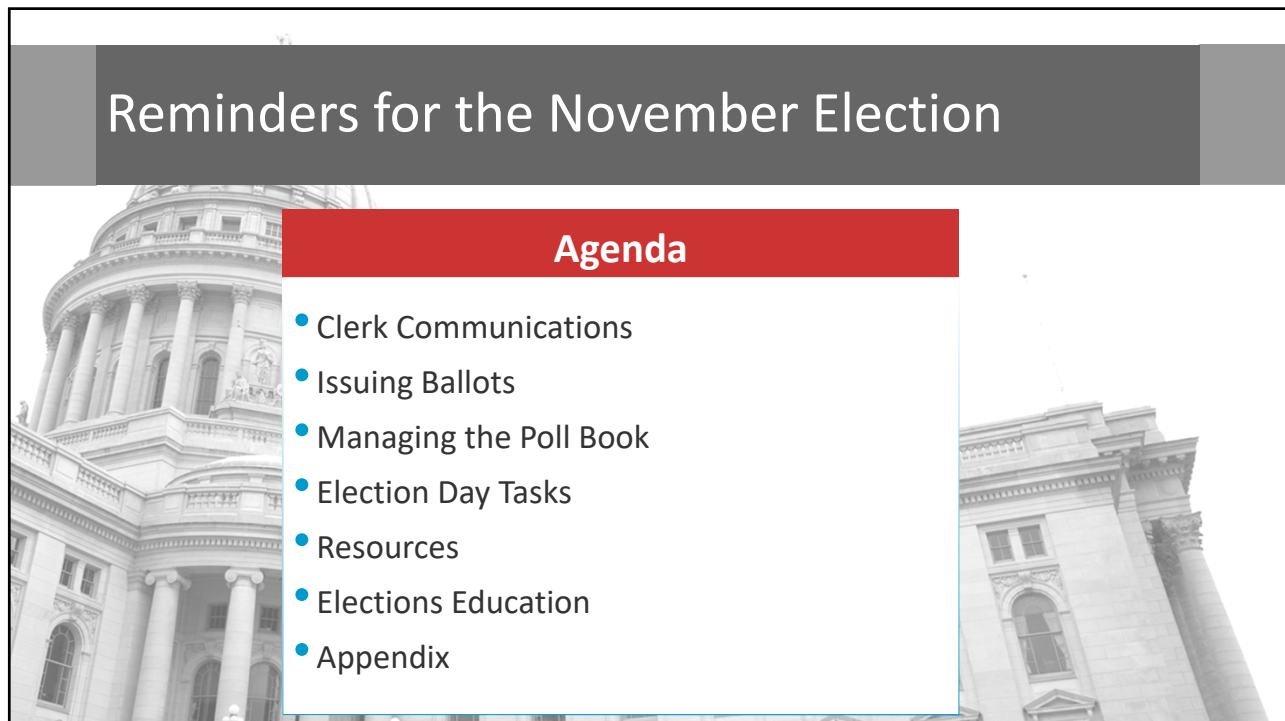




1



2

Reminders for the November Election



Clerk Communications

- Spoiling absentee ballots that have been returned to the clerk's office: court decision stayed by appeals court, information pending
- September 7, 2022: Guidance on absentee ballot return options under the Federal Voting Rights Act
- September 14, 2022: Temporary Injunction on WEC Guidance re: Missing Absentee Witness Address
- February 16, 2022: Court decision on the use of drop boxes to return absentee ballots

3

Reminders for the November Election



Issuing Absentee Ballots

- Absentee voting by mail began last month and runs through the Thursday before the election for most voters.
 - Clerks must initial the absentee ballot and certificate envelope to indicate the voter has met or is exempt from the photo ID requirement.
- Absentee voting via Special Voting Deputies may begin no earlier than the 4th Monday before the election and ends the Monday before the election.
 - Clerks must initial the absentee ballots as does the SVD when the ballot is issued.
- Absentee voting in the clerk's office or an alternate absentee voting location may begin no earlier than 14 days before an election and ends the Sunday before the election.
 - Clerks must initial the absentee ballot and certificate envelope to indicate the voter has met or is exempt from the photo ID requirement.

4

Reminders for the November Election



By Mail Absentee Ballot Requests

- Voters may not drop off requests for by mail absentee ballots in the clerk's office prior to 14 days before an election.
 - This includes calendar year requests.
- Voters can make requests for by mail absentee ballots via fax, email, regular mail and using the MyVote WI website.
- Wis. Stat. 6.86(1)(b): If application is made in person, the application shall be made no earlier than 14 days preceding the election and no later than the Sunday preceding the election.

5

Reminders for the November Election



Tracking

- All absentee ballots are required to be tracked in WisVote
 - Within 48 hours, clerks must indicate the status of the absentee ballot in the WisVote or provide this information to their provider.
 - WisVote providers have 24 hours to enter the information into WisVote after receiving the information from their reliers.
 - Information entered whenever an absentee ballot is issued, mailed or returned.

6

Reminders for the November Election



Ineligible Voter List

- Generated by the WI Department of Corrections and lists individuals in the municipality/county who are still completing the terms of their felony convictions and are not eligible to vote.
- All absentee ballot requests should be checked against the list during in person absentee voting in the clerk's office, alternate absentee site and the polls on Election Day.
- If an elector appears on the list, the clerk should inform the elector they are ineligible to vote.
- If the voter disagrees that they are ineligible to vote, the clerk should contact the WEC to verify the elector's felony status and follow the instructions in the Election Administration or Election Day manuals.

7

Reminders for the November Election



Poll Book Overview

- Two election inspectors maintain duplicate poll books (aka poll lists, voter lists or registration lists) for each reporting unit.
- A reporting unit is a ward or combination of wards that reflect the way election results are tabulated and transmitted to the WEC/counties/school districts.
- Each poll book has up to four parts; regular poll list, pre-printed supplemental poll list, handwritten supplemental poll list, confidential voters poll list.

8

Reminders for the November Election



State Name and Address

- Voters must state their name and address in accordance with Wis. Stat. § 6.79 (2).
 - If the voter refuses and is able to do so, the voter may not be issued a ballot.
- WI 2019 Act 48: Created an exemption for voters who cannot state their name and address and allows an election worker or assistor do so on their behalf.

