance requirements. A timely brush-up for clerks, candidates, and treasurers!

**NEW!** **Nov 16, 2011 (Wednesday), 10:30 - noon.** EVERYTHING ABSENTEE (#1780-4) – A review of general absentee voting procedures and a closer look at absentee voting in nursing homes and other facilities, military, and overseas voters.

**WisLine Registration Form - Series #1780**

**Want to attend the live WisLine session?** You can register by phone, at **608-262-0810**, by fax, at **800-741-7416**, or by mailing this form to: WisLine Registrations, Dept. 111, Room 139, 702 Langdon St, Madison, WI, 53706.

Session materials will be sent to the site you select if you register at least 10 days prior to the event, or to your address if you register late.

**Cost: \$20**

**Can't make it?**

Order a **Materials bundle** for sessions in this series. The bundle includes printed materials and a CD recording of the live WisLine session.

**Cost: \$28**

**Questions? Contact the LGC at 608-262-9961.**

WisLine Location: _____	Live Bundle	Sessions
Name: _____	<input type="checkbox"/>	9/21: Statewide Recount Lessons
Address: _____	<input type="checkbox"/>	10/12: School District Clerks
City: _____	<input type="checkbox"/>	11/2: Ballot Access/Campaign Finance
Phone: (____) _____	<input type="checkbox"/>	11/16: Everything Absentee
Email: _____	<input type="checkbox"/>	11/30: 2011 Election Law Changes
Gov't Unit: _____	<input type="checkbox"/>	12/14: Voter ID - Clerks
Payment Information	<input type="checkbox"/>	1/18: Voter ID - Election Day Officials
Live session: \$20 each	<input type="checkbox"/>	1/25: Election Day Special Topics
Materials bundles: \$28 each	<input type="checkbox"/>	3/7: Cracker Barrel
Total: _____		
Method: <input type="checkbox"/> Credit Card <input type="checkbox"/> Check (enclosed)		
Credit Card Type: <input type="checkbox"/> Visa <input type="checkbox"/> MC <input type="checkbox"/> Amex		
CC #: _____		
Cardholder Name: _____		
Exp Date: _____		

## MCT Recertification Hours Reporting Form

Name:		Title:	
Municipality:		County:	
HINDI #:		Phone:	
<small>(e.g. 10101)</small>		<small>[e.g. (555) 555-5555]</small>	
Class Description (e.g. WisLine, SVRS, County Clerk training, etc.):		Date (mm/dd/yyyy)	Number of hours:
		Total:	0
<b>I certify the above is true and correct.</b>			
Signature:			
	<small>Signature (or typed name if submitted by email)</small>		<small>(mm/dd/yyyy)</small>
<p><b>Instructions:</b> Please fill out the highlighted fields. Hour totals will readjust if you are entering multiple activities.          You may submit this form by email, fax or mail.  <u>To email this form:</u> Fill it out electronically, save it, attach it to an email and send to <a href="mailto:gabtraining@wi.gov">gabtraining@wi.gov</a>.  <u>To fax this form:</u> Fill it out by computer or by hand, print it out and fax to : MCT Training, 608-267-0500.  <u>To mail this form:</u> Fill it out by computer or by hand, print it out and mail to: G.A.B. Elections Division, P.O. Box 7984, Madison, WI 53707-7984.</p>			

## ELECTION OFFICIALS' TRAINING REQUIREMENTS

<b>Election Official</b>	<b>Current term</b>	<b>Required training for <u>new</u> official to be certified to conduct elections for the term.</b>	<b>Required training for <u>new</u> official to be recertified for the next term.</b>	<b>Required training for <u>currently-certified</u> official to recertify for the next term</b>	<b>Next term</b>	<b>Documents to be submitted to the G.A.B.</b>	<b>Required training if certification is lost by not accumulating the required number of hours by the end of the term</b>	<b>Examples of activities that count toward recertification (please visit the G.A.B. website for a complete list)</b>
<b>Municipal Clerk</b>	1/01/11-12/31/12	3-hour municipal clerk core training class by first election	Core plus three hours of election-related training by the end of the term	Six hours of approved election-related training	1/01/13-12/31/14	Recertification reporting form	Core plus three hours of election-related training by the first election	<ul style="list-style-type: none"> <li>• Baseline Chief Inspector training</li> <li>• SVRS training</li> <li>• WisLine election sessions</li> <li>• Training conducted by a county or municipal clerk</li> </ul>
<b>Chief Inspector</b>	1/01/10-12/31/11	3-hour baseline chief inspector training class by first election	Baseline plus three hours of approved election-related training by the end of the term	Six hours of approved election-related training	1/01/12-12/31/13	Agenda for recertification training as administered by clerk and approved by GAB	Baseline plus three hours of election-related training by the first election	<ul style="list-style-type: none"> <li>• Training conducted by a county or municipal clerk</li> <li>• WisLine election sessions (select sessions)</li> <li>• Voting equipment training or pre-election testing (1 hour per term)</li> </ul>
<b>Regular Election Inspectors</b>	1/01/10-12/31/11	Clerk is required to conduct some type of election training every two years.	No recertification	No recertification	1/01/12-12/31/13	None	None	<ul style="list-style-type: none"> <li>• Training conducted by a county or municipal clerk</li> </ul>



# Wisconsin Voter Registration Application

Submitted by Mail  
(Official Use Only)

Confidential Elector ID#  
(HINDI - sequential #) (Official Use Only)

SVRS ID

**Instructions** **Instructions for completion are on the back of this form. Return this form to your municipal clerk, unless directed otherwise.**

- Please use uppercase (**CAPITAL**) letters only. Fill in circles as appropriate.
- If you have not voted in WI and are submitting this application by mail, you must also provide a copy of your proof of residence (see reverse).
- NOTE: If this is a change of address, then upon completion of this application your voting rights will be cancelled at your previous residence.

1	<input type="radio"/> New WI Voter	Municipality	<input type="radio"/> Town	
	<input type="radio"/> Name Change		<input type="radio"/> Village	
	<input type="radio"/> WI Address	County	<input type="radio"/> City	

2	WI Driver License or WI DOT-issued ID <b>(DL # required if issued)</b>	Expiration Date	<input type="radio"/> I have neither a WI Driver License/ID, nor a Social Security Number.
	Social Security Number - Last Four Digits <small>(if driver license not issued or not current and valid)</small>	X X X - X X -	

3	Current	Print your name exactly as it appears on the document, the number of which you provided in Box 2. (Driver License/ID Card <u>or</u> Social Security Card).					
		Last Name				First	
		Middle Name			Suffix (e.g. Jr, II, etc.)	Phone #	
		Date of Birth (M/D/YYYY)			Email Address		

4	Residence Address: Street Number & Name					
	Apt.		City		State & ZIP	

5	If applicable	Mailing Address: Street Number & Name					
		Apt. Number		City		State & ZIP	

6	Previous	Last Name				First	
		Middle Name			Suffix (e.g. Jr, II, etc.)		

7	Required	Previous Registration Address : Street Number & Name					
		Apt.		City		State & ZIP	

8	Accommodation needed at poll location (e.g. wheelchair access):	If you do not have a street number or address, use the map to show where you live. • Mark crossroads • 'X' where you live • Use dots for landmarks	Example
	<input type="radio"/> I am interested in being a poll worker.		

9	Please answer the following questions by filling in "Yes" or "No":		<input type="radio"/> Yes <input type="radio"/> No <b>If you filled in "No" in response to EITHER of these questions, do <u>not</u> complete this form.</b>
	1. Are you a citizen of the United States of America? 2. Will you be 18 years of age or older on or before election day?		

10 I hereby certify, to the best of my knowledge, that I am a qualified elector, a U.S. citizen, at least 18 years old or will be at least 18 years old at the time of the next election, having resided at the above residential address for at least 28 consecutive days immediately preceding this election, with no present intent to move. I am not currently serving a sentence including probation or parole for a felony conviction, and not otherwise disqualified from voting. I certify that all statements on this form are true and correct. If I have provided false information I may be subject to fine or imprisonment under State and Federal laws. **If completed on Election Day:** I further certify that I have not voted in this election.  
**Please sign below to acknowledge that you have read and understand the above.**

11	Signature of Elector	X	Today's Date (M/D/YYYY)	
			Election Day Voter # <small>(Official use only)</small>	

**Falsification of information on this form is punishable under Wisconsin law as a Class I felony.** Proof of Residence type (Official use only)

12	Assistant Signature:	Assistant Address:	Proof of Residence # <small>(Official use only)</small>

Official's Signature: \_\_\_\_\_ SRDs printed name and SRD#:

Ward	Sch. Dist.	Alder	Cty. Supr.	Ct. of App.	Assembly	St. Senate	Congress
------	------------	-------	------------	-------------	----------	------------	----------



# Wisconsin Voter Registration Application Instructions

Each section on the front side of this document corresponds to the sections below (1-12)

**These documents constitute proof of residence if they:**  
**Contain the voter's current and complete first and last name and residential address, and are valid on the day used to register to vote.**

- A current and valid WI Driver License / ID Card
- Any other official identification card or license issued by a Wisconsin governmental body or unit
- An employee ID card with a photograph, but not a business card
- A real property tax bill or receipt for the current year or the year preceding the date of the election
- A residential lease (Does not count as proof of residence if elector submits form by mail)
- A picture ID from a university, college or technical college coupled with a fee receipt
- A picture ID from a university, college or technical college coupled with an on-campus housing listing provided by the university, college or technical college to the municipality that denotes US Citizenship
- A utility bill for the period commencing not earlier than 90 days before the day registration is made
- A bank statement      • A paycheck      • A check or other document issued by a unit of government

<b>1</b>	<ul style="list-style-type: none"> <li>• Fill in the circle (New Voter, Name Change, Address Change) describing why you are completing this form.</li> <li>• A "New Voter" is anyone who is not currently registered to vote in Wisconsin. You can check your voter registration status at Wisconsin's Voter Public Access website (<a href="https://vpa.wi.gov">https://vpa.wi.gov</a>)</li> <li>• Indicate your municipality. Use formal names (For example: City of Plymouth, Village of Chenequa, or Town of Aztalan).</li> <li>• Indicate your county of residence.</li> </ul>
<b>2</b>	<ul style="list-style-type: none"> <li>• If you have been issued and have a current and valid WI driver license or WI DOT-issued identification card (ID), you must provide the number.</li> <li>• If you have been issued a WI Driver License, which is revoked, suspended, or expired, please provide the number and the last 4 digits of your Social Security number.</li> <li>• If you have not been issued a WI driver license or a WI DOT-issued ID, you must provide the last 4 digits of your Social Security number.</li> <li>• If you do not have a WI driver license, a WI DOT-issued ID or a Social Security number, indicate that fact by filling in the appropriate circle.</li> <li>• If you are registering to vote on Election Day and have been issued a WI driver license, but are unable or unwilling to provide the number, your vote will not be counted unless you provide the number to the election inspectors by 8:00 p.m. on Election Day or to your municipal clerk by 4:00 p.m. the Friday following Election Day.</li> </ul>
<b>3</b>	<ul style="list-style-type: none"> <li>• Provide your current and complete name as it appears on the document, the number of which you provided in Box 2, including your last name, first name, middle name or initial and suffix (Jr, Sr, etc), if any.</li> <li>• Provide your month, day and year of birth. Remember to use your birth year, not the current year.</li> <li>• Providing your phone number and/or email address is optional, but will help your municipal clerk to contact you in case of problems with your registration, and is subject to open records requests.</li> </ul>
<b>4</b>	<ul style="list-style-type: none"> <li>• Provide your home address (legal voting residence), which must be located in Wisconsin.</li> <li>• Record the full house number (including fractions, if any).</li> <li>• Provide your full street name, including the type (St, Ave, etc) and any pre- and/or post-directional (N, S, etc.).</li> <li>• Provide the city name and zip that appears on mail delivered to your home address.</li> <li>• <u>You may not enter a PO Box as a residential address.</u> A rural route box without a number should not be used.</li> </ul>
<b>5</b>	<ul style="list-style-type: none"> <li>• If your mailing address is different from your home address, provide it here. A PO Box is acceptable as a mailing address. Overseas electors should provide their complete overseas address here.</li> </ul>
<b>6</b>	<ul style="list-style-type: none"> <li>• Provide your previous first, last and middle names, along with a suffix, if any.</li> <li>• Provide this information regardless of the time elapsed since your last name change.</li> </ul>
<b>7</b>	<ul style="list-style-type: none"> <li>• Provide your address where you were previously registered to vote.</li> <li>• Provide this information whether you moved within Wisconsin or from another state regardless of time elapsed.</li> </ul>
<b>8</b>	<ul style="list-style-type: none"> <li>• If you need assistance when voting, you may describe the assistance required (e.g. wheelchair access).</li> <li>• If you are interested in being a poll worker for your municipality, you may fill in the circle.</li> <li>• If you do not have a street address, use the map to show where you live.</li> </ul>
<b>9</b>	<ul style="list-style-type: none"> <li>• Answer both questions by filling in the appropriate circle. If you answer "No" to either question, you are not eligible to vote in Wisconsin.</li> <li>• Please note, for question 2, you must either be at least 18 years old, or will be at least 18 years old at the time of the next election to be eligible to vote. If you are completing on election day you must be 18 years old today.</li> </ul>
<b>10</b>	<ul style="list-style-type: none"> <li>• Please read carefully. By signing this form you are certifying that you meet the eligibility requirements to vote. If you do not meet these requirements, you are not eligible to vote in Wisconsin, and should not sign this form.</li> </ul>
<b>11</b>	<ul style="list-style-type: none"> <li>• By signing and dating this form, you certify that all the information you have provided on this form is true and correct, and that you meet the eligibility requirements for voting, listed in the statement in Box 10 of this form.</li> <li>• Falsification of information on this form is punishable under Wisconsin law as a Class I felony.</li> </ul>
<b>12</b>	<ul style="list-style-type: none"> <li>• <b>Assistant:</b> If you are unable to sign this form due to a physical disability, you may have an assistant do so on your behalf. That assistant must provide his or her signature and address in the space provided. By signing, the assistant certifies that he or she signed the form at your request.</li> </ul>



# Wisconsin Application for Absentee Ballot

Confidential Elector ID#  
(HINDI - sequential #) (Office Use Only)

SVRS ID #  
(Office Use Only)

**Instructions for completion are on the back of this form. Return this form to your municipal clerk when completed.**

- Please use uppercase (**CAPITAL**) letters only. Fill in circles as appropriate.
- You must be registered to vote before you can receive an absentee ballot. You can confirm your voter registration at <https://vpa.wi.gov>

## VOTER INFORMATION

1	Municipality	<input type="radio"/> Town <input type="radio"/> Village <input type="radio"/> City				County	
	Last Name				First Name		
2	Middle Name			Suffix (e.g. Jr, II, etc.)			Date of Birth <small>(MMDD/YYYY)</small>
	Phone		Fax		Email		
3	Residence Address: Street Number & Name						
	Apt. Number		City			State & ZIP	
4	If you are a military or a permanent overseas elector, fill in the appropriate circle (see instructions for definitions): <input type="radio"/> Military <input type="radio"/> Permanent Overseas						

**I PREFER TO RECEIVE MY ABSENTEE BALLOT BY:** (Ballot will be mailed to the address above if no preference is indicated)

5	<input type="radio"/> MAIL	Mailing Address: Street Number & Name					
		Apt. Number		City			State & ZIP
		Nursing Home Name (if applicable)					
		C / O (if applicable)					
	<input type="radio"/> FAX	Fax Number					
<input type="radio"/> EMAIL	Email Address						

**I REQUEST AN ABSENTEE BALLOT BE SENT TO ME FOR:** (mark only one)

6	<input type="radio"/> The election(s) on the following date(s): _____
	<input type="radio"/> All elections from today's date through the end of the current calendar year (ending 12/31).
	<input type="radio"/> Every election subsequent to today's date. I further certify that I am indefinitely confined because of age, illness, infirmity or disability and request absentee ballots be sent to me until I am no longer confined or fail to return a ballot.

