



Wisconsin Elections Commission

Prep for the February Primary: Completing Election Forms

January 27, 2021

Prep for the February Primary: Completing Election Forms

Agenda

- ❑ **SVDs & the Spring Elections**
- ❑ **Inspectors' Statement (EL-104)**
- ❑ **Voter Registration Application (EL-131)**
- ❑ **Tally Sheet (EL-106)**
- ❑ **Reminders**
- ❑ **Additional Training Exercises**

Agenda

SVDs & the Spring Elections



- Due to feedback from the DHS/Division of Public Health, the Commission determined that SVDs will not be able to enter care facilities for the February primary.
 - State law requires the ballot to be sent to the voter if SVDs cannot visit the facility.
 - Decision will be revisited for the April election.
- Sample Care Facility letter
- Training Resources
- Please see the memo/related documents in Recent Clerk Communications:
<https://elections.wi.gov/node/7311>

SVDs & the Spring Election



Inspectors' Statement (EL-104)

Inspectors' Statement (EL-104)

Inspectors' Statement



- Lists all blank, challenged, damaged, defective, overvoted, objected to, provisional and rejected ballots, etc.
- Lists voter statistics such as number of voters, absentee and provisional ballots
- Lists seal numbers from voting equipment
- Lists certification of results from chief inspectors and election inspectors who worked at the polls.



Inspectors Statement

Sample Inspectors' Statement

Inspectors' Statement

We, the undersigned election inspectors, certify the following is a true and correct statement for an election held in the _____ ward(s) of the _____ Town/Village/City of _____ Name of Municipality County of _____ State of Wisconsin, on the _____ day of _____ 20____.

MUNICIPAL CLERK PROVIDES THE FOLLOWING INFORMATION:
 Voting Unit Number _____ Memory Device Serial Number _____
 Tamper-Evident Seal Serial Number _____

THIS SECTION TO BE COMPLETED BY CHIEF INSPECTOR:
VOTING EQUIPMENT/BALLOT CONTAINER/CHAIN OF CUSTODY RECORD
 • Tamper-evident seal number verified by chief inspector (CI): Pre-election _____ Post-election _____
 • Upon sealing the ballot bag or container to which this Inspector's Statement pertains, record the number of the tamper-evident seal used for this purpose here _____

THIS SECTION TO BE COMPLETED BY ELECTION INSPECTORS AND VERIFIED BY CHIEF INSPECTOR:
VOTER STATISTICS
 Total number of voters (last voter number on poll list) _____ Number of absentee voters _____
 (absentee voters and in-person voters; Do not include provisional voters) Number of provisional ballots _____
 Total number of ballots cast _____ Number of ballots in excess of total number of voters _____

Number of votes cast on:
 paper/hand counted ballots _____ optical scan ballots _____ DRE (touch screens) _____

Signatures of Election Inspectors _____ Time Worked _____

CERTIFICATION OF CHIEF INSPECTOR
 I certify that I have completed the required training administered by the State Elections Board, and have been duly certified as a Chief Inspector. I served as the Chief Inspector for the election described above for the time period indicated below.
 (Signature of Chief Inspector) ENTIRE DAY FROM _____ a.m. TO _____ a.m.
 (Signature of Chief Inspector) FROM _____ a.m. TO _____ a.m.

* The completed form is retained in the office of the Municipal Clerk.
 * A copy of the completed form is returned to each Clerk with the other Election forms.
 * Municipal clerk provides other copies as needed, §7.51, Wis. Stats.

GAB-104 (Rev. 03/09)
 G.A.B. 1/09

DO NOT SEAL IN BALLOT BAG!

Check box if no incidents were recorded for this election.

Incident Log (Please refer to the Election Day Manual for detailed procedures*)				
Incident Number	Incident Code (See Manual)	Description of Incident	Incident Occurred	Election Officers Involved

Sample Inspectors' Statement (EL-104)



Before the Polls Open

- List the polling place details (ward, municipality, county) and election date.
- The clerk lists the VE voting unit # and tamper-evident seal numbers as part of the pre-election testing of the voting equipment.
- The Chief Inspector verifies the numbers against the EL-104 before the polls open; initials form
- If numbers are missing, contact the clerk.