9

Reminders for the November Election



Poll Book Notations: ERIC Movers

- ERIC Movers List
 - Poll book watermark designation “have you moved?”
 - If yes, the voter should reregister as an EDR. If no, the designation will change in WisVote when the clerk records the participation from the election.
 - Clerks can use the October 2019 ERIC Movers webinar to train poll workers.

10

Reminders for the November Election



Poll Book Notations: Absentee

- Absentee Issued, Absentee Returned
- If the voter has an “absentee issued” watermark in the poll book, the inspector should ask if the ballot was returned.
- If the voter has an “absentee returned” watermark next to their name in the poll book, they cannot vote a new ballot at the polls.
 - If a voter indicates they did not return the ballot, and wants to vote, the inspectors may challenge the ballot

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Reminders for the November Election

Poll Book Absentee Notations

Ballot, Ward, District	Voter Reg & Barcode	Name and Address	Voter #	Voter Signature
BS 01 WD-001 0409-001-0027-1 CG-07 0027 TC-17 AS-74	0714454380 [Barcode]	Adams, Hannah Rose 75005 MAUNU RD WASHBURN, WI 54891		[Signature]
BS 01 WD-001 0409-001-0027-1 CG-07 0027 TC-17 AS-74	0010275004 [Barcode]	Amel, Douglas Nathan 31805 PEACEY RD WASHBURN, WI 54891		ABSENTEE ISSUED
BS 01 WD-001 0409-001-0027-1 CG-07 0027 TC-17 AS-74	700014271 [Barcode]	Amel, Stephanie Ann 31805 PEACEY RD WASHBURN, WI 54891		ABSENTEE ISSUED
BS 01 WD-001 0409-001-0027-1 CG-07 0027 TC-17 AS-74	071102740 [Barcode]	Anderson, Bradley E 70450 SINGER RD WASHBURN, WI 54891		[Signature]
BS 01 WD-001 0409-001-0027-1 CG-07 0027 TC-17 AS-74	071101200 [Barcode]	Anderson, Susan K 70450 SINGER RD WASHBURN, WI 54891		ABSENTEE ISSUED
BS 01 WD-001 0409-001-0027-1 CG-07 0027 TC-17 AS-74	070003940 [Barcode]	Arms, Thomas J 77140 STATE HIGHWAY WASHBURN, WI 54891		ABSENTEE RETURNED
BS 01 WD-001 0409-001-0027-1 CG-07 0027 TC-17 AS-74	0004021107 [Barcode]	Aurilio, Charlyn Ann 50075 BURLACER RD WASHBURN, WI 54891		[Signature]
BS 01 WD-001 0409-001-0027-1 CG-07 0027 TC-17 AS-74	700027773 [Barcode]	Aurilio, Madelyn Ann 50075 BURLACER RD WASHBURN, WI 54891		ABSENTEE ISSUED
BS 01 WD-001 0409-001-0027-1 CG-07 0027 TC-17 AS-74	0004021108 [Barcode]	Aurilio, Michael Dan 50075 BURLACER RD WASHBURN, WI 54891		ABSENTEE ISSUED
BS 01 WD-001 0409-001-0027-1 CG-07 0027 TC-17 AS-74	700004540 [Barcode]	Awey, David Charles 30450 MATTSOHN RD WASHBURN, WI 54891		ABSENTEE ISSUED

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WisVote-Generated Absentee Ballot Log

Absentee Poll Listing

Voter Reg Num	Voter Name	Address	Ward	App Type	Ballot Issued	Ballot Returned	Ballot Type	Ballot Style	Polling Place	Blt #	Notes
700557818	Ahrens, Kelly Elizabeth	455 OLLIE ST	WD 6	Regular	09/17/20		Official	BS 03	COTTAGE GROVE VILLAGE HALL	1	
0014119910	Akin, Sharon Sue	118 GLENN DR	WD 8	Regular	09/17/20		Official	BS 03	COTTAGE GROVE VILLAGE HALL	1	
0000093018	Albert, Bernard	122 CLARK ST	WD 8	Regular	09/17/20		Official	BS 03	COTTAGE GROVE VILLAGE HALL	1	
0707623500	Albert, Jennifer Lee	122 CLARK ST	WD 8	Regular	09/17/20		Official	BS 03	COTTAGE GROVE VILLAGE HALL	1	
0710097870	Albert, Laura E	122 CLARK ST	WD 8	Regular	09/17/20		Official	BS 03	COTTAGE GROVE VILLAGE HALL	1	
0000093025	Aldridge-Timmerman, Lisa L	1001 CRYSTA TRL	WD 4	Regular	09/17/20		Official	BS 03	COTTAGE GROVE VILLAGE HALL	1	
700836506	Alford, Robert William	208 N MAIN ST	WD 9	Regular	09/17/20		Official	BS 03	COTTAGE GROVE VILLAGE HALL	1	
700651660	Allbaugh, Anna Kathryn	245 YARROW HILL DR	WD 9	Regular	09/17/20		Official	BS 03	COTTAGE GROVE VILLAGE HALL	1	
0000093027	Allen, Glen W	203 WINDHAM HL	WD 9	Regular	09/17/20		Official	BS 03	COTTAGE GROVE VILLAGE HALL	1	
701018942	Allen, Isaac Peter	203 WINDHAM HL	WD 9	Regular	09/17/20		Official	BS 03	COTTAGE GROVE VILLAGE HALL	1	
701011688	ALLEN, ISABEL KRISTIN	203 WINDHAM HL	WD 9	Regular	09/17/20		Official	BS 03	COTTAGE GROVE VILLAGE HALL	1	
0000093029	Allen, Margie J	203 WINDHAM HL	WD 9	Regular	09/17/20		Official	BS 03	COTTAGE GROVE VILLAGE HALL	1	
700967738	Alling, James R	415 W OAK ST	WD 1	Indefinite	09/17/20		Official	BS 03	COTTAGE GROVE VILLAGE HALL	1	

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Supplemental Absentee Ballot Log (EL-124)