**TEMPORARILY HOSPITALIZED VOTERS ONLY** (please fill in circle)

7	<input type="radio"/> I certify that I cannot appear at the polling place on election day because I am hospitalized, and appoint the following person to serve as my agent, pursuant to Wis. Stat. § 6.86(3).					
	Agent Last Name			Agent First Name		
	<b>AGENT:</b> I certify that I am the duly appointed agent of the hospitalized absentee elector, that the absentee ballot to be received by me is received solely for the benefit of the above named hospitalized elector, and that such ballot will be promptly transmitted by me to that elector and then returned to the municipal clerk or the proper polling place.					
	Agent Signature	X		Agent Address		

**ASSISTANT DECLARATION / CERTIFICATION** (if applicable)

I certify that the application is made on request and by authorization of the named elector, who is unable to sign the application due to physical disability.		
Assistant Signature	X	Today's Date

**VOTER DECLARATION / CERTIFICATION** (required for all voters)

I certify that I am a qualified elector, a U.S. Citizen, at least 18 years old, having resided at the above residential address for at least 28 consecutive days immediately preceding this election, not currently serving a sentence including probation or parole for a felony conviction, and not otherwise disqualified from voting. <b>Please sign below to acknowledge that you have read and understand the above.</b>		
Voter Signature	X	Today's Date



# Wisconsin Application for Absentee Ballot Instructions

Each section on the front side of this document corresponds to the sections below (1-7)

**General Instructions:**  
*Please Review Fully*

**This form should be submitted to your municipal clerk, unless directed otherwise.**  
This form should only be completed by registered voters; if you are not a registered voter or military elector, please submit a Voter Registration Application (GAB-131) with this form.

- |   |  |
|---|--|
| 1 | <ul style="list-style-type: none"> <li>Indicate the municipality and county of residence. Use the municipality's formal name (For example: City of Plymouth, Village of Chenequa, or Town of Aztalan).</li> </ul>  |
| 2 | <ul style="list-style-type: none"> <li>Provide your name as you are registered to vote in Wisconsin. If applicable, please provide your suffix (Jr, Sr, etc.) and/or middle name. If your current name is different than how you are registered to vote, please submit a Voter Registration Application (GAB-131) with this form to update your information.</li> <li>Provide your month, day and year of birth. Remember to use your birth year, not the current year.</li> <li>Providing your telephone/fax number or email address allows elections officials to contact you if there is a problem with your absentee application.</li> </ul>   |
| 3 | <ul style="list-style-type: none"> <li>Provide your home address (legal voting residence) in Wisconsin.</li> <li>Provide the full house number (including fractions, if any).</li> <li>Provide your full street name, including the type (St, Ave, etc) and any pre- and/or post-directional (N, S, etc).</li> <li>Provide the city name and ZIP code as it would appear on mail delivered to the home address.</li> <li><u>You may not enter a PO Box as a voting residence.</u> A rural route box without a number should not be used.</li> </ul>  |
| 4 | <ul style="list-style-type: none"> <li>A "Military elector" is a person, or the spouse or dependent of a person who is a member of a uniformed service or the merchant marines, a civilian employee of the United States, a civilian officially attached to a uniformed service and serving outside the United States, or a Peace Corp volunteer. Military electors do not need to register to vote. Military electors will continue to receive ballots for all elections unless otherwise requested.</li> <li>An "Overseas elector" is a person who is a United States citizen, 18 years old or older, who resided in Wisconsin immediately prior to leaving the United States, who is now living outside the United States <u>and has no present intent to return</u>, who is not registered in any other location, or who is an adult child of a United States citizen who resided in this state prior to establishing residency abroad. Overseas electors will receive ballots for federal offices only and must be registered to vote prior to receiving a ballot.</li> </ul> |
| 5 | <ul style="list-style-type: none"> <li>Please fill in the circle to indicate your preferred method of receiving your absentee ballot (mail, fax or email).</li> <li>If no preference is indicated, your absentee ballot will be mailed to your residence address listed in Box 3.</li> <li>You are encouraged to provide a physical mailing address as backup in case of electronic transmission difficulties. Please only fill the circle for your preferred means of transmission.</li> <li>If you are living in a nursing home, please provide the name of the facility.</li> <li>If someone will be receiving the ballot on your behalf, please list them after C/O. <u>Please note:</u> The absent elector is still required to vote their own ballot, although they may request assistance in physically marking the ballot.</li> </ul>  |
| 6 | <ul style="list-style-type: none"> <li>Select the first option if you would like to receive a ballot for a single election or a specific set of elections.</li> <li>Select the second option if you would like to have a standing absentee request for any and all elections that may occur in a calendar year (ending December 31).</li> <li>Select the third option only if you are indefinitely confined due to age, illness, infirmity or disability and wish to request absentee ballots for all elections until you are no longer confined or fail to return a ballot for an election.</li> </ul>  |
| 7 | <ul style="list-style-type: none"> <li>This section is only to be completed by an elector or the agent of an elector who is currently hospitalized.</li> <li>A hospitalized elector must certify that he or she cannot appear at the polling place on Election Day.</li> <li>An agent completing this form for a hospitalized elector must provide his/her name, signature and address on this application.</li> </ul>   |

**Voter Signature:**

By signing and dating this form, you certify that you are a qualified elector, a U.S. citizen, at least 18 years old, having resided at your residential address for at least 28 consecutive days immediately preceding this election, not currently serving a sentence including probation or parole for a felony conviction, and not otherwise disqualified from voting.

**Assistant Signature:**

In the situation where the elector is unable to sign the Voter Declaration / Certification due to a physical disability, the elector may authorize another elector to sign on his or her behalf. Any elector signing an application on another elector's behalf shall attest to a statement that the application is made on request and by authorization of the named elector, who is unable to sign the application due to physical disability

## Polling Place Voting Step-By-Step for All Elections Prior to 2012 February Primary

### 1. Voter Appears at Polling Place

#### If the Voter IS NOT Registered

- If the voter has a Wisconsin-issued driver license or identification card, when the voter completes the GAB-131, the voter must include the driver license expiration date in Box 2. If the voter does not have the license or know the expiration date, they should indicate whether the license is current or expired.
- Election Day registrants must provide proof of residence (a photo is not required for proof of residence). **Documents that constitute acceptable proof of residence have not changed, except that a student ID with a photo must be accompanied by a tuition fee receipt containing student's current address, or the institution's certified list of students, containing student's current address with an indication of students who are U.S. citizens.**
- A corroborator can no longer be used in lieu of proof of residence.
- If the voter does not have proof of residence, the voter may not register and, therefore, may not vote.

#### If the Voter IS Registered or After Registration is Completed

- The voter announces his or her name and address.
- The inspector asks the voter to show photo ID. Please see below for a list of documents that constitute acceptable photo ID:
  - A Wisconsin DOT-issued driver license, even if driving privileges are revoked or suspended
  - A Wisconsin DOT-issued identification card
  - A Military ID card issued by a U.S. uniformed service
  - A U.S. passport

***Identifications above must have an expiration date after the November 2, 2010 election.***

- A certificate of naturalization that was issued not earlier than two years before the date of an election at which it is presented
- An unexpired driving receipt issued by Wisconsin DOT
- An unexpired identification card receipt issued by Wisconsin DOT
- An identification card issued by a federally recognized Indian tribe in Wisconsin
- An unexpired identification card issued by a Wisconsin-accredited university or college that contains the following:

- Date of issuance, Signature of student, and expiration date not later than two years after date of issuance
- Student must also provide proof of enrollment with ID

## 2. Providing Proof of ID

### If the Voter Provides Acceptable Photo ID

- The inspector verifies that the name on the ID conforms to the name on the poll list. The name on the ID may be a variation of the name on the poll list. For instance, “Robert” vs. “Bob”, or variations of initials or upper or lower case letters.
- The inspector verifies that any photograph on the ID reasonably resembles the voter.
- The inspector verifies that the photo ID is unexpired or, if expired, it meets the expiration specifications listed above.
- It is recommended (though not required) that the voter be given the handout “*Wisconsin’s New Voter Photo ID Law.*”

### If the Voter Does Not Provide Acceptable Photo ID

- The inspector advises the voter that beginning with the 2012 February Primary photo ID will be required in order to vote.
- The inspector must give the handout “*Wisconsin’s New Voter Photo ID Law*” to the voter.

## 3. Signing the Poll List

- The voter makes their signature on the poll list next to his or her name. The voter is only required to sign one poll list. Make sure all voters are signing that same list which will later be provided to the County Clerk following the election. Except as described below, if the voter refuses, a ballot shall not be issued.
- A voter number and ballot are issued after the poll list is signed.

### Voters Prevented from Signing the Poll List Due to Disability

- If another person signed the voter’s registration form because the voter was unable to sign due to disability, the inspector writes the word “Exempt” on the signature line.
- If the above situation does not apply, but the voter claims to be unable to sign due to physical disability, and both inspectors concur, the inspectors shall enter the words “exempt by order of inspectors” on the signature line. If both inspectors do not waive the signature requirement, the voter shall be allowed to cast a ballot and the inspector or inspectors who did not waive the requirement shall challenge the ballot and document the situation on the Inspectors’ Statement (GAB-104).

# Wisconsin's New Voter Photo ID Law

Information provided by the Wisconsin Government Accountability Board

(See contact information below)

<p><b>What has changed in the law?</b></p>	<ul style="list-style-type: none"> <li>➤ Wisconsin law requires voters to show an acceptable photo ID to vote starting with the 2012 February Primary.</li> <li>➤ <b>In any election before the 2012 February Primary</b>, the law requires election workers to ask voters for an acceptable photo ID at the polling place, <b>but voters without an acceptable photo ID will still be allowed to vote.</b></li> <li>➤ An acceptable photo ID will be <b>required</b> before receiving a ballot at the 2012 February Primary and all subsequent elections.</li> </ul>
<p><b>What is an acceptable ID?</b></p>	<p style="text-align: center;"><b>A valid photo ID is not required to have a current address.</b></p> <ul style="list-style-type: none"> <li>➤ A Wisconsin DOT-issued driver license, even if driving privileges are revoked or suspended</li> <li>➤ A Wisconsin DOT-issued identification card</li> <li>➤ A Military ID card issued by a U.S. uniformed service</li> <li>➤ A U.S. passport</li> </ul> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p><b><i>Identifications above must have an expiration date after the November 2, 2010 election.</i></b></p> </div> <ul style="list-style-type: none"> <li>➤ A certificate of naturalization that was issued not earlier than two years before the date of an election at which it is presented</li> <li>➤ An unexpired driving receipt issued by Wisconsin DOT</li> <li>➤ An unexpired identification card receipt issued by Wisconsin DOT</li> <li>➤ An identification card issued by a federally recognized Indian tribe in Wisconsin</li> <li>➤ An unexpired identification card <i>and</i> fee payment receipt issued by a Wisconsin-accredited university or college that contains the following:             <ul style="list-style-type: none"> <li>-- Date of issuance</li> <li>-- Signature of student</li> <li>-- Expiration date not later than two years after date of issuance</li> </ul> </li> </ul> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p><b><i>Student must also provide proof of enrollment with ID</i></b></p> </div>
<p><b>How do I get a free photo ID to vote?</b></p>	<p>Wisconsin law requires the Department of Transportation to provide free ID cards to any individual who will be at least 18 years of age on the date of the next election and who requests a free ID for the purpose of voting. The regular fee is \$28.</p> <p>Due to the need to provide a birth certificate and other documents to receive a DOT-issued ID, individuals should start the process of obtaining a statutory identification well in advance of an election at which they wish to vote.</p>

For detailed information about the Voter Photo ID law, please visit the Government Accountability Board website: <http://gab.wi.gov> or call 1-866-VOTE-WIS or contact the G.A.B. Help Desk at 608-261-2028 or TTY 1-800-947-3529.

# **VOTERS ARE REQUIRED TO SIGN THE POLL LIST**

2011 Wisconsin Act 23 (the "Photo ID" legislation) requires a voter to sign the poll list, unless a disability prevents the voter from doing so.

"...each eligible elector...shall state his or her full name and address...The officials shall then **require the elector to enter his or her signature** on the poll list., unless the elector is exempt from the signature requirement due to a disability..."  
(*paraphrased*). §6.79(2)(a), Wis. Stats.

## **THEREFORE:**

- ❖ If you are not prevented from signing because of a disability, and you refuse to sign, you will not be issued a ballot.
- ❖ If the inspectors do not believe your claim that a disability prevents you from signing, you may be required to vote a challenged ballot.