Before the Polls Open

Voting Equipment Chain of Custody



MUNICIPAL CLERK PROVIDES THE FOLLOWING INFORMATION:

Voting Unit Number 001 Memory Device Serial Number 001-101
Tamper-Evident Seal Serial Number 395149

THIS SECTION TO BE COMPLETED BY CHIEF INSPECTOR:

VOTING EQUIPMENT/BALLOT CONTAINER CHAIN-OF-CUSTODY RECORD

- Tamper-evident seal number verified by chief inspector (CI): Pre-election RR Post-election _____
(CI initials) (CI initials)
- Upon sealing the ballot bag or container to which this Inspectors' Statement pertains, **record the number of the tamper-evident seal used for this purpose here** _____.

Voting Equipment Chain of Custody (before the polls open)



Election Day Incidents

- The election inspectors record Election Day incidents on the log.
- Recording events accurately can help election officials reconcile at the end of the night and answer questions
- Better to record too much information rather than too little in the log.
- Unlikely to have a blank Incident Log

Election Day Incidents

Incident Log Examples



Check box if no incidents were recorded for this election.

Incident Log (Please refer to the Election Day Manual for detailed procedures!)

Incident Number	Incident Code (See glossary)	Description of Incident	Time Incident Occurred	Election Officials Initials
1	X	Polls open 7:02, no poll book	a.m. p.m. 7:02	AC
2	R	OV ballot remade optical scan	a.m. p.m. 8:30	SG
3	X	Voting Equipment jams, ballot reinserted	a.m. p.m. 10:00	AC
4	X	WEC conducts an accessibility audit	4:00 a.m. p.m.	MCS
5	RO	Lori Jones Absentee Ballot rejected, no voter signature	a.m. p.m. 8:10	MCS

Incident Log Examples

After the Polls Close



- Chief Inspector initials on EL-104 tamper-evident serial number on equipment matches the serial number written by clerk (Pre-election and Post-Election)
- Chief Inspector writes tamper evident serial number contained on ballot bag on EL-104 and EL-101
- Chief inspector or designated election inspector completes
 - Include the total number of voters, number of absentee voters and number of provisional voters
- All election inspectors sign the completed certificate – attach an additional sheet if needed
- Chief inspector signs the certification that they have completed the required training

After the Poll Close

Voting Equipment Chain of Custody



MUNICIPAL CLERK PROVIDES THE FOLLOWING INFORMATION:

Voting Unit Number 001 Memory Device Serial Number 001-101
Tamper-Evident Seal Serial Number 395149

THIS SECTION TO BE COMPLETED BY CHIEF INSPECTOR:

VOTING EQUIPMENT/BALLOT CONTAINER CHAIN-OF-CUSTODY RECORD

- Tamper-evident seal number verified by chief inspector (CI): Pre-election RR Post-election RR
(CI initials) (CI initials)
- Upon sealing the ballot bag or container to which this Inspectors' Statement pertains, **record the number of the tamper-evident seal used for this purpose here** 395150.

Voting Equipment Chain of Custody (after the polls close)

Voter Statistics



THIS SECTION TO BE COMPLETED BY ELECTION INSPECTORS AND VERIFIED BY CHIEF INSPECTOR:

VOTER STATISTICS

Total number of voters (last voter number on poll list) 175 **Total number of EDRs** 40
*(Absentee voters and in-person voters. Do **not** include provisional voters.)* *(Election Day Registrations)*

Number of absentee voters 35 **Number of provisional ballots** 2

Total Number of ballots cast 173 **Number of ballots in excess of total number of voters** 0

Number of:

Hand-count Paper ballots , **Optical Scan ballots** , **DRE (touch screen)**

Voter Statistics



Voter Registration Application (EL-131)

Voter Registration Application (EI-131)

Voter Registration Application (EL-131)



- Used whenever a first-time voter registers to vote or a current voter changes their name or address.
- Review of:
 - Qualifications
 - Phone number, address not required
 - Address vs. mailing address
 - Identification number
 - Certification
 - POR information (account number, residency)

Voter Registration Application (EL-131)

Voter Registration Application

(EL-131)

Wisconsin Voter Registration Application

Please complete lightly. Attach or reference an envelope. Please return your completed form to your neighborhood clerk.