ABSENTEE BALLOT LOG				MUNICIPALITY:		Date of Election 11/03/20					
Last Save Date: 8/24/2020 Instructions: Add new rows to the bottom, above the gray bar. Before sending to your provider, update the last save date. Please highlight new applications or changes to ballots since the last save date.											
VOTER INFORMATION					APPLICATION INFORMATION						
Ward	Name (Last Name, First Name)	Voter Registration Number	Home Address	Voter Type	Application Type	Applicant Date	Application Source	Photo ID reviewed	Absentee Period	Ballot Delivery Method	Email or Mailing Address Only need if ballot delivered by email/fax or mailing address is different than home address
1	Duck, Duffy	0002160346	123 Main St, Disney/World	Regular	Regular	09/29/20	Online (email notice)	Yes	November Election	Mail	no
1	Mouzo, Mickey	0007794821	456 1st Ave, Disney/Land	Military	Indefinitely Confined	07/01/20	Email	Exempt	November Election, All Future Elections	Mail	123 Main St, Disney/World
2	Dawg, Oofan D.	0007894532	789 W314232 28th Ave N, Epoot	Regular	Indefinitely Confined	07/28/20	In Person	Exempt	November Election	Mail	no
BALLOT INFORMATION					ELECTION DAY		COMMENTS	CONTACT INFORMATION			
Ballot Delivery Method	Email or Mailing Address Only need if ballot delivered by email/fax or mailing address is different than home address	Date Ballot Sent	Date Ballot Received	Return Status	Reason for Rejected	Vote Recorded or Rejected	COMMENTS No longer in this municipality, deceased, 2nd ballot sent wrong address, 2nd ballot sent voted wrong, etc.	Phone Number (if provided)	Email Address (if provided)		
Mail	no	6/30/20	7/15/20	Returned							
Mail	123 Main St, Disney/World	7/11/20	7/28/20	Returned, to be Rejected	compromised						
Mail	no	7/28/20									

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Reminders for the November Election



Show Photo ID

- Voters must show an acceptable photo ID to receive a ballot
- Both election inspectors managing the poll books must review the photo ID
- Inspectors verify the name on the ID conforms to the name on the poll list.
- Inspectors verify the photograph on the ID reasonably resembles the voter.
- Inspectors verify the photo ID conforms to expiration date requirements.
 - See POR v POI Standards
- If the voter does not have a photo ID, the voter must be offered a provisional ballot

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Reminders for the November Election



Sign the Poll List

- Voters must sign the poll list
- Voters can sign using their “mark,” an “X” or a signature stamp (signature guides can be helpful)
- If a voter refuses to sign the poll book and does not claim to be unable to do so, the voter does not receive a ballot
- If the voter is unable to sign the poll book, the inspectors mark “exempt” on the signature line
- If the inspectors find that a voter neglected to sign, note the omission on the Inspectors’ Statement, the voter does not have to be called back.
- The voter is issued a voter number, ballot and directed to the voting area.

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Reminders for the November Election



Spoiling Absentee Ballots on Election Day

- A voter who has already returned their absentee ballot is not allowed by law to vote another ballot on election day.
- Wis. Stat. 6.86(6) (6) Except as authorized in sub. (5) and s. 6.87 (9), if an elector mails or personally delivers an absentee ballot to the municipal clerk, the municipal clerk shall not return the ballot to the elector. An elector who mails or personally delivers an absentee ballot to the municipal clerk at an election is not permitted to vote in person at the same election on election day.

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Reminders for the November Election



Election Day Tasks

- Issuing a Provisional Ballot, used in two situations:
 - Voter has a current and valid WI driver license or state ID card and is unable or unwilling to provide the number when registering to vote.
 - Voter is unable or unwilling to provide acceptable photo ID to receive a ballot.
 - Follow the instructions in the Election Day Manual
- Breaking a Tie
 - Use a random method, such as picking a card, flipping a coin if two candidates.
- Draw Downs
 - Do not use a draw down if inspectors can determine why the number of ballots is greater than the number of voters.

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Reminders for the November Election



Election Observers

- Any member of the public, other than a candidate, can observe voting
- Designate observation areas 3 – 8 feet from the poll book and voter registration tables
- Follow check in procedures: sign observer log, present photo ID, wear a name badge, Rules-at-a-Glance brochure
- Have a plan for managing election observers.
 - Limiting or rotating observers may be necessary
 - Observers who cause a disturbance should be removed

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Reminders for the November Election



Resources

- The Learning Center
- Counting Votes at the General Election Manual
- Election Administration Manual for Municipal Clerks
- Election Day Manual for Election Officials
- POR vs. POI Standards Chart
- Photo ID Picture Guide/POR Picture Guide
- UOCAVA Tips and Cheat Sheets
- Poll Worker Voting Equipment Fact Sheets: <https://elections.wi.gov/clerks/election-topics-z/polling-place-accessibility>

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Reminders for the November Election



Elections Education

- Elections 101
 - How elections administration works in WI
 - Videos and lesson plans to be used in high school classrooms
- High School Poll Worker Training
 - Self-paced, self-directed online course available for high school poll workers
 - Series of activities about the different roles and activities that happen on Election Day

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Thank you!

For further information, contact the WEC.
 PH: 608-266-8005 Email: elections@wi.gov