District(s): WD150

CITY OF MILWAUKEE

150-01 MILW POLICE SAFETY ACADEMY

Poll Book - 2011SPREL - 150-01 MILW POLICE SAFETY ACADEMY

**Certification of Administrator**

I certify that the attached list is a true and complete registration list of the municipality or the ward or the wards for which the list is prepared.

Nathaniel E. Robinson



Government Accountability Board Administrator, Elections Division

**Certification**

We certify that the attached list contains all the names of persons voting at the election held on, April 5th, 2011, and that it contains all the information about the electors required by law. We further certify that this list is true, correct and complete.

**Total Number of Voters Printed on the Poll List:** 936

Last Voter Number: \_\_\_\_\_

Page Number of Last Voter: \_\_\_\_\_

Number of Absentee Electors: \_\_\_\_\_

**Election Inspector Signatures:**

1. \_\_\_\_\_  
Chief Inspector

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

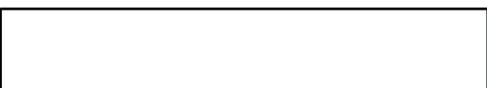
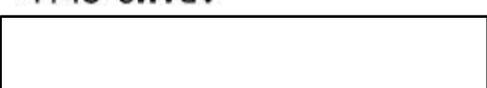
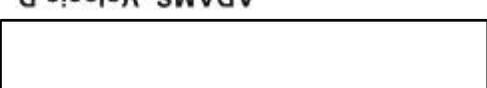
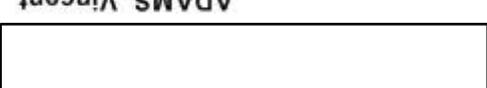
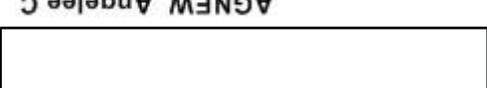
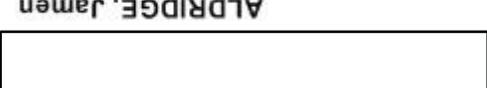
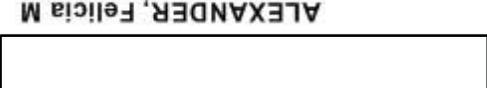
5. \_\_\_\_\_

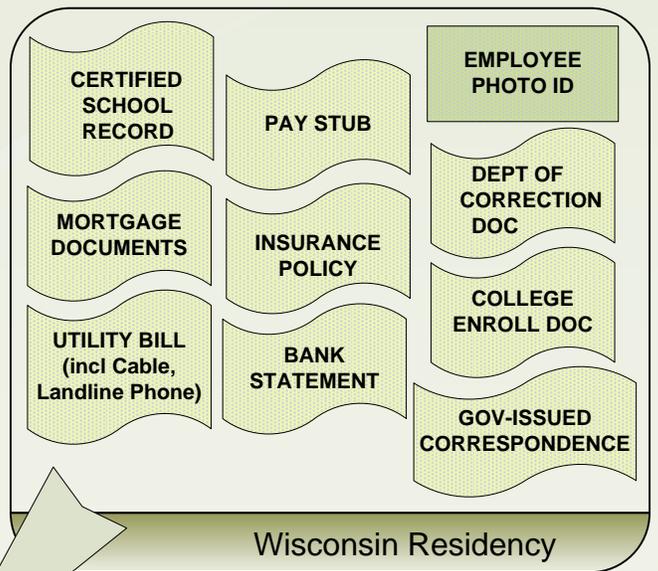
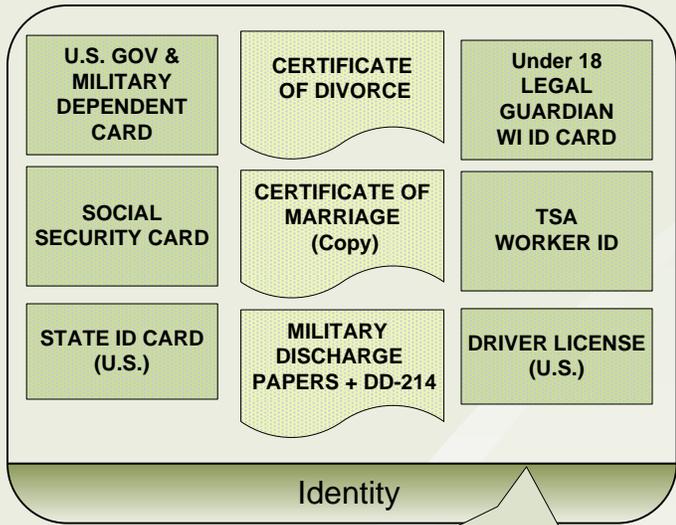
6. \_\_\_\_\_

7. \_\_\_\_\_

Election Inspectors

The Information on this form is required by ss.6.79(1m)(4)(6), 6.82(1)(a),2(d),6.88(3)(a), Stats.

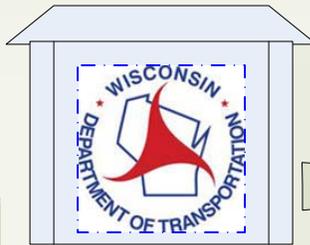
Notes	Ward, District, Ballot	Voter ID & Barcode	Voter #	Name and Address	Voter Signature
<b>Names beginning with the letter [A]</b>					
	WD150 41251-150-1 NP-5	0706524180 		<b>ABDULLAH, Sadiqa</b> 7007 N 42ND ST E MILWAUKEE, WI 53209	<b>ABDULLAH, Sadiqa</b> 
ALD: AL1	CONG: CG04	ASSM: AS22			
	WD150 41251-150-1 NP-5	0009593834 		<b>ABERCROMBIE, Jason L S</b> 6912 N 37TH ST APT 3 MILWAUKEE, WI 53209	<b>ABERCROMBIE, Jason L SR</b> 
ALD: AL1	CONG: CG04	ASSM: AS22			
	WD150 41251-150-1 NP-5	0705324320 		<b>ADAMS, Anthony A</b> 6806 N 41ST ST MILWAUKEE, WI 53209	<b>ADAMS, Anthony A</b> 
ALD: AL1	CONG: CG04	ASSM: AS22			
	WD150 41251-150-1 NP-5	0009242131 		<b>ADAMS, Drenwita T</b> 6900 N 37TH ST APT 3 MILWAUKEE, WI 53209	<b>ADAMS, Drenwita T</b> 
ALD: AL1	CONG: CG04	ASSM: AS22			
	WD150 41251-150-1 NP-5	0705263900 		<b>ADAMS, Olaide</b> 6806 N 41ST ST MILWAUKEE, WI 53209	<b>ADAMS, Olaide</b> 
ALD: AL1	CONG: CG04	ASSM: AS22			
	WD150 41251-150-1 NP-5	0009048170 		<b>ADAMS, Valecia D</b> 6481 N 42ND ST MILWAUKEE, WI 53209	<b>ADAMS, Valecia D</b> 
ALD: AL1	CONG: CG04	ASSM: AS22			
	WD150 41251-150-1 NP-5	0009047987 		<b>ADAMS, Vincent</b> 6481 N 42ND ST MILWAUKEE, WI 53209	<b>ADAMS, Vincent</b> 
ALD: AL1	CONG: CG04	ASSM: AS22			
	WD150 41251-150-1 NP-5	0009603085 		<b>AGNEW, Angelee C</b> 6945 N TEUTONIA AVE APT MILWAUKEE, WI 53209-0000	<b>AGNEW, Angelee C</b> 
ALD: AL1	CONG: CG04	ASSM: AS22			
	WD150 41251-150-1 NP-5	0009214777 		<b>ALDRIDGE, Jamen</b> 3748 W GREEN TREE RD AP MILWAUKEE, WI 53209	<b>ALDRIDGE, Jamen</b> 
ALD: AL1	CONG: CG04	ASSM: AS22			
	WD150 41251-150-1 NP-5	0009256425 		<b>ALEXANDER, Felicia M</b> 6913 N 37TH ST MILWAUKEE, WI 53209-0000	<b>ALEXANDER, Felicia M</b> 
ALD: AL1	CONG: CG04	ASSM: AS22			



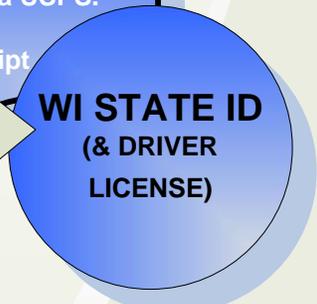
One item from each of the four areas must be satisfied to obtain a WI State ID

**Acceptable Documents of Proof**

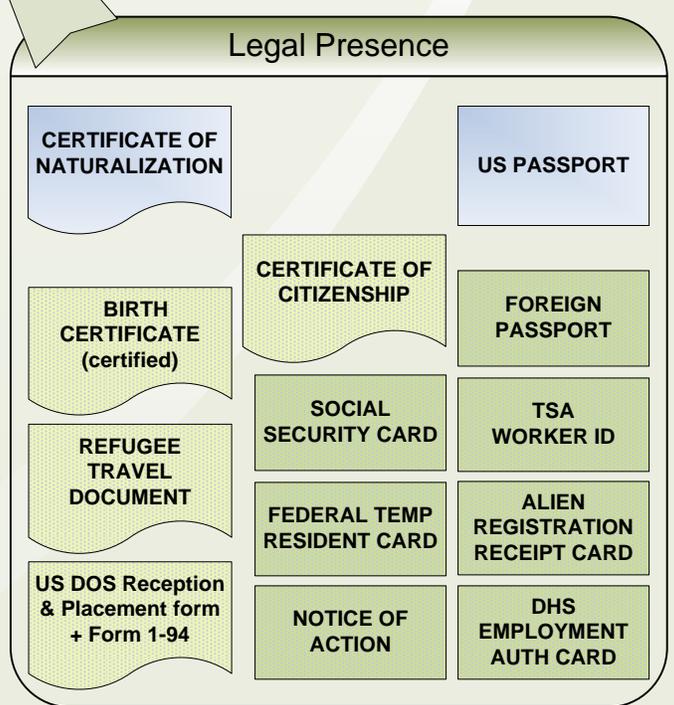
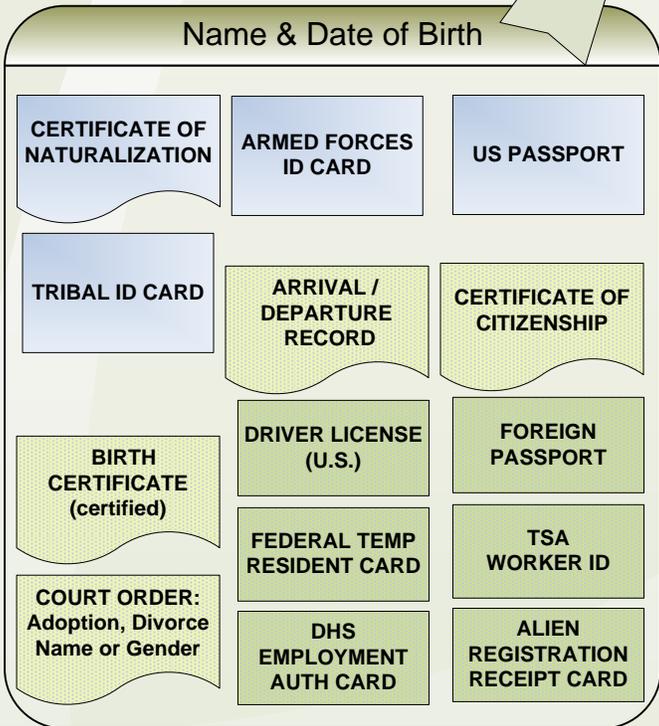
When applying for an original (first) Wisconsin instruction permit, driver license or identification card, you must provide provide proof of your name, date of birth, legal presence, identity and Wisconsin residency.



Request is processed within TWO days and the product is then shipped via USPS.  
WI STATE ID Receipt is issued.



CHECK ONE. I am applying for:  Driver License  Identification Card



This information is for obtaining a free DMV-issued Wisconsin State ID; the elector still needs to be qualified to vote. For further questions: <http://www.dot.wisconsin.gov> SEARCH: "Application for a driver license"



### **Information about the Wisconsin Driver License (DL)/Identification Card (ID) Application (form MV3001)**

You will need to visit a DMV service center and present an MV3001 application when you are:

- applying for an original or duplicate driver's license or instruction permit
- renewing an existing driver's license
- applying for an ID card, which can only be issued at a DMV service center (if you hold a valid Wisconsin driver's license, you are not eligible for an ID card)
- applying for an occupational license

An application may only be submitted through the mail if you are unable to renew or obtain a duplicate driver's license because you are a Wisconsin resident who is temporarily out-of-state. More information about [renewing when out of state...](#)

[Fees](#)

[Applying for a license](#)





# WISCONSIN DRIVER LICENSE (DL)/ IDENTIFICATION CARD (ID) APPLICATION

Wisconsin Department of Transportation

MV3001 6/2011 Ch. 343 Wis. Stats.

## Application Instructions *Acceptable proof of name and date of birth, legal presence, identity and residency are required.*

### APPLICATION COMPLETION REQUIREMENTS

■ **ID card applicants complete sections A and B.**

■ **DL applicants, complete sections A, B and C.**

If under age 18, complete section D also.

■ **CDL applicants, complete sections A, B, C and E.**

Your Federal Medical Certificate is required, unless you drive a school bus or drive for a political subdivision.

**DONOR** Check the box if you wish to help others by donating your organs, tissue and eyes upon your death. Your gift will be used to save and improve lives through transplantation, therapy, research or education. If you are at least 18, checking the box indicates your legal consent for donation. You do not have to answer this question to obtain a license or ID card.

**NOTICE to Males age 18–25** By submitting this application, you consent to be registered with the Selective Service System, if required by Federal law. You also authorize the Department of Transportation to forward any information contained in this application that is requested by the Selective Service System for the purpose of registering you as provided in s.343.14(2) (em) and s.343.234 Wis. Stats.

**ADA** The Wisconsin Department of Transportation complies with the Americans with Disabilities Act (ADA).

**SOCIAL SECURITY NUMBER (SSN)** If you have a SSN, you must provide it. Your SSN may be used: 1) For purposes authorized by law; 2) To link your driver license and vehicle registration records. Your SSN must correspond with the number issued by the Social Security Administration, which is required by s.343.14(2)(bm) Wis. Stats. Federal regulation 49 CFR, Part 383.153 requires a SSN for commercial driver license privileges.