If you cannot check every box, do NOT complete this form.

Qualifications
1 please check each box if YOU:
 Are a citizen of the United States. Will be at least 18 years old on or before Election Day.
 Have resided at the address provided below for at least 30 consecutive days prior to the election and do not currently intend to move. Are not currently serving a sentence including incarceration, parole, probation, or extended supervision for a felony conviction.

Your Name
2 as it appears on your proof of residence document.
Last _____ Suffix (Jr., K, etc.) _____
First _____ Middle _____

About You
3 (phone number and email are optional)
Date of Birth (MM/DD/YYYY) _____ Phone Number _____
Email Address _____

The Address Where You Live
4 which cannot be a P.O. Box (mailing and residential addresses must be identical).
Street Address _____ Apt/Room # _____
City/Town/Village of _____ St. Zip _____
Mailing Municipality (if different) _____ Are you military or permanent overseas voter? Military Permanent Overseas

Your Mailing Address
5 (if different from above)
Street Address (or P.O. Box) _____
City/State/Country/Zip _____

Prior Registration Information
6 complete this section if you are updating your registration due to a change in name or address.
Full Name on Previous Registration _____
Full Address on Previous Registration (if known) _____

Identification
7 (check the box that applies to you)
 I have an unexpired and valid WI Driver License or WI DOT issued ID. Provide number and expiration date below: _____ Expiration Date _____
 I do not have a valid WI Driver License or WI DOT issued ID. Provide the last four digits of your Social Security Number: XXXX-XXXX.
 I have neither a valid WI Driver License/ID nor a Social Security Number (see back for more information and next steps).

Proof of Residence
8 (mailing and permanent overseas voters are not required to provide proof of residence)
Voters must provide a proof of residence document when registering to vote. Please check this box to affirm that you are providing a copy of a valid form of proof of residence with this application.
Examples include: a copy of a valid and unexpired Wisconsin Driver License or ID Card, a utility bill, a paycheck/pay stub, or correspondence from a unit of government (see back of application for additional information and examples).

Signature and Certification
9 By signing below, I hereby certify that, to the best of my knowledge, I am a qualified elector, having resided at the above residential address for at least 30 consecutive days immediately preceding this election. I am not presently in the military and I have not served in the military and I have not voted in this election. I also certify that I am not otherwise disqualified from voting and 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.
Your Signature _____ Today's Date _____/_____/_____
I have provided my signature on this form and I understand that providing a false statement is illegal.

Assistant
10 Permanent address only: signing this form may mean complete the section.
 Assistant Signature _____ Assistant Address _____

MAIL TO YOUR NEIGHBORHOOD CLERK

Proof of Residence Type	WI DL	WI ID	UTIL	POWER COPI	PPDK	STATE ID	DOB	DOB	DOB	DOB	DOB	DOB	DOB	DOB	DOB
Proof of Residence Issuing Entity															
Proof of Residence #															
Date Completed/Received															
Election Day Voter Number															

Wisconsin ID # _____ Submitted by Mail Original's Signature _____

Confidential Elector ID # _____

WV-131 (Rev. 9/2015)

Voter Registration Application (EL-131)

Voter Registration Application (EL-131)

Qualifications (Box 1)

- Voters must be able to check each box

Qualifications

please check each box if
YOU:

1

Qualifications

please check each box if
YOU:

If you cannot check **every** box, do **NOT** complete this form

- | | |
|--|---|
| <input type="checkbox"/> Are a citizen of the United States | <input type="checkbox"/> Will be at least 18 years old on or before Election Day |
| <input type="checkbox"/> Have resided at the address provided below for at least 28 consecutive days prior to the election and do not currently intend to move | <input type="checkbox"/> Are not currently serving a sentence including incarceration, parole, probation, or extended supervision for a felony conviction |

Voter Registration Application (EL-131)

Voter Registration Application (EL-131)

About You (Box 3)

About You

phone number and email are optional

3

Date of Birth (MM/DD/YYYY)