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PROOF OF RESIDENCE VS. PROOF OF IDENTIFICATION

Proof of Residence (Registration)	Standards	Proof of ID (issuing a ballot)	Standards
State of WI Driver License or Instructional Permit (<i>Cannot be used as POR if hole punched</i>)	- May be revoked or suspended --Unexpired	State of WI Driver License or Instructional Permit (<i>May be used if hole punched and date visible</i>)	- May be revoked or suspended - Unexpired or expired after 11/3/2020
State of WI Identification Card (<i>Cannot be used as POR if hold punched</i>)	- Unexpired	State of WI Identification Card (<i>May be used if hole punched</i>)	- Unexpired, or expired after 11/3/2020
Identification card issued by WI governmental body or unit	- Valid on date of registration*	Military ID card issued by a U.S. Uniformed Service	- Unexpired, or expired after 11/3/2020
Identification card issued by employer (not a business card)	- Valid on date of registration* - Photo required	Military ID card issued to a veteran by a U.S. Uniformed Service.	- May be expired—some may indicate “indefinite.”
Real estate tax bill or receipt	- For current year or year preceding date of the election	Photo ID issued by the federal Dept. of Veterans Affairs	- Unexpired or has no expiration date
Wisconsin University, College or Technical College ID	- Photo required – Address not required on ID - Plus fee receipt with address dated within last 9 months	Wisconsin University, College or Technical College ID	- May be expired -Date of issuance - Signature of student -Photo required - Expiration date no later than 2 years after date of issuance. - Document that proves enrollment. (not required if ID is unexpired)
Utility bill (gas, electric, phone, cell phone, cable TV, satellite, internet, garbage)	- For period that starts no earlier than 90 days before registration	U.S. Passport booklet or card	- Unexpired, or expired after 11/3/2020
Bank or Credit Union Statement	- Any bank or CU account statement, regardless of the type of account.	Certificate of Naturalization	- Unexpired - Issued not earlier than 2 years before election
Credit Card Statement	- any credit card statement, including retail	WI DOT Driving Receipt	- Unexpired - Valid for 45 days
Paycheck or stub	- None	WI DOT ID Card Receipt	- Unexpired - Valid for 45 days
Check or other document issued by a unit of government	- Valid on date of registration*	Citation or Notice to Revoke or Suspend WI Driver License	- Unexpired - Dated within 60 days of the election
Residential Lease	- Effective on date of registration* - Cannot be used as POR when registering by mail.	IDPP receipt	- Unexpired, valid for 60 days.
Care Facility Contract or Intake Document	- Must indicate voter resides at facility - Is not required to indicate room number	ID card issued by federally recognized WI tribe	- Expired or unexpired
*Proof of Residence documents which are valid for use during a specified period must be valid on the day an elector registers to vote. Wis. Stat. 6.34(3)(c).		Proof of Identification documents do not have to list a current address to be valid. (Rev. 2021-03)	

Acceptable Photo IDs

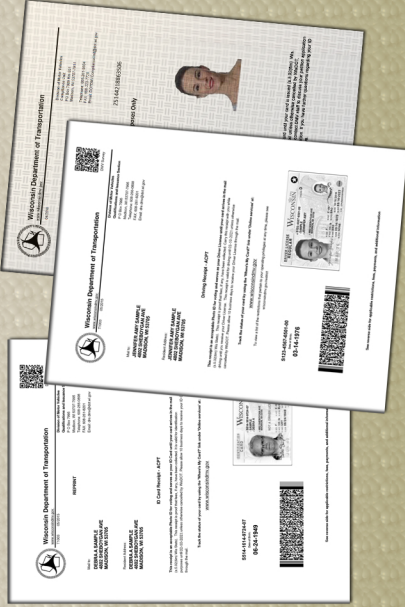
**WI DRIVER
LICENSE**

**WI DRIVER
LICENSE**

**US UNIFORMED
SERVICES**

**US PASSPORT
BOOK OR CARD**

**WI DRIVER, STATE ID,
OR IDPP RECEIPT**



**CERTIFICATE OF
NATURALIZATION**

**VETERAN AFFAIRS
ID CARD**

WI STATE ID



**UNIVERSITY / COLLEGE
TECH COLLEGE**

**+
ENROLLMENT
VERIFICATION
(IF EXPIRED)**



TRIBAL ID



**Some ID variations are not shown.*



Acceptable Proof of Residence



Wisconsin Driver License or State ID



Federal Write-in Absentee Ballot (FWAB)

Information about the form and tips for Wisconsin clerks who receive a FWAB from a voter

What is the FWAB?

The FWAB is a federal form that is provided to Military and Overseas voters (permanent and temporary) by the Federal Voting Assistance Program (FVAP). FWAB forms are made available to voters through the various branches of the U.S. military, through U.S. embassies, or online at www.FVAP.gov/election-materials. The FWAB form can serve as both an absentee ballot request and a write-in absentee ballot for some Wisconsin voters.

Who can use the FWAB?

The FWAB can serve as an absentee ballot request and/or a write-in absentee ballot depending on the type of voter using the form:

Voter Type (found in Box 1)	What can they use the FWAB for?	Registration required?	Photo ID required?	Eligible to vote in what contests?	How can they receive their official absentee ballot?
Military Voter “I am a member of the Uniformed Services” OR “I am an eligible spouse” OR “I am an activated National Guard”	Write-In Ballot & Absentee Ballot Request	No	No	All contests	Mail, online, fax, email, or in person*
Permanent Overseas Voter “I am a U.S. citizen residing outside the United States, and my return is not certain” OR “I am a U.S. citizen and have never resided in the United States.”	Write-In Ballot & Absentee Ballot Request	Yes	No	Federal contests only	Mail, online, fax, email, or in person*
Temporarily Overseas Voter “I am a U.S. citizen residing outside of the United States, and I intend to return.”	Write-In Ballot & Absentee Ballot Request	Yes	Yes	All contests	Mail, online, fax, email, or in person*
Regular/Domestic Voter Do not select any options in Box 1.	Absentee Ballot Request	Yes	Yes	Cannot use FWAB as a ballot	Mail or in person

*If receiving their ballot in-person, all voters must show a photo ID.

*All ballots must be returned by mail or in person.

When using the FWAB as an absentee ballot request: Voters may submit the FWAB by mail, email, or fax. No signature is required when the voter is using the form as an absentee ballot request.

When using the FWAB as a write-in absentee ballot: Voters must submit the FWAB by mail with the voter’s original signature affirmation section. The FWAB must contain the signature of a witness (does not need to be a U.S. Citizen for overseas and military voters), but do not reject the FWAB if the witness did not list their address. The write-in selections on the voter’s ballot will be counted on Election Day if the voter’s official ballot is not received.

Federal Post Card Application (FPCA)

Information about the form and tips for Wisconsin clerks who receive an FPCA from a voter

What is the Federal Post Card Application (FPCA)?

The FPCA is a federal form that is provided to Military and Overseas voters (permanent and temporary) by the Federal Voting Assistance Program (FVAP). FPCA forms are made available to voters through the various branches of the U.S. military, through U.S. embassies, or online at www.FVAP.gov/election-materials. The FPCA form can serve as both a voter registration application as well as an absentee ballot request for most Wisconsin voters. The form was designed for use by all 50 states, so some of the information does not perfectly match the Wisconsin-specific forms.