**WARNING** Any applicant for a driver license or ID card who presents fraudulent or altered documents or makes a false statement to the issuing officer or agency, may be subject to a fine of not more than \$1,000, imprisonment for not more than 6 months or both. The driver license privilege may also be revoked for one year or the ID card canceled.

**RELEASE OF INFORMATION** The Department uses information provided to issue driver licenses in Wisconsin, collect fees and enforce laws. Under Wisconsin open records law and s.341.17(9) Wis. Stats., the department may make nonconfidential information available to others for business purposes. If you want your name and address withheld from vehicle record requesters, please indicate in Section A.

**INSURANCE** No person may operate a motor vehicle in Wisconsin unless the owner or driver of the vehicle has liability insurance in effect for the vehicle being operated and carries proof of insurance whenever driving. Failure to have insurance could result in up to a \$500 fine. Refer to s.344.61-344.65 Wis. Stats. for full details.

### OFFICE USE ONLY

Date		Processor ID		Reason for Reissue	
Wisconsin or Out-of-State License Number		State	Expiration Date	<input type="checkbox"/> ID <input type="checkbox"/> REGI <input type="checkbox"/> CDLI <input type="checkbox"/> CYCI <input type="checkbox"/> SPRI <input type="checkbox"/> JUVI <input type="checkbox"/> MPDI <input type="checkbox"/> PROB <input type="checkbox"/> RGLR <input type="checkbox"/> OCCL <input type="checkbox"/> SPRR <input type="checkbox"/> JUVP <input type="checkbox"/> NON	
Legal Presence	Name/DOB Proof	Identity	Residency Proof	Application Type <input type="checkbox"/> ORG <input type="checkbox"/> RNW <input type="checkbox"/> DUP <input type="checkbox"/> REI <input type="checkbox"/> RSM <input type="checkbox"/> AMD <input type="checkbox"/> COA	
Visual Acuity	Without RX	With RX	Temporal Field of Vision In Degrees	Class(es) Issued <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> M	
Right Eye	20/	20/		Endorsements <input type="checkbox"/> F <input type="checkbox"/> H <input type="checkbox"/> N <input type="checkbox"/> P <input type="checkbox"/> S <input type="checkbox"/> T	
Left Eye	20/	20/		Federal Medical Certificate Shown <input type="checkbox"/> YES Expires: _____ <input type="checkbox"/> NO	
Corrective Lenses <input type="checkbox"/> YES <input type="checkbox"/> NO	Color Perception	Hearing (CDL Only)	Driver Education <input type="checkbox"/> P <input type="checkbox"/> C	Amount <input type="checkbox"/> Check <input type="checkbox"/> Cash <input type="checkbox"/> Acct. \$	
Examiner ID	Test Score	Highway Signs	Knowledge	<input checked="" type="checkbox"/> (Processor Signature) _____ (Processor ID) _____	

### SECTION A - APPLICANT - PLEASE PRINT

CHECK ONE. I am applying for:  Driver License  Identification Card

Applicant Name - First, Middle, Last			Birth Date - Month	Day	Year	Social Security Number
--------------------------------------	--	--	--------------------	-----	------	------------------------

Residence Address - Street	Apt #	City	State	ZIP Code	County of Residence
----------------------------	-------	------	-------	----------	---------------------

Mailing Address - <u>ONLY If Different</u> from Residence	Apt #	City	State	ZIP Code
---	-------	------	-------	----------

Sex	Race	Eyes	Hair	Weight	Height	Former Name If Changed Since Last License
-----	------	------	------	--------	--------	---

**For ID Applicants Only** – I certify that I am a United States citizen, will be at least 18 years of age by the next election and require a Wisconsin Identification Card (ID) for free in order to vote.

Please check the box if you wish to have your name and address withheld from lists the Department sells.

Do you wish to register to be an organ and tissue donor?  Yes

Reason for Name Change  
 Marriage  Divorce  Other \_\_\_\_\_

Check **ONLY ONE** of the following three boxes. I certify that I am a:

- U.S. Citizen
- Permanent or Conditional Permanent Resident
- Temporary Visitor

I certify that the information on this application is true under penalty of perjury and I am a resident of Wisconsin.

(Applicant Signature) \_\_\_\_\_ (Date) \_\_\_\_\_

**SECTION B - DRIVER LICENSE / IDENTIFICATION CARD APPLICANTS**

	YES	NO
1. Has your license, ID card or operating privilege ever been revoked, suspended, cancelled, disqualified or denied? If yes, give date and place: _____	<input type="checkbox"/>	<input type="checkbox"/>
2. Have you been convicted of operating while intoxicated OUTSIDE of Wisconsin? If yes, give date and place: _____	<input type="checkbox"/>	<input type="checkbox"/>
3. Do you hold a valid driver's license/identification card FROM ANOTHER STATE/COUNTRY? If yes, list: _____  Years of licensed driving experience in the United States or its territories and/or Canada: _____	<input type="checkbox"/>	<input type="checkbox"/>

**SECTION C - DRIVER LICENSE APPLICANTS ONLY**

	YES	NO	
1. Do you need glasses or contact lenses for driving?	<input type="checkbox"/>	<input type="checkbox"/>	
2. In the past year, have you had a loss of consciousness or muscle control, caused by any of the following conditions? If yes, check condition(s) and give date(s): _____ _____	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> Traumatic Brain or Head Injury (2)	<input type="checkbox"/> Heart (6)	<input type="checkbox"/> Mental (3)	<input type="checkbox"/> Seizure Disorder (4)
<input type="checkbox"/> Diabetes (5)	<input type="checkbox"/> Lung (7)	<input type="checkbox"/> Muscle or Nerve (2)	<input type="checkbox"/> Stroke (2)

**SECTION D - DRIVER LICENSE APPLICANTS UNDER AGE 18 ONLY**

**Applicant Certification:** I certify that in the past 6 months I have not been ticketed for a moving violation that has or may result in a conviction. I understand that falsifying this statement will result in the cancellation of my probationary license. Applicant Signature - Required

**X** \_\_\_\_\_

**School Certification:** I certify under s.343.14(5) Wis. Stats., that this applicant is enrolled in approved behind-the-wheel training which begins no later than 60 days from date signed.

School Name \_\_\_\_\_

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Official Wis DOT Test Results (line out if not used)

Knowledge Test	Highway Sign Test
<input type="checkbox"/> Pass <input type="checkbox"/> Fail	<input type="checkbox"/> Pass <input type="checkbox"/> Fail

Authorized School Official/Instructor Signature \_\_\_\_\_ Date Signed \_\_\_\_\_

**X** \_\_\_\_\_

**Sponsor Certification:** As the adult sponsor under s. 343.15 Wis. Stats., I accept liability and verify that the minor is not a habitual truant and meets the educational requirements for licensure. If required for this application, I certify that the applicant has accumulated at least 30 hours of driving experience, 10 of which were at night.

Minor Name - Print \_\_\_\_\_

Sponsor Name - Print _____	Relationship to Applicant _____	
Sponsor Wisconsin DL/ID Number _____	Sex _____	Birth Date _____

Sponsor Signature (Must be Notarized) \_\_\_\_\_

**X** \_\_\_\_\_

State of Wisconsin County of _____	Subscribed and sworn to before me this date _____
Notary Public or DOT Authorized Agent _____	My Commission Expires _____

**X** \_\_\_\_\_

Do NOT Use Notary Seal

**SECTION E - COMMERCIAL DRIVER LICENSE APPLICANTS ONLY**

If applying for a HAZMAT endorsement (HME), complete form MV3735.  
If applying for a school bus endorsement, complete form MV3740.

	YES	NO		YES	NO
1. In the past 5 years, have you had a loss of consciousness or muscle control, caused by a neurological condition, for example, seizure disorder?	<input type="checkbox"/>	<input type="checkbox"/>	6. In the past 5 years, have you been convicted of a felony or offense against public morals in Wisconsin or any other jurisdiction? If yes, give date and place: _____ _____	<input type="checkbox"/>	<input type="checkbox"/>
2. In the past 2 years, have you taken insulin to control a diabetic condition?	<input type="checkbox"/>	<input type="checkbox"/>	7. Is the vehicle you will be operating equipped with air brakes?	<input type="checkbox"/>	<input type="checkbox"/>
3. In the past 2 years, have you taken oral medication to control a diabetic condition?	<input type="checkbox"/>	<input type="checkbox"/>	8. Do you meet all the driver qualifications as required by 49 CFR 391 to operate a commercial vehicle? If not, see publication BDS218.	<input type="checkbox"/>	<input type="checkbox"/>
4. Is your hearing impaired? (hard of hearing)	<input type="checkbox"/>	<input type="checkbox"/>	9. Is the vehicle in which you will take the commercial driver license skill test representative of the type of vehicle you will operate or intend to operate?	<input type="checkbox"/>	<input type="checkbox"/>
5. Have you held a valid operator's license in the last 10 years from any jurisdiction (state) other than Wisconsin? If yes, list all states: _____	<input type="checkbox"/>	<input type="checkbox"/>			

# Birth Certificate Request (Certified)

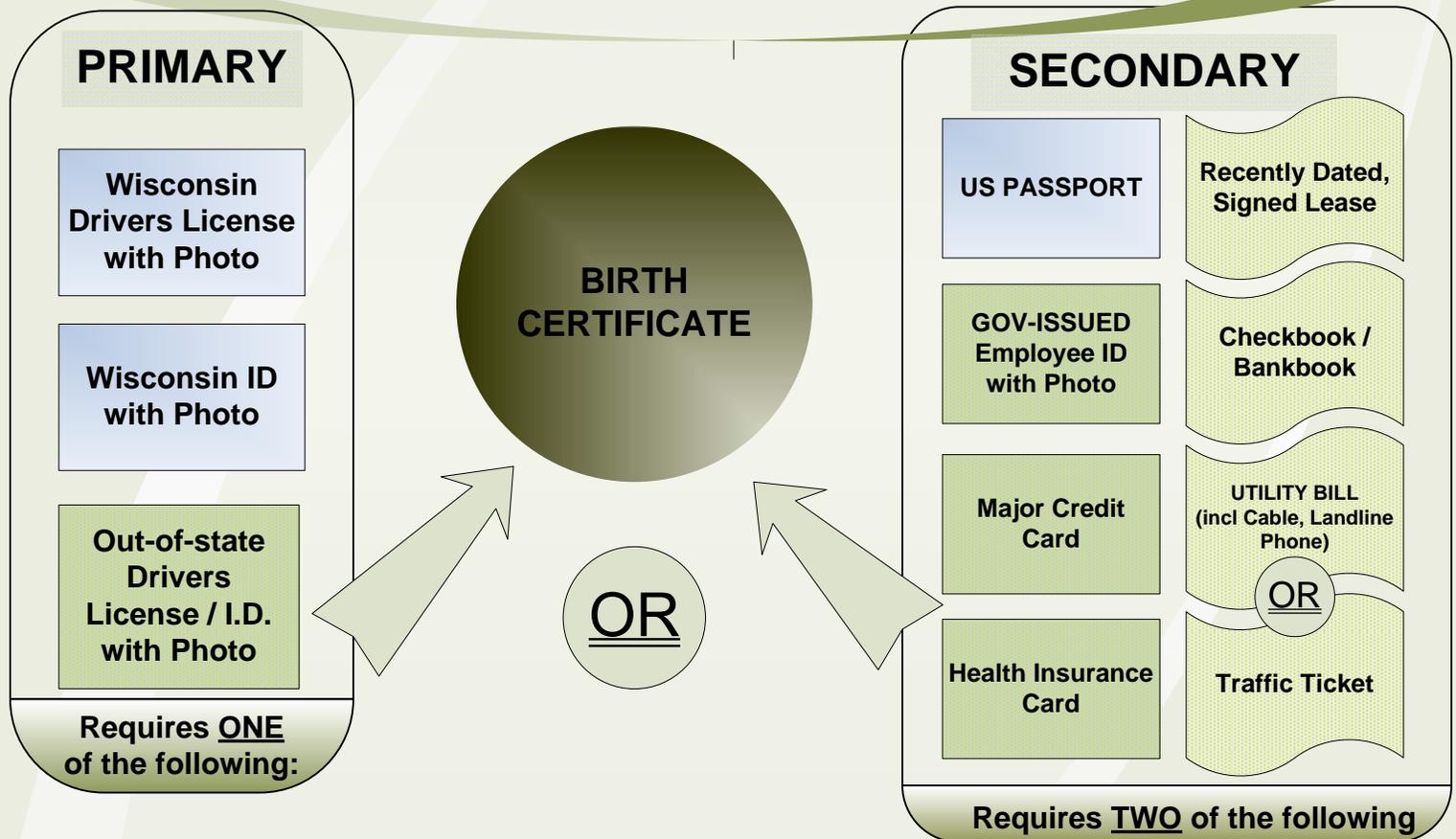
Wisconsin Vital Records Office cannot accept applications through their Web site, by e-mail, or by telephone.

Apply for a copy of a certified birth certificate three ways:

**in person,  
by mail, or  
by fax.**

## In Person

Identification is required to receive copies of vital records **in person**. The acceptable forms of identification are listed below.

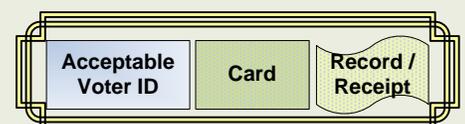


All forms of identification must show your current name and address. Expired cards or documents will not be accepted.

You do not have to present identification if the certificate copies are mailed to you. There is no additional charge for postage.

Wisconsin Vital Records office provides both regular service and expedited service for in-person requests.

Regular Service: In-person requests for certified copies of birth certificates are completed within two hours of acceptance at our counter if received by 2:00 p.m. Requests received at our counter after 2:00 p.m. will be completed by 10:00 a.m. on the next business day (County Times May Vary).





**WISCONSIN BIRTH CERTIFICATE APPLICATION**  
 (for Mail or In-Person Requests)

**TYPE or PRINT.**

**PENALTIES:** Any person who wilfully and knowingly makes a false application for a birth certificate is guilty of a Class I felony [a fine of not more than \$10,000 or imprisonment of not more than 3 years and 6 months, or both, per s. 69.24(1)]. Any person who wilfully and knowingly obtains a birth certificate for fraudulent purposes is guilty of a Class I felony [a fine of not more than \$10,000 or imprisonment of not more than 3 years and 6 months, or both, per s. 69.24(1), Wis. Stats.]

<b>I. APPLICANT INFORMATION</b>	<b>The information in Section I is about the person completing this application.</b>						
	YOUR CURRENT NAME - First		Middle	Last		YOUR DAYTIME TELEPHONE NUMBER (      )	
	YOUR STREET ADDRESS ( <i>CANNOT be a P.O. Box address</i> ) Apt. No.			MAIL TO ADDRESS ( <i>if different</i> ) Apt. No.			
	City, Village, or Township		State	ZIP Code	City		State
TYPE OF CURRENT VALID PHOTO ID ( <i>See item 5 on page 2.</i> )		PHOTO ID NUMBER		STATE OF ISSUANCE ( <i>Indicate country, if not issued in U.S.A.</i> )		EXPIRATION DATE	

<b>II. APPLICANT'S RELATIONSHIP TO PERSON NAMED ON THE CERTIFICATE</b>	According to Wisconsin Statute, a <b>CERTIFIED</b> copy of a birth certificate is only available to those with a "direct and tangible interest" ( <i>categories A – E below.</i> ) You may select to receive an uncertified copy if you just need a copy for informational purposes OR if you do not meet the criteria for categories A – E. In that case, you may check category F below. ( <i>See item 1 on page 2 for more details.</i> )					
	Check one box which indicates YOUR RELATIONSHIP to one of the PERSONS NAMED on the birth certificate.					
<input type="checkbox"/> A. I am the PERSON NAMED on the birth certificate.						
<input type="checkbox"/> B. I am a member of the immediate family of the PERSON NAMED on the birth certificate. ( <i>Only those listed below qualify as immediate family.</i> ) NOTE: Grandchildren, step-parents, step-children and step-brothers/step-sisters may only obtain certified copies as C – E.)						
CHECK ONE. <input type="checkbox"/> Parent (whose name is on the birth certificate and whose parental rights have <u>not</u> been terminated) <input type="checkbox"/> Current Spouse <input type="checkbox"/> Brother / Sister <input type="checkbox"/> Grandparent <input type="checkbox"/> Child <input type="checkbox"/> Current Domestic Partner (registered in the Wis. Vital Records System)						
<input type="checkbox"/> C. I am the legal custodian or guardian of the PERSON NAMED on the birth certificate. ( <i>Legal proof is required. See item 1 on page 2.</i> )						
<input type="checkbox"/> D. I am a representative authorized, in writing, by any of the aforementioned (categories A - C). ( <i>The written and notarized authorization must accompany this application. See item 1 on page 2.</i> ) Specify whom you represent.						
<input type="checkbox"/> E. I can demonstrate that the information from the birth certificate is necessary for the determination or protection of a personal or property right for myself/my client/my agency. ( <i>Proof is required.</i> ) Specify interest.						
<input type="checkbox"/> F. Uncertified copy (information purposes only; not valid for legal purposes) – Persons not in categories A – E above OR who do not need a copy for legal purposes. ( <i>See item 1 on page 2.</i> )						
PURPOSE FOR WHICH CERTIFICATE IS REQUESTED ( <i>Specify. This information will assist us in processing your request.</i> )						

<b>III. FEES</b>	<b>FEE IS NOT REFUNDABLE IF NO RECORD IS FOUND. CANCELLATION REQUESTS ARE NOT ACCEPTED.</b>					
	<input checked="" type="checkbox"/> Search Fee (includes one copy, if found) ..... \$ 20.00    20.00 <input type="checkbox"/> Each additional copy of the same record, issued at the same time as the first copy _____ X \$ 3.00 _____ <div style="text-align: right; margin-right: 50px;">Number of additional copies</div> TOTAL _____					
Note: If you cannot provide a specific year of birth (at least within a 5-year period), additional search fees will be charged for locating the record.						

Make check or money order payable to: **STATE OF WIS. VITAL RECORDS**; **Be sure to include** (1) completed form, (2) acceptable identification, (3) any additional proof or authorization required, (4) self-addressed, stamped, business-size envelope, and (5) check or money order.  
**Mail your application materials and fee to: STATE VITAL RECORDS OFFICE / PO BOX 309 / MADISON, WI 53701-0309**

<b>IV. BIRTH RECORD INFORMATION</b>	BIRTH NAME - First		Middle	Last Name as it appears on the birth certificate		
	SEX <input type="checkbox"/> Male <input type="checkbox"/> Female	BIRTHDATE (Month / Day / Year)		PLACE OF BIRTH - County	PLACE OF BIRTH - City, Village, or Township	
	Mother's Last Name ("Maiden Name") as it appears on the birth certificate			Mother's First Name		Mother's Middle Name
	Father's Last Name as it appears on the birth certificate			Father's First Name		Father's Middle Name

I hereby attest that the information provided on this application is correct to the best of my knowledge and belief and that I am entitled to copies of the requested birth certificate in accordance with the categories listed above.	
SIGNATURE - Applicant (Person Named in Part I Who is Completing This Application)	Date Signed (Month / Day / Year)

**Important: If you do not sign and date this form above <sup>20</sup>our request cannot be processed.**

**1. What is the difference between a “certified” and an “uncertified” copy of a birth certificate?**

A **certified** copy of a birth certificate issued by the State Vital Records Office will have a raised seal, will show the signature of the State Registrar, and will be printed on security paper. A certified copy may be required to obtain a state-issued driver's license or identification, for travel to foreign countries, to obtain a passport, or for benefit purposes.

State law restricts who may obtain a **certified** copy of a birth certificate. A **certified** copy can only be issued to those people with a “direct and tangible interest” (section II, categories A – E) which means the following people:

- The person named on the birth certificate (section II, category A).
- An immediate family member, defined as current spouse, current domestic partner (Declaration of Domestic Partnership registered in the Wis. Vital Records System under Chapter 770, Wis. Stats.), child, or parent (whose name is on the birth certificate and whose parental rights have not been terminated), brother/sister, or grandparent of a subject of the record (section II, category B).
- NOTE: Grandchildren, step-parents, and step-children can only obtain certified copies as C – E.
- The legal custodian or guardian of the person named on the birth certificate. Legal proof, e.g., a court order of custody or guardianship, is required (section II, category C).
- A person authorized in writing by one of the above. A written and notarized authorization must accompany the application and the authorization must clearly state the relationship of the authorizing party to the subject of the record (section II, category D).
- A person who can demonstrate that the birth certificate is required to determine or to protect a personal or property right (section II, category E). Proof is required.

If you do not meet one of the above criteria, you cannot receive a **certified** copy of a birth certificate.

An **uncertified** copy will contain the same information as a certified copy but it is **not** acceptable for legal purposes, such as proof of identity (section II, category F).

**2. Limitations on access to certain birth certificates**

An **uncertified copy** will contain the same information as a certified copy but it is **not** acceptable for legal purposes, such as proof of identity.

According to Chapter 69, Wis. Stats., **uncertified copies** of the following types of birth certificates may not be obtained by anyone:

- A child born to unmarried parents and paternity has not been established.
- A child born to unmarried parents and paternity was established by court order.

Only persons with a “direct and tangible interest” (categories A – E) may obtain **certified copies** of those types of birth certificates listed directly above.

**3. How long will it take to process my request?**

Copies of birth certificates are available from the State Vital Records Office no less than 3 weeks from the date of the birth.

- **Applying in Person**

In-person requests for **certified** copies of birth certificates are usually completed within 2 business hours of application, if the birth certificate is on file.

In-person requests for **uncertified** copies of birth certificates are not completed on the same schedule as requests for certified copies. In-person requests for uncertified copies may take up to 6 months to complete.

- **Applying by Mail**

Requests for **certified** copies of birth certificates may take up to 1 month to complete.

Requests for **uncertified** copies of birth certificates are not completed on the same schedule as certified copies. Mail requests for uncertified copies may take up to 6 month

**4. How will the certificate be sent?**

Birth certificates will be mailed in one of three ways:

- a self-addressed, stamped envelope provided by the applicant
- a pre-paid carrier envelope provided by the applicant (e.g., express carriers)
- first-class mail

**NOTE:** It is illegal to FAX birth certificates.

**5. What identification is required when applying for a certified or uncertified copy of a birth certificate?**

A current valid photo ID, such as a driver's license, containing a picture, a current address, and an expiration date is required when applying in person. A photocopy of the applicant's current valid photo ID must accompany all mail applications.

**If you have questions regarding this form, please call 608-266-1373  
or visit our website at <http://dhs.wisconsin.gov/vitalrecords/>**

# State of Wisconsin\Government Accountability Board

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**KEVIN J. KENNEDY**  
Director and General Counsel

August 5, 2011

The Honorable Scott Walker, Governor  
Honorable Members, Wisconsin Legislature  
Wisconsin State Capitol  
Madison, WI 53707

Dear Governor Walker and Members of the Wisconsin Legislature:

I am pleased to provide you our plan (copy enclosed) for implementing the Voter Photo ID Law. On July 15, 2011, the Joint Committee on Finance approved the Government Accountability Board's proposed strategy for expending the \$1.9 million dollars appropriated for Photo ID implementation. To ensure program success, we have developed a Team concept for implementing the Voter Photo ID Law. The Team approach is emphasized because it allows for interdisciplinary expertise to be contributed by each of its respective participating staff members.

Our strategy is designed to get the word out to all electors so that they know what is expected and how to meet the Photo ID requirements. To achieve this objective, we are designing a comprehensive public information and outreach campaign for the State's 4.7 million voting age population electors. As the Photo ID Law requires, we are developing a Speaker's Bureau to identify and respond to various groups and organizations that want and need to hear about the Photo ID Law. In addition, we are making sure that the State's 1,922 municipal and county election officials and their collective thousands of volunteers who served as poll workers are properly educated and train on the Photo ID Law and its new standards.

We are confident that together with our local election partners, we will fulfill the Photo ID Law goals and objectives in time to commence with the 2012 Spring Primary. We welcome your suggestions and ideas as we proceed with our implementation strategy. We will provide periodic informational updates.

Nat Robinson, our Elections Division Administrator, is tasked with overseeing the management and administration of the Photo ID Law. Nat may be contact at (608) 267-0715, or at [Nat.Robinson@wi.gov](mailto:Nat.Robinson@wi.gov). I will also be happy to respond to question that you have. You may reach me at (608) 261-8683, or [Kevin.Kennedy@wi.gov](mailto:Kevin.Kennedy@wi.gov). Thank you.

Sincerely,

**Government Accountability Board**

A handwritten signature in black ink that reads "Kevin J. Kennedy". The signature is written in a cursive, flowing style.

Kevin J. Kennedy  
Director and General Counsel

cc: Nathaniel E. Robinson  
Elections Division Administrator  
Government Accountability Board



# State of Wisconsin \ Government Accountability Board

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JUDGE THOMAS H. BARLAND  
Chairperson

KEVIN J. KENNEDY  
Director and General Counsel

## Wisconsin Government Accountability Board G.A.B. Voter Photo ID Law Implementation Strategy

To ensure program success, the paradigm for implementing the Voter Photo ID Law and related election administration policies relies on a Team concept. The Team approach is emphasized because it allows for interdisciplinary expertise to be contributed by each of its respective participating staff members.

The Teams are designed to fully integrate and interface with, and complement each other. Each team, however, is charged with identifying tasks, milestones and action items that affect or overlap the assignments of other teams. Each team is also charged with collaborating and coordinating implementation activities with each other. Following are the staff teams that have been designated to focus on particular issues and aspects of the Photo ID implementation program.

### ➤ **The Public Information Development Team**

**Charge:** The Charge for this Team is to prepare and oversee the implementation of a work plan that sets out goals and objectives for disseminating information to the public on Voter Photo ID and its requirements. The Team should ensure the Photo ID information and messages are developed and produced in a variety of formats and designed to reach a variety of demographic audiences. This Team will recommend the procurement of a marketing firm to assist with these tasks. The public relations firm will recommend how to effectively craft the Photo ID message, and the best markets and venues for message placements. The Team will manage the work of this firm and make recommendations accordingly. This Team will also coordinate the development of responses to inquiries regarding G.A.B.'s public information initiatives.

- **Sharrie Hauge, Team Lead**  
[(608) 266-0404 / [Sharrie.Hauge@wi.gov](mailto:Sharrie.Hauge@wi.gov)]
- Reid Magney
- Christopher Doffing
- Allison Coakley
- Katie Mueller
- Steve Pickett
- Steve Rossman
- Mike Lauth
- James Malone
- New two-year project position(s)

### ➤ **The Public Outreach Campaign Team**

**Charge:** The Charge for this Team is to prepare and oversee the implementation of a work plan for identifying groups of voters and would-be-voters who need special assistance in understanding the Voter ID requirements and various means to meet and comply with those requirements. Special and extra outreach help and assistance will be provided to elderly voters whose driver licenses or identification cards may have expired; both rural and urban

populations; voters with disabilities or who are homeless; minority groups (e.g., Native American, African American, Hispanic, Hmong populations); public and private university and college students; and ex-felons who recently completed the terms and conditions of their probation and parole, to name a few.

The objectives of the outreach campaign will be to identify groups of eligible voters needing assistance who may not have an acceptable form of identification; identify organizations that work with these select groups of eligible voters; develop educational materials for these organizations to use in training their respective constituents about the new Voter ID Law; communicate educational messages on a more personal level; intersect within the lifestyles and communities of the target audiences via grassroots marketing efforts; minimize the number of historically disadvantaged voters who arrive at the polls without a Photo ID that meets statutory requirements; and, direct targeted voters and groups to a dedicated website and/or help line.

This Team will develop a Speakers Bureau for responding to public requests for G.A.B. staff to make presentations on the Voter ID Law and how electors can meet the requirements. This Team will also coordinate the development of responses to inquiries regarding G.A.B.'s public outreach initiatives, and the Team will coordinate and draft correspondence to Legislators regarding progress and status reports on the implementation of the Photo ID Law.