Who can use the FPCA?

The FPCA can serve as a voter registration and/or an absentee ballot request depending on the type of voter using the form:

Voter Type	What can they use the FPCA for?	Registration required?	Proof of Residence required?	Photo ID required?	How can they receive their absentee ballot?
Military Voter "I am a member of the Uniformed Services" OR "I am an eligible spouse" OR "I am an activated National Guard"	Voter Registration & Absentee Ballot Request	No	No	No	Mail, online, fax, email, or in person*
Permanent Overseas Voter "I am a U.S. citizen residing outside the United States, and my return is not certain" OR "I am a U.S. citizen and have never resided in the United States."	Voter Registration & Absentee Ballot Request	Yes	No	No	Mail, online, fax, email, or in person*
Temporarily Overseas Voter "I am a U.S. citizen residing outside of the United States, and I intend to return."	Voter Registration & Absentee Ballot Request	Yes	Yes	Yes	Mail, fax, email, or in person*
Regular/Domestic Voter Do not select any options in Box 1.	Voter Registration & Absentee Ballot Request	Yes	Yes	Yes	Mail or in person

*If receiving their ballot in-person, all voters must show a photo ID.

*All ballots must be returned by mail or in person.

When using the FPCA as a registration application: Temporary and permanent overseas voters must submit their FPCA by mail, postmarked no later than the 20th day before the election, with an original signature. Military voters do **not** need to register to receive a ballot.

When using the FPCA as an absentee ballot request: Voters may submit the FPCA by mail, email, or fax. No signature is required when the voter is using the form as an absentee ballot request. Please note that Permanently Overseas voters are only eligible to vote in federal contests.

What does the FPCA look like?

You can find the FPCA online at www.FVAP.gov/election-materials.

What should I look for on the FPCA?

The FPCA may arrive in a military mailing envelope or it may come to you in a regular envelope. Please open the envelope as soon as you receive it, you have 1 business day to process the request if it is an absentee ballot application. When looking at the FPCA, please note the information in the following boxes:

Box 1: This section of the form determines the **voter type** (see above) and will determine how the voter is able to use the form. This form also provides a place for the **voter's name** (and previous name, if applicable). It also asks for a Wisconsin driver's license number, social security number, and date of birth (not required if military voter).

Box 2: The voter will list the last **address** where they lived for at least 28 days in Wisconsin. This must be completed by all voters. Permanent overseas voters will list their last Wisconsin address prior to moving out of the country.

Box 3: If the voter has a **mailing address** other than the address in Box 2, they will list it here. Send the ballot to this address, if ballot delivery by mail is requested.

Box 4: These fields provide **contact information** in case you need to contact the voter or if they have specified fax or email delivery of their ballot.

Box 5: The first field allows a voter to specify their **preferred method of ballot delivery** – mail, email, online, or fax – if they are using the FPCA as an absentee ballot request. If a voter selects the email/online option, you should review the tip below before processing this request. The adjacent field, regarding political party, is not required or collected in Wisconsin. Please disregard anything listed in this box.

Box 6: Nothing is required in this box. Please look for any special instructions the voter may have listed.

Box 7: If the voter is Permanently Overseas, Temporarily Overseas, or a Regular voter, they must **sign** and date their request if they are using it as a voter registration application. If the form is being used as an absentee request only, no signature or date is required. A signature/date is never required for military voters. **A witness signature is never required on the FPCA.**

What are some tips for processing a FPCA request?

- If a Military or Permanently Overseas voter asks to receive their ballot by "Email/Online," contact the voter to see if they would like to receive their ballot by email or online, but do not choose for the voter. If the voter does not respond with their preference within one business day, email the voter their ballot. If the voter did not provide an email address, mail the voter a ballot. If the voter asks to get their ballot online, then point the voter to myvote.wi.gov so that they may initiate their request online. Please do not enter the online absentee application into WisVote for the voter.
- On the FPCA, there is a section for a voter to voluntarily waive their right to a secret ballot when returning by email or mail. In Wisconsin, all voters must return their ballot by mail or in person, so please disregard this portion of the form.
- Photo ID is needed only if a Temporarily Overseas or Regular voter is using the FPCA as an absentee request. If the voter has already provided their Photo ID with a previous absentee ballot request, then they do not need to include a copy with their FPCA absentee ballot request.
- Proof of Residence is needed only if a Temporarily Overseas or Regular voter is using the FPCA as a voter registration application.
- If the voter is using the FPCA as an absentee ballot request, it should be considered a calendar year request. Voters need to submit a new request for each calendar year to continue receiving ballots, unless the voter states they are indefinitely confined.

What does the FWAB look like?

You can find the FWAB online at www.FVAP.gov/election-materials.

What should I look for on the FWAB?

The FWAB may arrive in a military mailing envelope or it may come to you in a regular envelope. When using the FWAB as a write-in ballot, voters are instructed to place the write-in ballot inside a smaller envelope; the small envelope should then be placed in a larger envelope along with the FWAB form/affirmation. You should always open the outer envelope to review the form/affirmation. You then keep the smaller envelope, containing the write-in ballot, sealed to be processed at the polls. If the voter did not use two envelopes as instructed, but the ballot and affirmation are otherwise complete, the ballot can still be counted. Please open the envelope as soon as you receive it; you have one business day to process the request. When looking at the FWAB, please note the information in the following boxes:

Box 1: This section of the form determines the **voter type** (see above) and will determine how the voter is able to use the form. This form also provides a place for the **voter's name** (and previous name, if applicable). It also asks for a Wisconsin driver's license number, social security number, and date of birth (these fields are not required).

Box 2: The voter will list the **address** they are registered at (or the address that ties them to Wisconsin for military voters). This must be completed by all voters.

Box 3: If the voter has a **mailing address** other than the address in Box 2, they will list it here. Send the ballot to this address if ballot delivery by mail is requested.

Box 4: These fields provide **contact information** in case you need to contact the voter or if they have specified fax or email delivery of their ballot.