- **Adam Harvell**, Team Lead  
[(608) 261-2030 / Adam.Harvell@wi.gov]
- Edward Edney
- Reid Magney
- Ann Oberle
- Steve Pickett
- Jo Futrell
- Aaron Frailing
- Sharrie Hauge
- New two-year project position(s)

➤ **The Local Election Officials Education/Training/Technical Assistance Team**

Charge: The Charge for this Team is to prepare and oversee the implementation of a training plan that includes curricular-development and materials including but not limited to videos, brochures, pamphlets, informational flyers, and other documents developed for “getting out the word” to Wisconsin’s 1,850 clerks representing towns, villages and cities, and their respective local election officials, i.e. poll worker and chief election inspectors, in addition to the State’s 72 county clerks. The State’s 1,850 municipalities serve approximately 3,000 polling places that comprise over 3,600 reporting units (wards/precincts). 1,673 of the State’s cities, towns and villages have a population under 5,000 and are mostly rural. The majority of municipal clerks (62 percent) responsible for administering local elections work part-time, and the turnover rate is between 20-25% annually.

These facts underscore the need for ongoing training and continuous support to ensure uniform application of the many new requirements for the Voter ID law. This Team will also coordinate the development of responses to inquiries regarding G.A.B.'s education, training and technical assistance initiatives for local election officials.

- **Allison Coakley**, Team Lead  
[(608) 261-2033 / Allison.Coakley@wi.gov]
- Diane Lowe
- David Buerger
- Adam Harvell

- Steve Pickett
- Katie Mueller
- Angie Steinhauer
- Christopher Doffing
- Tiffany Schwoerer
- New two-year project position(s)

➤ **The Statutory Documentation Team**

**Charge:** The Charge for this Team is to develop a work plan that includes research and documentation of the various types of voter IDs authorized by the Voter ID Law. Included in this Charge, the Team will also provide information on what types of identification documents that are not acceptable and the related reasons. This Team will work with the State Department of Transportation (DOT) Division of Motor Vehicles, and the Department of Health Services (DHS), Vital Statistic Division to learn about both Departments policies, procedures and Administrative Rules regarding the types of documentation needed for voters to receive a free State-issued ID for voting purposes. Information will also be provided on the process and documents needed for obtaining a birth certificate and related documents necessary for obtaining a free State-issued ID for voting purposes. In addition, this Team will research and learn the location of DMV offices around the State, and their respective operational dates and hours.

This Team will also work with public colleges and universities, and the State’s Technical College System to provide information on what types of identification documents for students that are acceptable and those that are not acceptable for voting purposes. In addition, this Team will work with the U.S. Postal Service to determine requirements for obtaining a Passport because Passports are a Legislatively approved form of a photo identification for voting purposes.

This Team is responsible for gathering accurate information about whatever documentation is required for obtaining a free State-issued ID for voting purposes, including but not limited to examples, graphics and illustrations to be shared with voters, especially with groups to which the G.A.B. is specifically charged to provide outreach services. This Team will coordinate the development of responses to inquiries regarding the type of documentation needed for obtaining a free State-issued ID for voting purposes.

- **Ross Hein**, Team Lead  
[(608) 267-3666 / Ross.Hein@wi.gov]
- Edward Edney
- Aaron Frailing
- Ann Oberle
- Christopher Doffing
- David Buerger
- New two-year project position(s)

➤ **The Statewide Voter Registration System (SVRS) Technical Team**

**Charge:** The Charge for this Team is to develop a work plan that includes tasks for identifying and recommending changes or modifications that need to be made to the SVRS in order for SVRS to provide the capability and capacity for implementing the technical aspects of the Voter ID law.

The SVRS will be modified: To track whether a mail-in absentee voter has previously submitted photo ID and therefore, not required to do so with subsequent mail-in absentee ballot

submissions; To manage the new provisional ballot scenarios; To indicate on the voter list and absentee ballot log print-outs whether the voter is required to show a statutory ID (to allow for the exemptions in the Photo ID Law); To change the SVRS field currently labeled “ID Required” field to “Proof of Residence Required” on the voter list, voter application node, and the voter record; To add a statutory ID field to the voter record and voter application node so it can be displayed on the voter list; To enhance SVRS to designate the absentee ballot transmission method on all absentee labels, the voter list, and the absentee ballot log; To create a new absentee witness name/address verification to accommodate the different acceptable witness statements available for confined electors, voters in facilities covered by special voting deputies, and voters in facilities not covered by special voting deputies; and, To remove the corroborating witness as an option in the voter application and voter record.

The Team will oversee modifications that need to be made to the SVRS’ Voter Public Access (VPA) component in order to allow military and permanent overseas voters to submit requests for absentee ballots online, without the need to present a photo ID, as well as manage the SVRS User Acceptance Testing. This Team will also coordinate the development of responses to inquiries regarding SVRS, its capabilities and functionalities with regard to the Photo ID Law.

- **Sarah Whitt**, Team Lead  
[(608) 261-2034 / Sarah.Whitt@wi.gov]
- Adam Harvell
- David Buerger
- Ann Oberle
- Katie Mueller
- Angie Steinhauer
- David Grassl
- John Hoeth
- Steve Rossman
- New two-year project position(s)

➤ **The Absentee Balloting Team**

Charge: The Charge for this Team is to develop a work plan that includes processes and documentation that ensure individuals who have difficulty getting to the polling place on election day – such as individuals residing in nursing homes, retirement homes and community-based residential facilities and those who simply prefer to vote by absentee ballot -- have the opportunity to exercise their right to vote. Additional focus will be directed to persons incarcerated for non-felony offenses, and residents secured detention centers that house sexually violent offenders who are eligible to vote even though they remain secured.

This Team will identify the procedures for absentee voting in nursing homes, qualified retirement homes, and in qualified community-based residential facilities and identify who is and who is not required to provide a photo ID and if not, what they need to provide to be eligible to vote. This Team will also review and develop materials on general absentee voting procedures and new requirements established by the Photo ID Law.

The Team will work with the SVRS Technical team and make recommendations on modifications that need to be made to the SVRS’ Voter Public Access (VPA) component in order to allow military and permanent overseas voters to submit requests for absentee ballots online, without the need to present a photo ID, and provide progress updates for absentee ballot tracking in SVRS.

This Team will develop the framework from which WisLine Informational and Training Programs such as “Everything Absentee,” will be developed. This Team will also coordinate

the development of responses to inquiries regarding absentee balloting vis-à-vis the new Photo ID law and its requirements. In addition, this Team will make recommendations to the Public Information Development, the Public Outreach Campaign, and the Local Election Officials Education/Training/Technical Assistance Teams with regard to absentee voting and the Photo ID Law.

- **Diane Lowe**, Team Lead  
[(608) 266-3276 / Diane.Lowe@wi.gov]
- Adam Harvell
- Katie Mueller
- David Buerger
- Sarah Whitt
- New two-year project position(s)

➤ **The Provisional Ballot and Canvass Team**

Charge: The Charge for this Team is to develop a work plan that identifies who, when, where and how provisional ballots may be cast; develop educational materials for clerks to use in training their election inspectors and training aids that election inspectors may reference. This Team will update provisional voting documents, such as the “Provisional Voting Information Sheet” and provide a guide for clerks to use when processing provisional ballots, along with a timeline for meetings of their boards of canvass. This team will also develop and recommend training tools for clerks to use to train members of their boards of canvass.

This Team will develop the framework from which the WisLine Informational and Training Programs such as “Voter Photo ID and Provisional Voting Information for Clerks” and the, “Voter Photo ID and Provisional Voting Information for Election Day Officials” will be developed. This Team will also coordinate the development of responses to inquiries regarding provisional balloting vis-à-vis the new Photo ID law and its requirements.

- **Katie Mueller**, Team Lead  
[(608) 267-7890 / Katie.Mueller@wi.gov]
- Diane Lowe
- Katie Mueller
- Ann Oberle
- Steve Pickett
- Steve Rossman
- New two-year project position(s)

➤ **The Publications, Forms and Manuals Team**

Charge: The Charge for this Team is to develop a schedule and timetable for the review of all G.A.B.’s publications, forms, manuals and related information/instructional documents in paper and electronic formats, for the purpose of identifying areas which require updates regarding the requirements of the Voter Photo ID law. This Team will make the necessary changes in the agency’s publications, forms and related information/instructional documents prior to the February 2012 Spring Primary for training of local election officials. This Team will also coordinate the development of responses to inquiries regarding changes and updates made to G.A.B.’s election administration publications, forms and manuals in order to comply with the new Photo ID law and its requirements.

- **Angie Steinhauer**, Team Lead  
[(608) 264-6763 /Angie.Steinhauer@wi.gov]
- Diane Lowe

- David Buerger
- Steve Pickett
- John Hoeth
- Allison Coakley
- New two-year project position(s)

➤ **The Photo ID Program Monitoring and Evaluation Team**

Charge: The Charge for this Team is to determine program evaluation factors and develop standards via the identification of measurement metrics for monitoring and assessing G.A.B.’s administration and implementation of the Voter Photo ID Law. As part of the determination of what the measurement standards should include, this Team will consult with social research scientists at the University of Wisconsin-Madison, Political Science Department, and with professors at the University’s School of Business.

The intent is to build in a program evaluation paradigm in the beginning of G.A.B.’s strategy for implementing the Photo ID Law. Information gained from this monitoring and assessment tool will be used to inform and guide the implementation process that may include making required adjustments to the program strategy, refocusing resources and staffs’ efforts, and/or requesting additional funds from the Legislature in order to effectively achieve the Legislature’s full intent of the Photo ID Law’s goals and objectives.

Further, the intent of building-in a formal monitoring and assessment component into G.A.B.’s Photo ID Law implementation strategy at the beginning of the program development process, is to ensure that this important management information feature is an ongoing and integral part of G.A.B.’s ability to make adjustments and corrections quickly rather than waiting until it may be too late to effectuate needed change. This Team will also review the G.A.B. web-based complaint system to make sure its capacity is sufficient enough for electors to include specific information about the process for implementing the Photo ID Law.

- **David Buerger**, Team Lead  
[(608) 267-0951 / David.Buerger@wi.gov]
- Reid Magney
- Aaron Frailing
- Christopher Doffing
- Sarah Whitt
- Steve Rossman
- New two-year project position(s)

**Management and Oversight of the Voter Photo ID Program Initiative**

The Voter Photo ID program planning and implementation concept, and the monitoring and assessment of the Voter Photo ID public policy goals and objectives are managed and overseen by the Elections Division Administrator. The Elections Supervisor assists the Elections Division Administrator with the daily management of the Voter Photo ID Program Initiative.

Administrator Robinson and Elections Supervisor Hein both serve as ex officio members on all the Teams. Administrator Robinson is the G.A.B. liaison to the the Governor’s Office and the Legislature regarding the implementation of Photo ID.

Elections Supervisor Hein’s role is to ensure that each respective Team’s Charge and objectives are being addressed in accordance with the Master Photo ID Implementation Plan developed by the Elections Division staff. The Master Photo ID Implementation Plan will consist of merging the individual Teams’ Plans into a single document. The Elections Supervisor Hein is also G.A.B.’s

liaison to the Department of Transportation, the Department of Health Services, and the Department of Corrections.

**Nathaniel E. Robinson**

Elections Division Administrator  
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**Ross D. Hein**

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<http://gab.wi.gov>

G.A.B. Staff Counsels

G.A.B. Staff Counsels will participate and assist in the assignments of all Teams as needed.

**Michael R. Haas**

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**Shane W. Falk**

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Executive Sponsor of the Voter Photo ID Program Initiative

G.A.B.'s Director and General Counsel, who is also the State's Chief Election Officer, is in charge of the overall program. He sets the policy direction and shares his vision for the development and implementation of the Voter Photo ID Program Initiative to ensure success.

**Kevin J. Kennedy**

Wisconsin's Chief Election Officer  
Director and General Counsel  
Government Accountability Board  
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JUDGE THOMAS H. BARLAND  
Chair

KEVIN J. KENNEDY  
Director and General Counsel

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## Potential Legislative Changes

Senate Bill 115 and Senate Bill 116

Both bills have been passed by the Wisconsin Senate but are NOT law.

**Information is subject to change**

### Senate Bill 115

#### Election Calendar

- The Presidential Preference is moved from the 3<sup>rd</sup> Tuesday in February to the 1<sup>st</sup> Tuesday in April.
  - Corresponds with the Spring Election
- The names of the presidential preference candidates will be finalized on the last Tuesday in January.
- Requires County Clerks to prepare a presidential preference only ballot 48 days before the Presidential Preference Primary.
- Requires Municipal Clerks to distribute the presidential preference only ballot to military and overseas electors and any elector who requests the presidential preference only ballot.

### Senate Bill 116

#### Election Calendar

- Moves September Partisan Primary from 2<sup>nd</sup> Tuesday in September to the 2<sup>nd</sup> Tuesday in August.
- Moves nomination paper filing to April 15<sup>th</sup> through June 1<sup>st</sup>.
- Deadline for municipal resolution to combine or change polling places is 30 days before any election.
- The county clerk shall distribute the ballots to municipal clerks no later than 48 days before each partisan primary and general election.
- Municipal clerks must send absentee ballots no later than the 47<sup>th</sup> day before the partisan primary and general elections.
- Referenda must be filed with the appropriate official or agency no later than 70 days prior to the election.

- Candidates for special elections involving national offices must be certified by the Board and transmitted to the county clerks at least 62 days before the election.

### Military and Overseas Electors

- Requires that military and overseas electors are able to ascertain whether the absentee ballot has been received by the municipal clerk.
  - MOVE Act required this for federal elections
  - All military and overseas electors must be tracked in SVRS for all elections in order to meet this requirement.
- Removes the State Write-In Absentee Ballot requirement
- If a military or overseas elector requests an absentee ballot be sent electronically, the clerk is required to comply.
  - MOVE Act already required this for federal elections.
- Absentee applications from military electors are good for one year unless the individual requests otherwise.
  - Removes the 2 and 3 consecutive general election requirements for keeping military electors on the absentee ballot list.
- Clerks no longer have to send a 30 day notice to military electors who will be removed from the absentee elector list for failure to return absentee ballots.
- Military electors may submit the Federal Write-In Absentee Ballot (FWAB) for any election.
- The completed Declaration/Affirmation that accompanies the FWAB may serve as an absentee application.

### Absentee Electors

- Absentee ballots that are postmarked by Election Day and received by a municipal clerk by 4pm on the Friday after any election must be counted, if all other absentee ballot requirements are met.
  - Eliminates 7 and 10 day extended absentee ballot deadline requirements for military electors after September and November elections
  - This provision applies to all absentee electors for all elections.
- Before the close of polls the municipal clerk must post at his or her office and on the Internet at a site announced, the number of outstanding absentee ballots.

- Clerks must include uniform instructions to absentee electors provided by the G.A.B.
- Absentee ballot requests made by email or fax do not need an original signature
- Clerks can only email or fax absentee ballots to military and overseas electors
  - Clerks can not email or fax ballots to any other electors

### Notices

- The Board must send the Type A notice to each county clerk on the 2<sup>nd</sup> Tuesday in April preceding the partisan primary.
- On the last Tuesday in April preceding a partisan primary, the county clerk shall send notice to municipal clerks and publish the Type A notice.
- The Board must send the Type B notice for the partisan primary to each county clerk on June 10<sup>th</sup>.
- The Board must send the Type B notice for the general election to each county clerk no later than the 4<sup>th</sup> Tuesday in August.
- The Type E notice must be published on the 4<sup>th</sup> Tuesday preceding the partisan primary

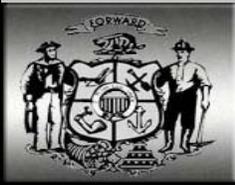




# Redistricting

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Activity	Completed By
Counties adopt tentative Supervisory plans	June 2011
Municipalities adopt Ward plans Legislature enacts new State Senate, State Assembly, and Congressional districts	August 2011
Counties establish Supervisory districts Municipalities establish Aldermanic districts	October 2011
GAB imports new Wards, Supervisory, Aldermanic, State Senate, State Assembly, and Congressional districts into SVRS GAB imports existing school, sanitary, lake, and tech college districts into SVRS	November 2011
Clerks correct exception addresses that land in the wrong district combo	November 2011 – January 2012
Spring Primary and Spring Election are held using the new districts	February – April 2012
Municipalities/counties use web-based mapping tools in SVRS to keep district boundaries up to date	On-going



This timeline was anticipated by the Legislative Reference Bureau in their “Guidelines for Adjusting Municipal Wards Following the 2010 Federal Census” publication. This timeframe may change.



Important Note: The following documents are for your information only. They will not be topics of our discussion today, but will be fully and completely reviewed in future meetings and through other communications.



# Overview of Absentee Voting Rules

## Indefinitely Confined Electors

### Definition

Voters indefinitely confined in their home or in a qualified facility [Community Based Residential Facility (CBRF), retirement home, residential care apartment complex, or adult family home] that is NOT served by special voting deputies.

### Application Requirements

- Voter registrations that are postmarked after the 20<sup>th</sup> day before the election cannot be accepted.
- Absentee applications must be received no later than 5:00 p.m. on the Friday prior to the election.
- Voter must check box or otherwise indicate on the absentee application that they are indefinitely confined.

### Proof of Identification

- Proof of identification is not required with the application.
  - The witness is certifying that they have verified the name and address of the voter. This satisfies the ID requirement for indefinitely confined electors.

### Duration of Requests

- Receive ballots automatically for as long as they return them (“permanent” status)
- If a ballot is not returned, send 30-day notice
  - Send 30-day notice after general elections only
  - If voter responds to notice, keep on permanent list
  - If voter does not respond to notice, cancel absentee application (remove from permanent list)

### Deadline for Ballot Return

Election Day in time for distribution to polling place

# Overview of Absentee Voting Rules

## Electors Served by Special Voting Deputies (SVDs)

### Definition

Voters residing at a nursing home or in a qualified facility [Community Based Residential Facility (CBRF), retirement home, residential care apartment complex, or adult family home] that is served by special voting deputies.

### Application Requirements

- If SVDs are conducting absentee voting at a facility prior to the 20<sup>th</sup> day before the election, the SVDs may register the individual to vote.
  - SVDs may register voters using their pre-nursing home address if the voter has an intent to return. These registrations must be forwarded to the respective municipal clerk.
- Absentee applications must be received by the respective deadline, 5:00 p.m. on Thursday for regular voters, 5:00 p.m. Friday for indefinitely confined voters.
  - Voter must check box or otherwise indicate on the absentee application that they are indefinitely confined.
  - SVDs may accept written absentee applications in-person from registered electors at the facility, if before the applicable deadline.

### Proof of Identification

- Proof of identification is not required with the application.
- One of the following is required:
  - A copy of photo ID submitted *either* with the application or with the returned ballot *OR*,
  - If photo ID is presented to the SVDs, the SVD makes a copy of it and encloses it with the ballot in the certificate envelope.
  - A statement signed by both SVDs that contains the voter's name and address and verifies the voter's name and address are correct. This can be found on the newly-revised certificate envelope (GAB-122).
- This requirement must be met each time the elector votes.

# Overview of Absentee Voting Rules

## Electors Served by Special Voting Deputies (SVDs), Continued

### Duration of Requests

- As specified in the request (specific elections, calendar year, or permanent if indefinitely confined).
- If an elector on the permanent list does not vote an absentee ballot, the SVDs should ask them to either:
  - Sign a separate statement indicating they still want to receive ballots, *OR*
  - Enclose a blank ballot in the certificate envelope and sign the certification.
  - If the elector does not do either of the above, send them a notice via mail that their absentee application will be canceled.
    - The elector has 30 days to respond
    - Send notice after general elections only
    - If the elector does not respond to the notice, cancel the absentee application.

### Time frame for conducting absentee voting in qualified facilities

- Between the 4<sup>th</sup> Monday before the election and the Monday before the election
  - Notice of date and time posted at facility no less than 24 hours before visit
  - Registered voters may request to vote absentee on the day the SVDs visit
    - Must use absentee application, not just certificate envelope.

### Special Procedures

- Only SVDs may witness the absentee certification.
- No person other than a SVD or a relative of the elector may assist that person in voting.
- Only if an absentee elector is not available to cast his or her ballot on two separate visits by the SVDs to the facility may the clerk mail the ballot to the elector.
  - Must transmit the ballot no later than 5:00 p.m. on the Friday preceding the election.
- See “Absentee Voting in Nursing Homes” Manual for details.

# Overview of Absentee Voting Rules

## Electors at Special Voting Deputy-Eligible Facilities

### Definition

Voters residing in a qualified facility [Community Based Residential Facility (CBRF), retirement home, residential care apartment complex, or adult family home] that is NOT served by special voting deputies. Also, does NOT include voters who are indefinitely confined.

- Use the indefinitely confined elector procedures for indefinitely confined electors who may reside at an SVD-eligible facility.

### Application Requirements

- Voter registrations that are postmarked after the 20<sup>th</sup> day before the election cannot be accepted.
- Absentee applications must be received by 5:00 p.m. on Thursday.

### Proof of Identification

- Proof of identification is not required with the application.
- One of the following is required:
  - A copy of photo ID submitted *either* with the application or with the returned ballot *OR*,
  - A statement signed by both the witness and an authorized agent of the facility that contains the voter's name and address and verifies the voter's name and address are correct and the voter lives at the facility. This can be found on the newly-revised certificate envelope (GAB-122).
- Proof of identification must be provided only once, either with the application or the ballot (unless the voter re-registers with a new name or address).

### Duration of Requests

As specified on absentee ballot application.

### Deadline for Ballot Return

Election Day, in time for distribution to polling place.

# Overview of Absentee Voting Rules

## Military Voters

### Definition

U.S. military service (at home or away), members of the merchant marine, civilian employees of the United States serving outside the U.S., peace corps volunteers, and their voting-age dependents.

### Application Requirements

- No voter registration form is required.
- Must have resided in municipality immediately before entering the military.
- Absentee application must be received no later than 5:00 p.m. on the Friday preceding the election. However, for the Partisan Primary and General Election, military electors have until 5:00 p.m. on Election Day.
- The Federal Post Card Application (FPCA) is a common alternative form that is used by military electors. It counts as both a voter registration and absentee ballot application.

### Proof of Identification

Exempt

### Duration of Request

- Indefinite, if not otherwise specified
  - Receive ballots for all offices
  - If no ballots returned for a period that includes 3 November elections, send notice that no more ballots will be sent.

### Deadline for Ballot Return

- Election Day, except:
  - Partisan Primary – 7 days after the primary
  - November General – 10 days after the election.
    - Must be postmarked by Election Day

### State Write-In Absentee Ballot (SWAB)

- For military voters with an absentee ballot request on file, send the SWAB at least 90 days before the election or as soon as the contests are known.
- For military voters who make an absentee ballot request between the 90<sup>th</sup> day before the election and the time that official ballots are ready, send the SWAB within 24 hours of receiving the request.
- Stop sending the SWAB when official ballots become available.
  - Send an official ballot to each military elector who was previously sent a SWAB.

# Overview of Absentee Voting Rules

## Military Voters, Continued

### Federal Write-In Absentee Ballot (FWAB)

- Available at military bases, embassies, and online at FVAP.gov. (This is not a ballot sent by the clerk.)
- Cannot be accepted unless there is an absentee application on file.

### Multiple Ballots - Priority

- Count whatever ballot you have received by Election Day
- If more than one ballot received by Election Day, all ballots are sent to the polling place for processing. Only one ballot is counted and the rest are rejected. The order of priority is:
  1. Official Ballot
  2. SWAB
  3. FWAB
- At the Partisan Primary or General Election, if ballots come in after Election Day, but before the deadline, and you have already counted a ballot on Election Day, do not count the late-arriving ballots.

### Special Procedures

- Requests are valid for up to 28 days after the date of discharge from military service.
- See the Military and Overseas Voting Manual and SVRS manual for further details on the administration and tracking of military ballots.

# Overview of Absentee Voting Rules

## Overseas Voters

### Definition

- An elector who is permanently outside of the U.S. with no intent to return to their residence.
  - A person outside the U.S. for a finite period of time (vacation, work, education) with an intent to return is NOT an overseas voter.
- May only vote for federal offices (President, U.S. Senate, U.S. Congress).

### Application Requirements

- Standard “by-mail” rules apply:
  - Voter registrations that are postmarked after the 20<sup>th</sup> day before the election cannot be accepted.
  - Absentee applications must be received by 5:00 p.m. on Thursday.
- Must have lived in the district immediately before moving overseas
  - Voting-age children of an overseas elector are eligible to vote as an overseas elector even if they have never lived in the district.
- Votes from last address in the district
  - Home may not be owned by them anymore or not exist anymore.

### Proof of Identification

Exempt

### Duration for Request

If not specified, a period to include to 2 November elections.

### Deadline for Ballot Return

Election Day

### State Write-In Absentee Ballot (SWAB) – Federal Offices Only

- For overseas voters with an absentee ballot request on file, send the SWAB at least 90 days before the election or as soon as the contests are known.
- For overseas voters who make an absentee ballot request between the 90<sup>th</sup> day before the election and the time that official ballots are ready, send the SWAB within 24 hours of receiving the request.
- Stop sending the SWAB when official ballots become available.
  - Send an official ballot (with federal offices only) to each overseas elector who was previously sent a SWAB.

# Overview of Absentee Voting Rules

## Overseas Voters, Continued

### Federal Write-In Absentee Ballot (FWAB)

- Available at military bases, embassies, and online at FVAP.gov. (This is not a ballot sent by the clerk.)
- Cannot be accepted unless we have an absentee application on file.

### Multiple Ballots - Priority

- Count whatever ballot you have received by Election Day
- If more than one ballot received by Election Day, all ballots are sent to the polling place for processing. Only one ballot is counted and the rest are rejected. The order of priority is:
  1. Official Ballot
  2. SWAB
  3. FWAB

### Special Procedures

See the Military and Overseas Voting Manual and SVRS manual for further details on the administration and tracking of overseas ballots.

# Overview of Absentee Voting Rules

## Regular Absentee Voters –By Mail

**Definition**

Any otherwise qualified elector who for any reason is unable or unwilling to appear at the polling place.

**Application Requirements**

- Voter registrations that are postmarked after the 20<sup>th</sup> day before the election cannot be accepted.
- Absentee applications must be received by 5:00 p.m. on Thursday.

**Proof of Identification**

- If application received by mail, proof of identification must be received with the application in order for elector to receive a ballot.
- If application received by fax/email, proof of identification may be returned with the ballot.
- Proof of identification must be provided only once, either with the application or the ballot (unless the voter re-registers with a new name or address).

**Duration of Request**

- As specified on application.
- For calendar year applications (1/1 – 12/31)
  - If a ballot is not returned, stop sending ballots.
  - Send notice within 5 days.
  - Voter can reactivate request by contacting you.

**Deadline for Return of Ballot**

Election Day

# Overview of Absentee Voting Rules

## Fax/Email

### Definition

Any eligible elector may request their ballot be sent via fax or email. The clerk must honor the requested method of transmission.

### Application Requirements

- Voter registrations may not be faxed/mailed. Voter registrations that are postmarked after the 20<sup>th</sup> day before the election cannot be accepted.
- Absentee applications must be received by 5:00 p.m. on Thursday.

### Proof of Identification

- If application received by mail, proof of identification must be received with the application in order for elector to receive a ballot.
- If application received by fax/email, proof of identification may be returned with the ballot.
- Proof of identification must be provided only once, either with the application or the ballot (unless the voter re-registers with a new name or address).

### Special Notes

- All types of voters may request a ballot by fax/email, please see those specific instructions for more details.
- An original application with “wet” signature must be received.
  - If you are using the combination application/certification certificate envelopes, the signature on the envelope suffices as an original application with “wet” signature.
- Transmit the initialed ballot and face of the certificate envelope along with instructions for voting and returning the ballot.
- The voted ballot can NOT be returned by fax/email.
- On Election Day (if using optical scan systems), remake the ballot so it can be processed through the voting equipment.
  - See “Election Day Manual” for specific instructions on remaking ballot.

# Overview of Absentee Voting Rules

## In-Person Absentee Voting in Clerk's Office

### Definition

Any eligible elector may request to vote an absentee ballot in person at the office of the municipal clerk.

### Application Requirements

- Voter registration may occur in-person at the office of the municipal clerk up until 5:00 p.m. on the Friday preceding the election.
- In-person absentee voting begins on the 3<sup>rd</sup> Monday before Election Day and ends at 5:00 p.m. on the Friday preceding the election.
- If the voter only wishes to vote absentee at a single election, the combination application/certification certificate envelope will suffice as the absentee application.
- If the voter wishes to receive ballots for future elections, they must fill out the standard absentee ballot request.
- Ballots requested in-person may NOT be removed from the clerk's office by the voter.