Box 5: The first field allows a voter to specify their **preferred method of ballot delivery** – mail, email, online, or fax – if they are using the FWAB as an absentee ballot request. The adjacent field, regarding political party, is not required or collected in Wisconsin. Please disregard anything listed in this box.

Box 6: If the voter is using the FWAB as an absentee ballot request only, then a witness signature is not required. If the voter is using the FWAB as a write-in ballot, then a **witness signature** is required and should be placed in this box. Additionally, please look for any special instructions the voter may have listed.

Box 7: If the voter is using the FWAB as an absentee ballot request only, then the signature of the voter is not required. If the voter is using the FWAB as a write-in ballot, then the **voter's signature** is required.

What are some tips for processing a FWAB request?

- If you receive a FWAB from a voter who is eligible to use the form as a write-in ballot, the clerk must follow up by sending the voter an official absentee ballot.
- If a Military or Permanently Overseas voter asks to receive their ballot by "Email/Online," contact the voter to see if they would like to receive their ballot by email or online, but do not choose for the voter. If the voter does not respond within one business day, email the voter their ballot. If the voter did not provide an email address, mail the voter a ballot. If the voter asks to get their ballot online, then point the voter to myvote.wi.gov so that they may initiate their request online. Please do not enter the online absentee application into WisVote for the voter.
- The clerk will hold onto the write-in FWAB until Election Day. If the voter's official ballot is not received by Election Day, then the clerk will send the FWAB to the polls to be counted. If the voter's official ballot is received by Election Day, then the official ballot is sent to the polls to be counted and the FWAB ballot is rejected.
- If using the FWAB as a ballot, please remake the FWAB onto a standard ballot and issue a voter number as described in the Election Day Manual. If an eligible voter is using the FWAB as a write-in ballot, the clerk will only count votes on the ballot for contests in which the voter is eligible to participate. For example, if a Permanently Overseas voter writes in a local or state contest, the votes for those contests cannot be counted.
- A witness address is never required on the FWAB. The FWAB should still be counted if a witness address is not included.

Military and Overseas Voting Cheat Sheet

	Military	Permanent Overseas	Temporary Overseas
What are they?	Member of the Uniformed Services or an activated National Guard member. They do not need to be actively deployed to be in the military.	Any U.S. Citizen who is living outside the U.S. and a.) their intent to return is uncertain or b.) they have never lived in the U.S.	Any U.S. Citizen who is living outside the U.S., but has intent to return.
What ballot do I send?	Full ballot	Federal Only (This ballot is NOT Presidential Only. Congress and Senate races are included on Federal Only ballots).	Full ballot
I have to email the ballot, what do I include? Faxing and emailing instructions here .	<ol style="list-style-type: none"> 1. Full ballot – scanned with your initials 2. Uniform Instructions – Email and Faxed 3. EL-122 for Military and Overseas Voters 	<ol style="list-style-type: none"> 1. Federal Only ballot – scanned with your initials 2. Uniform Instructions – Email and Faxed 3. EL-122 for Military and Overseas Voters 	<ol style="list-style-type: none"> 1. Full ballot – scanned with your initials 2. Uniform Instructions – Email and Faxed 3. EL-122 for Military and Overseas Voters
Do they have to register to vote?	No	Yes	Yes
How can they register to vote?	They don't need to register.	<ol style="list-style-type: none"> 1. EL-131 WI Voter Registration Application 2. Federal Postcard Application (FPCA) <p>All forms MUST be mailed.</p>	<ol style="list-style-type: none"> 1. EL-131 WI Voter Registration Application 2. MyVote.wi.gov with a valid WI Driver License or ID 3. Federal Postcard Application (FPCA) <p>All forms MUST be mailed.</p>
Do they have to provide a photo ID to get an absentee ballot?	No	No	Yes
How can they request an absentee ballot?	<ol style="list-style-type: none"> 1. Online at MyVote.wi.gov 2. Email (or fax) 3. By Mail using the EL-121 WI Absentee Request 4. Federal Postcard Application (FPCA) 5. Federal Write-In Absentee Ballot (FWAB) 	<ol style="list-style-type: none"> 1. Online at MyVote.wi.gov 2. Email (or fax) 3. By Mail using the EL-121 WI Absentee Request 4. Federal Postcard Application (FPCA) <p>Federal Write-In Absentee Ballot (FWAB)</p>	<ol style="list-style-type: none"> 1. Online at MyVote.wi.gov 2. Email (or fax) 3. By Mail using the EL-121 WI Absentee Request 4. Federal Postcard Application (FPCA) <p>Federal Write-In Absentee Ballot (FWAB)</p>
How can they receive an absentee ballot?	<ol style="list-style-type: none"> 1. Email 2. Fax 3. Online (they will get an email automatically by the Wisconsin Elections Commission) 4. By Mail 5. In Person 	<ol style="list-style-type: none"> 1. Email 2. Fax 3. Online (they will get an email automatically by the Wisconsin Elections Commission) 4. By Mail 5. In Person 	<ol style="list-style-type: none"> 1. Email 2. Fax 3. By Mail 4. In Person
How can they return an absentee ballot?	By Mail or In Person	By Mail or In Person	By Mail or In Person
When are the deadline to request an absentee ballot?	Military voters not on active duty: Friday before the election. Military voter on active duty: Election Day by 5pm.	Thursday before the election (unless indefinitely confined, see below for details).	Thursday before the election (unless indefinitely confined, see below for details).

Frequently Asked Questions

Q: I got a FWAB. What do I do?

A: The FWAB can serve as an absentee request and an absentee ballot. The write-in absentee ballot will likely be in a separate envelope inside the main envelope. **DO NOT OPEN THIS ENVELOPE** and send out the full ballot to the voter as soon as possible. If it does not come in a separate envelope, put it in a separate envelope (this is not a reason to reject). Please preserve this and the FWAB form with the witness signature (if needed) until Election Day and if the full ballot arrives, you will reject the write-in ballot. If the full ballot does not arrive, you will remake the write-in ballot so it can be counted. Please see more information here: <https://elections.wi.gov/node/7171>.

Q: I got an FPCA. What do I do?