### Proof of Identification

- All in-person absentee voters must show proof of identification.
  - The clerk should initial the certificate envelope to indicate that identification was shown.
- Showing ID with an in-person absentee request does not exempt a voter from providing ID in the future like a by-mail application would.
- Having provided identification with prior absentee applications does not exempt the voter from providing identification if voting in-person at the clerk's office.

# Overview of Absentee Voting Rules

## Provisional Ballots

**Definition**

If the absentee elector was required to provide proof of residence or proof of identification with their absentee ballot and does not, the election officials are to treat that absentee ballot as a provisional ballot.

**Procedure**

The clerk should attempt to contact the absentee voter as quickly as possible to inform them that their ballot was treated provisionally and advise them of how to provide the necessary information.

**Deadline for voter to supply missing information**

4:00 p.m. on the Friday after the election

**Special Notes**

- Make sure all appropriate canvassing boards (county and municipality) are informed if the elector provides the missing information.
- All provisional ballots must be recorded in SVRS on Election Night. See Appendix F in the SVRS Manual for directions.

# Overview of Absentee Voting Rules

## New & Former Residents – Presidential Only

### Definition

Any new resident of the state who would be an eligible elector except for the 28-day residency requirement, or any former resident of the state who is ineligible in their new home state to vote due to a residency requirement, may apply for a presidential-only absentee ballot.

### Application Requirements

- New resident:
  - Must apply in-person, no earlier than 27 days before the election, and no later than 5:00 p.m. on the day before the election.
  - Must fill out a special absentee application/cancelation (GAB-141).
  - Must show proof of identification.
    - If the proof of identification is not also a valid form of proof of residence, the voter must show proof of residence as well.
- Former resident:
  - Must apply within 24 months of leaving Wisconsin.
  - By-mail application using a special absentee application (GAB-140).
    - This form must be notarized.
    - There is no date-specific deadline to apply.
  - Must also include proof of identification.
  - Ballot must be returned by Election Day.

### Proof of Identification

Both new and former residents must provide proof of identification unless otherwise exempt or eligible to provide an alternative document (military, indefinitely confined, etc.)

# Overview of Absentee Voting Rules

## Hospitalized Electors

### Definition

Any qualified elector may register and request an absentee ballot by agent if hospitalized.

- “Hospitalized” not defined by statute.

### Application Requirements

- May register to vote by agent up to 5:00 p.m. on Election Day. Must still provide proof of residence.
- Must submit a signed absentee application (GAB-121) which indicates that the elector is hospitalized.
- The application may not be filed earlier than 7 days before the election and no later than 5:00 p.m. on Election Day.

### Proof of Identification

Proof of identification is required with the application unless the elector is otherwise exempt or eligible to provide alternative documentation (military, indefinitely confined, etc.)

### Procedure

- Upon receiving a valid application, the clerk provides the agent with an initialed absentee ballot and certificate envelope.
- The agent delivers the ballot to the hospitalized elector.
- The hospitalized elector votes the ballot in the presence of the agent, seals it in the certificate envelope, and signs the certificate envelope
- The agent signs the certificate envelope as the witness and returns it to the clerk.
- Fax/Email requests/transmissions may be used in combination with this procedure.

# Overview of Absentee Voting Rules

## Sequestered Jurors

**Definition**

Any eligible elector who indicates that the reason they are requesting an absentee ballot is because they are a sequestered juror.

**Application Requirements**

Must submit an absentee application to the clerk that indicates that the elector is a sequestered juror no later than 5:00 p.m. on Election Day.

**Proof of Identification**

Proof of identification is required with the application.

**Procedure**

- If the application is received before 5:00 p.m. on the Friday preceding the election:
  - The clerk may transmit the ballot as requested by mail/fax/email.
- If the application is received after 5:00 p.m. on the Friday preceding the election:
  - The municipal clerk shall immediately take the ballot to the court in which the elector is serving as a juror and deposit it with the judge.
  - The judge shall recess court, as soon as convenient, and give the elector the ballot.
  - The judge shall then serve as witness and shall deliver the ballot to the clerk who shall deliver it to the polling place.



## Provisional Voting

The process below is a draft and includes two different options for processing provisional ballots.

The G.A.B. will be soliciting feedback from municipal and county clerks on these processes before they are finalized.

In Wisconsin, provisional voting is ONLY used in three situations:

1. If an individual is a first-time voter, who registered by mail and has failed to provide the required proof of residence, he or she may vote provisionally.
  - a. The poll list will contain the notation “POR Required” to identify those first-time voters who registered by mail and who must show proof of residence before being allowed to vote.
  - b. If an individual fails to provide the required proof of residence he or she may vote provisionally.
  - c. In the case of a first-time voter who voted absentee, the returned absentee ballot will be treated as provisional if no proof of residence has been provided with the returned absentee ballot.
2. If an individual who registers on **Election Day** has a Wisconsin driver’s license, but is unwilling or unable to provide the license number, he or she may vote provisionally.
  - a. Individuals who have a Wisconsin driver’s license may NOT use the last four (4) digits of their Social Security number.
  - b. Electors may vote provisionally if providing the driver’s license number is the only missing registration element. If an elector is also missing required proof of residence, then he or she may NOT register or vote.

3. If an individual wishes to cast a ballot on **Election Day** but does not have an acceptable form of photo ID, he or she may vote provisionally.
  - a. Individuals who wish to vote on Election Day must show election inspectors a photo ID that is contained on the list of acceptable IDs for voting purposes.
  - b. In the case of an absentee ballot whose envelope has been marked as “ID Required” the ballot will be treated as provisional if no acceptable photo ID has been provided with the returned ballot.

There is no other situation in which provisional voting should be used. Provisional ballots are NOT given when a voter is at the wrong polling place. If a voter appears at the wrong polling place, he or she will be directed to the proper location.

Provisional ballots are also NOT given when a person is attempting to register in person at the polling place and does not provide the required proof of residence. He or she may not register or vote.

Each elector issued a provisional ballot must be provided a Provisional Voting Information sheet. This sheet must include how or where the elector is to contact the municipal clerk or deputy to provide the missing information.

Electors have until 4:00 p.m. on the Friday following the election to provide the missing information to the municipal clerk or deputy. The municipal clerk must be available to receive this information from the elector.

#### *Procedure*

Once it is determined a voter will vote provisionally, the following procedures are required:

1. Every provisional voter must complete a Provisional Ballot Certificate Envelope (GAB-123).

2. The voter completes the certificate envelope in the presence of at least one election inspector by providing:
  - a. Full name;
  - b. Complete address, including municipality and county;
  - c. Date of birth;
  - d. Confirmation of U.S. Citizenship;
  - e. Date of election;
  - f. Signature and date.
3. The election inspector completes the certificate envelope by:
  - a. Signing and dating the certificate envelope;
  - b. Indicating the type of required information (either “Proof of Residence,” “Driver’s License Number” or “Photo ID”) by checking the appropriate box on the certificate envelope.
4. The election inspector issues a provisional voter number (PV#), which is recorded on the voter list.
  - a. This number is issued sequentially, starting with “1.”
  - b. The PV# is also recorded in five (5) places:
    1. The back of the ballot;
    2. On the Inspectors’ Statement (GAB-104);
    3. On the Provisional Ballot Certificate Envelope (GAB-123);
    4. On the Inspectors’ Certificate of Provisional Ballots (GAB-108);
    5. On the Provisional Voting Information sheet for the elector.

5. The elector votes the ballot, seals the voted ballot in the Provisional Ballot Certificate Envelope (GAB-123), and returns the sealed envelope to the election inspector.
6. The sealed certificate envelope (GAB-123) is then placed inside the Inspectors' Certificate for Provisional Ballots envelope (GAB-108).
  - a. The election inspectors then record the name of the elector, the PV#, and the reason for the provisional ballot on the outside of the Inspectors' Certificate of Provisional Ballots envelope (GAB-108).
  - b. The Inspectors' Certificate of Provisional Ballots envelope (GAB-108) must be kept secure throughout the Election Day.
  - c. When the polling place closes, the Inspectors' Certificate of Provisional Ballots envelope (GAB-108) must be secured in a separate ballot bag with a tamper evident serialized numbered seal. The serial number shall be recorded on the signed ballot container certification attached to the bag and on the inspectors' statement.
7. Election inspectors must provide the elector with the Provisional Voting Information sheet.
8. An elector who was issued a provisional ballot may return to the polling place before 8 p.m. to provide the missing documentation to the election inspectors. Election inspectors shall review the provided documentation to determine if it is satisfactory.
  - a. If the provided documentation is not valid the election inspectors shall inform the elector and document the incident on the Inspectors' Statement (GAB-104).
  - b. If the provided documentation is valid:
    - i. Election inspectors should offer the elector the option of spoiling the provisional ballot and voting a new ballot.

1. The election inspectors must note on the Inspectors' Certification of Provisional Ballots (GAB-108) that the elector provided the required documentation.
  2. The Provisional Ballot Certificate Envelope (GAB-123) is removed from the Inspectors' Certification of Provisional Ballots (GAB-108) envelope and given to the elector.
  3. The elector should remove the provisional ballot and spoil it.
  4. Document the incident and spoiled ballot on the Inspectors' Statement (GAB-104).
  5. The elector is issued a sequential voter number and given a new ballot.
- ii. If the elector chooses to cast the provisional ballot:
1. Note on the Inspectors' Statement (GAB-104) that the elector provided the required documentation.
  2. Note on the Inspectors' Certification of Provisional Ballots (GAB-108) that the elector provided the required documentation.
  3. Remove the elector's Provisional Ballot Certificate Envelope (GAB-123) from the Inspectors' Certification of Provisional Ballots (GAB-108) envelope.
  4. Verify that the Provisional Ballot Certification Envelope (GAB-123) has not been opened or tampered with.
    - a. If the Provisional Ballot Certification Envelope (GAB-123) has been tampered with, the election inspectors shall spoil the provisional ballot and instruct the elector to cast a new ballot.

5. Provide the elector with the Provisional Ballot Certification Envelope (GAB-123) and instruct him or her to remove the ballot and place it in the ballot box or voting equipment.
6. Collect the used Provisional Ballot Certification Envelope (GAB-123) from the elector and place it back in the Inspectors' Certification of Provisional Ballots (GAB-108) envelope.

### *Processing*

1. A Provisional Ballot Reporting Form (GAB-123r) must be completed by the municipal clerk. Clerks must complete the form and send a copy to both the county clerk and the Government Accountability Board after the close of polls on Election Day. The municipal clerk must keep a copy for his or her office. A blank Provisional Ballot Reporting Form and a sample for reference are available on the agency website.
2. All electors who have been issued a provisional ballot must be tracked in SVRS on election night. SVRS must also be updated if/when an elector provides the missing information.
  - a. Self Providers must enter the information into SVRS. Please see the SVRS Application Training Manual for details.
  - b. Reliers must provide the Provisional Ballot Reporting Form (GAB-123r) to their Provider. Reliers must inform their Provider with updates if/when electors provide the missing information.
  - c. Providers must enter provisional ballot information into SVRS on election night on behalf of their reliers. Please see the SVRS Application Training Manual for details.
2. Provisional ballots are transported to the County Clerk with all other election materials by 4 p.m. the day after the election.
3. Provisional ballots are not counted until the required information (either proof of residence, driver's license number or acceptable photo ID) is

provided to either the election inspectors by the close of the polls, or to the municipal clerk or deputy by 4 p.m. on the Friday after the election.

4. If the person voting provisionally does not present the information to the municipal clerk by 4 p.m. on the Friday after the election the Provisional Ballot Certificate Envelope (GAB-123) is not opened. Neither the voter nor the ballot is counted as part of the Election Day results if the missing required information is not returned by the deadline.
5. If the elector provides the required information by the deadline to the municipal clerk or deputy and:

### Option A

- a. If election materials have not yet been delivered to the County Clerk thus the provisional ballot is at the municipal clerk's office:
  - i. The municipal clerk documents on the GAB-123r that the missing documentation was provided by the elector. SVRS must also be updated.
  - ii. When the municipal clerk delivers the election materials to the county clerk, he or she must provide the updated GAB-123r. The municipal clerk must inform the county clerk that a provisional ballot needs to be counted by the County Board of Canvassers.

## Option B

- a. If election materials have not yet been delivered to the County Clerk thus the provisional ballot is at the municipal clerk's office:
  - i. The municipal clerk must convene the Municipal Board of Canvassers before election materials are taken to the county.
  - ii. The Municipal Board of Canvassers will note in its minutes the name of the elector, the PV# of the elector's ballot and that the missing documentation was shown to the municipal clerk or deputy.
  - iii. The Municipal Board of Canvassers will open the ballot bag, noting in its minutes that the ballot bag was opened.
  - iv. The Municipal Board of Canvassers will note on the Inspectors' Certification of Provisional Ballots (GAB-108) that the elector provided the missing documentation and that the Municipal Board of Canvassers removed the provisional ballot.
  - v. The Municipal Board of Canvassers removes the Provisional Ballot Certificate Envelope (GAB-123) from the Inspectors' Certification of Provisional Ballots (GAB-108) envelope.
  - vi. The Municipal Board of Canvassers then removes the ballot from the Provisional Ballot Certification Envelope (GAB-123).
  - vii. The Municipal Board of Canvasser then hand counts the ballot using the Tally Sheet (GAB-105).
  - viii. The provisional ballot votes must be consolidated with the election night results using a form prescribed by the County Clerk or the Tally Sheet (GAB-105). The Municipal Board of Canvasser must update and sign the Board of Canvassers Statement (GAB-106) and relay the new vote totals to the County Clerk.

- ix. The counted ballot should be placed in the ballot bag with the remaining provisional ballots but **not** in the Inspectors' Certification of Provisional Ballots (GAB-108).
1. The ballot bag must be secured in a with a new tamper evident serialized numbered seal.
  2. The serial number shall be recorded on the signed ballot container certification attached to the bag and in the Municipal Board of Canvassers' minutes.

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- b. The provisional ballots are at the county:
  - i. The municipal clerk or deputy must immediately relay, in writing (email or fax), the name of the elector, the PV# and that the missing documentation was provided to the County Clerk or deputy.
- c. The municipal clerk should maintain communication with the county clerk regarding the number of outstanding provisional ballots.

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