A: The FPCA can serve as a voter registration and an absentee request. You will process this similarly to any other registration or absentee request. Please note that if using as a registration form, the original must be mailed or dropped off to the clerk. Please see more information here: <https://elections.wi.gov/node/7171>.

Q: I know they're not in the military, they live at home. Should I change their status?

A: You may confirm with the voter that they are still in the military, but you do not need to. However, do not delay mailing the voter a ballot while waiting for confirmation. Please keep in mind that the voter could still be living at home and be in the military.

Q: They're not active duty, do I still have to use the military envelope?

A: Yes, you should still use the postage-free military front side of the envelope to the military voter.

Q: On the FPCA, the voter waived their right to privacy so they can email their ballot back. Can they send their ballot back by email?

A: No, a voter can never return their ballot by email. They must deliver it by mail or in person. The FPCA and FWAB are federal forms that are designed to be universally used. Some other states allow voters to email their ballot back.

Q: They accidentally registered as a military or overseas voter. What should I do?

A: If this was a typo on behalf of the clerk, this can be updated easily by the clerk on WisVote. Please note that both the voter type in the voter registration record **AND** the application type in the absentee request must be updated. If the voter mistakenly checked something, they should confirm in writing that this is a mistake and then you may update this on WisVote.

Q: The voter is no longer in the military or permanently overseas. How do I change this?

A: The voter must re-register with their correct voter type and updated information.

Q: On the FPCA or FWAB, they said they want their ballot delivered "online/email"? How should I send the ballot?

A: If a Military or Permanently Overseas voter asks to receive their ballot by "Email/Online," contact the voter to see if they would like to receive their ballot by email or online, but do not choose for the voter. If the voter does not respond within one business day, email the voter their ballot. If the voter did not provide an email address, mail the voter a ballot. If the voter asks to get their ballot online, then point the voter to myvote.wi.gov so that they may initiate their request online. Please do not enter the online absentee application into WisVote for the voter.

Q: Can a military or overseas voter also be indefinitely confined?

A: A voter can be both indefinitely confined and military. People with disabilities or illnesses can still be in the military and it is possible that this may be a family member.



The ExpressVote can...

- Read a voter their ballot
- Make text bigger
- Change the contrast of the screen
- Warn a voter if they overvote or skip a contest

Accessibility Basics

- All voters deserve courteous attention in exercising their right to vote.
- Not all disabilities are visible. If an individual requests assistance, trust that it is necessary.
- Give unhurried attention to someone who has difficulty speaking.
- Be considerate of the extra time it might take for a person with a disability or an elderly person to get things done.

Answering Voter Questions

➔ What is the ExpressVote?

The ExpressVote is a machine that lets you make your choices on a touchscreen or with a keypad before printing your selections on your ballot.

➔ How does the ExpressVote help me?

This means you can review the candidates you select and correct any mistakes before your selections are printed.

ExpressVote

Accessible Voting Equipment: a Poll Worker's Fact Sheet



The table or stand the ExpressVote rests on must have...

- 30 in. wide entrance
- 27 in. of knee clearance
- 19 in. of toe clearance
- 28-34 in. tabletop height
- 30"x 48" clear space in front of the booth
- Privacy so no one can see how the voter is marking their ballot
- A chair nearby for voters who need it, but not blocking access for a voter using a wheelchair

When the polls open the ExpressVote must be...

- Set up
 - Tactile keypad and headphones plugged in and resting in front of the machine
- Turned on
 - At the screen where a voter can start their voting session
- Functioning
 - No error messages

A poll worker must be able to...

- Turn on ExpressVote and navigate to voting session
- Activate the correct ballot style
- Explain to a voter how to use the ExpressVote to cast their ballot including adding write-ins
- Change the ink cartridge

If you have questions about how to use the ExpressVote, talk to your clerk or chief inspector or reference the user manual.



The AutoMARK can...

- Read a voter their ballot
- Make text bigger
- Change the contrast of the screen
- Warn a voter if they overvote or skip a contest

Accessibility Basics

- All voters deserve courteous attention in exercising their right to vote.
- Not all disabilities are visible. If an individual requests assistance, trust that it is necessary.
- Give unhurried attention to someone who has difficulty speaking.
- Be considerate of the extra time it might take for a person with a disability or an elderly person to get things done.

Answering Voter Questions

➔ What is the AutoMARK?

The AutoMARK is a machine that lets you make your choices on a touchscreen or with the keypad before printing your selections on your ballot.

➔ How does the AutoMARK help me?

This means you can review the candidates you select and correct any mistakes before your selections are printed.

AutoMARK

Accessible Voting Equipment: a Poll Worker's Fact Sheet



The table or stand the AutoMARK rests on must have...

- 30 in. wide entrance
- 27 in. of knee clearance
- 19 in. of toe clearance
- 28-34 in. tabletop height
- 30"x 48" clear space in front of the booth
- Privacy so no one can see how the voter is marking their ballot
- A chair nearby for voters who need it, but not blocking access for a voter using a wheelchair

When the polls open the AutoMARK must be...

- Set up
 - Headphones plugged in and resting in front of the machine
- Turned on
 - At the screen where a voter can start their voting session
- Functioning
 - No error messages

A poll worker must be able to...

- Turn on AutoMARK and navigate to voting session
- Explain to a voter how to use the AutoMARK to cast their ballot including adding write-ins
- Change the ink cartridge

If you have questions about how to use the AutoMARK, talk to your clerk or chief inspector or reference the user manual.

ImageCast Evolution

Accessible Voting Equipment: a Poll Worker's Fact Sheet



The ImageCast Evolution can...

- Read a voter their ballot
- Make text bigger
- Change the contrast of the screen
- Warn a voter if they overvote or skip a contest

Accessibility Basics

- All voters deserve courteous attention in exercising their right to vote.
- Not all disabilities are visible. If an individual requests assistance, trust that it is necessary.
- Give unhurried attention to someone who has difficulty speaking.
- Be considerate of the extra time it might take for a person with a disability or an elderly person to get things done.

Answering Voter Questions

→ What is the ImageCast Evolution?

The ImageCast Evolution is a machine that lets you make your choices on a screen using a keypad before printing your selections on your ballot.

→ How does the ImageCast Evolution help me?

This means you can review the candidates you select and correct any mistakes before your selections are printed.

ImageCast Evolution

Accessible Voting Equipment: a Poll Worker's Fact Sheet



The table or stand the ImageCast Evolution rests on must have...

- 30 in. wide entrance
- 27 in. of knee clearance
- 19 in. of toe clearance
- 28-34 in. tabletop height
- 30"x 48" clear space in front of the booth
- Privacy so no one can see how the voter is marking their ballot
- A chair nearby for voters who need it, but not blocking access for a voter using a wheelchair

When the polls open the ImageCast Evolution must be...

- Set up
 - Tactile keypad and headphones ready to be plugged in
- Turned on
 - With a poll worker able to start a voting session
- Functioning
 - No error messages

A poll worker must be able to...

- Turn on the ImageCast Evolution and start a voting session
- Activate the correct ballot style
- Explain to a voter how to use the ImageCast Evolution to cast their ballot including adding write-ins
- Change the ink cartridge

If you have questions about how to use the ImageCast Evolution, talk to your clerk or chief inspector or reference the user manual.

ImageCast X

Accessible Voting Equipment: a Poll Worker's Fact Sheet



The ImageCast X can...

- Read a voter their ballot
- Make text bigger
- Change the contrast of the screen
- Warn a voter if they overvote or skip a contest

Accessibility Basics

- All voters deserve courteous attention in exercising their right to vote.
- Not all disabilities are visible. If an individual requests assistance, trust that it is necessary.
- Give unhurried attention to someone who has difficulty speaking.
- Be considerate of the extra time it might take for a person with a disability or an elderly person to get things done.

Answering Voter Questions

→ What is the ImageCast X?

The ImageCast X is a machine that lets you make your choices on a touchscreen or using a keypad.

→ How does the ImageCast X help me?

This means you can review the candidates you select and correct any mistakes before submitting your ballot.

ImageCast X

Accessible Voting Equipment: a Poll Worker's Fact Sheet



The table or stand the ImageCast X rests on must have...

- 30 in. wide entrance
- 27 in. of knee clearance
- 19 in. of toe clearance
- 28-34 in. tabletop height
- 30"x 48" clear space in front of the booth
- Privacy so no one can see how the voter is marking their ballot
- A chair nearby for voters who need it, but not blocking access for a voter using a wheelchair

When the polls open the ImageCast X must be...

- Set up
 - Tactile keypad and headphones plugged in and resting in front of the machine
- Turned on
 - At the screen where a voter can start their voting session
- Functioning
 - No error messages

A poll worker must be able to...

- Turn on the ImageCast X and navigate to voting session
- Explain to a voter how to use the ImageCast X to cast their ballot including adding write-ins
- Change the paper roll

If you have questions about how to use the ImageCast X, talk to your clerk or chief inspector or reference the user manual.



The ClearAccess can...

- Read a voter their ballot
- Make text bigger
- Change the contrast of the screen
- Warn a voter if they overvote or skip a contest

Accessibility Basics

- All voters deserve courteous attention in exercising their right to vote.
- Not all disabilities are visible. If an individual requests assistance, trust that it is necessary.
- Give unhurried attention to someone who has difficulty speaking.
- Be considerate of the extra time it might take for a person with a disability or an elderly person to get things done.

Answering Voter Questions

→ What is the ClearAccess?

The ClearAccess is a machine that lets you make your choices on a touchscreen or with a keypad before printing your selections on your ballot.

→ How does the ClearAccess help me?

This means you can review the candidates you select and correct any mistakes before your selections are printed.

ClearAccess

Accessible Voting Equipment: a Poll Worker's Fact Sheet



The table or stand the ClearAccess rests on must have...

- 30 in. wide entrance
- 27 in. of knee clearance
- 19 in. of toe clearance
- 28-34 in. tabletop height
- 30"x 48" clear space in front of the booth
- Privacy so no one can see how the voter is marking their ballot
- A chair nearby for voters who need it, but not blocking access for a voter using a wheelchair

When the polls open the ClearAccess must be...

- Set up
 - Tactile keypad and headphones plugged in and resting in front of the machine
- Turned on
 - At the screen where a voter can start their voting session
- Functioning
 - No error messages

A poll worker must be able to...

- Turn on ClearAccess and navigate to voting session
- Activate the correct ballot style
- Explain to a voter how to use the ClearAccess to cast their ballot including adding write-ins
- Change the ink cartridge

If you have questions about how to use the ClearAccess, talk to your clerk or chief inspector or reference the user manual.

AVC Edge

Accessible Voting Equipment: a Poll Worker's Fact Sheet



The AVC Edge can...

- Read a voter their ballot
- Make text bigger
- Change the contrast of the screen
- Warn a voter if they overvote or skip a contest

Accessibility Basics

- All voters deserve courteous attention in exercising their right to vote.
- Not all disabilities are visible. If an individual requests assistance, trust that it is necessary.
- Give unhurried attention to someone who has difficulty speaking.
- Be considerate of the extra time it might take for a person with a disability or an elderly person to get things done.

Answering Voter Questions

➔ What is the AVC Edge?

The AVC Edge is a machine that lets you cast your ballot on a touchscreen or using a keypad.

➔ How does the AVC Edge help me?

This means you can review the candidates you select and correct any mistakes before submitting your ballot.

AVC Edge

Accessible Voting Equipment: a Poll Worker's Fact Sheet



The table or stand the AVC Edge rests on must have...

- 30 in. wide entrance
- 27 in. of knee clearance
- 19 in. of toe clearance
- 28-34 in. tabletop height
- 30"x 48" clear space in front of the booth
- Privacy so no one can see how the voter is marking their ballot
- A chair nearby for voters who need it, but not blocking access for a voter using a wheelchair

When the polls open the AVC Edge must be...

- Set up
 - Tactile keypad and headphones plugged in and resting in front of the machine
- Turned on
 - At the screen where a voter can start their voting session
- Functioning
 - No error messages

A poll worker must be able to...

- Turn on and restart the AVC Edge
- Start a voting session
- Explain to a voter how to use the AVC Edge to cast their ballot including adding write-ins
- Change the paper roll

If you have questions about how to use the AVC Edge, talk to your clerk or chief inspector or reference the user manual.