____ / ____ / ____

Phone Number (____) _____

Email Address _____

Voter Registration Application (EL-131)

Voter Registration Application (EL-131)

The Address Where You Live (Box 4)

Where You Live

your residential voting address,
which cannot be a P.O. Box

if you do not have a street address,
please use the map on the back of
this form

4

Street Address _____ Apt/Room # _____

City/Town/Village of _____ WI Zip _____

Mailing Municipality _____
(if different)

Are you military or permanent overseas voter? Military Permanent Overseas

Voter Registration Application (EL-131)

Voter Registration Application (EL-131)

Your Mailing Address (Box 5)

**Your Mailing
Address**

if different from above

5

Street Address (or P.O. Box) _____

City/State/Country/Zip _____

Voter Registration Application (EL-131)

Voter Registration Application (EL-131)

Identification (Box 7)

Identification

(check the box that applies to you)
WI Driver License or ID number
required if unexpired and valid.
SSN required if DL/ID not valid
or never issued

7

- I have an unexpired and valid WI Driver License or WI DOT issued ID. Provide number and expiration date below
_____ Expiration Date ____/____/____
- I do not have a valid WI Driver License or WI DOT issued ID
Provide the last four digits of your Social Security Number XXX-XX-____-____
- I have neither a valid WI Driver License/ID nor a Social Security Number (see back for more information and next steps)

Voter Registration Application (EL-131)

Voter Registration Application (EL-131)

Proof of Residence (Box 8)

Proof of Residence

military and permanent overseas voters are not required to provide proof of residence

8

Voters must provide a proof of residence document when registering to vote. Please check this box to affirm that you are providing a copy of a valid form of proof of residence with this application

Examples include: a copy of a valid and unexpired Wisconsin Driver License or ID Card, a utility bill, a paycheck/pay stub, or correspondence from a unit of government (see back of application for additional information and examples)

Voter Registration Application (EL-131)

Voter Registration Application (EL-131)

Signature and Certification (Box 9)

Signature and
Certification

9

By signing below, I hereby certify that, to the best of my knowledge, I am a **qualified elector**, having resided at the above residential address for at least 28 consecutive days immediately preceding this election, that I have no present intent to move, and I have not voted in this election. I also certify that I am not otherwise disqualified from voting and 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

X _____

Voter Signature

_____/_____/_____
Today's Date

Voter Registration Application (EL-131)

Voter Registration Application (EL-131)

Official Use Only section

Proof of Residence Type	WI DL	WI ID	UTIL	BANK/CC	PYCK	STDNT ID	GOV DOC	LSE	GOV ID	EMPL ID	RES CARE	TAX	HMLSS
Proof of Residence Issuing Entity				Proof of Residence #			Date Complete/POR Received / /		Election Day Voter Number				
WisVote ID # _____				<input type="checkbox"/> Submitted by Mail			X _____ Official's Signature						
Confidential Elector ID # _____													
Ward	Sch. District	Alder	City Supr.	Cl. Of App.	Assembly	St. Senate	Congress						

Voter Registration Application (EL-131)



Tally Sheet (EL-106)

Tally Sheet (EL-106)

Tally Sheet (EL-106)



- Tally sheets are used to count hand count paper ballots and write-in votes
- What should be listed
 - Ballot Candidates
 - Registered Write-ins
 - Unregistered Write-ins (only if all write-ins can be counted)
- What shouldn't be listed
 - Unregistered Write-ins (if write-in candidates need to be registered in order to be counted)

Tally Sheet (EL-106)

Tally Sheet (EL-106)

Tally Sheet

Showing results for the _____ ward(s) of the _____ aldermanic district of the _____ of _____ in the County of _____ on the _____ day of _____, 20____ as made by the election inspectors setting forth the total number of votes for each office, the names of all persons receiving votes, and the number of votes cast for each person.
GIVE NUMBER OF LAST VOTE ON POLL LIST OR HIGHEST NUMBER ON REGISTRATION LIST

- | | | |
|-----------------------------------|--|--|
| <input type="checkbox"/> PRIMARY | <input type="checkbox"/> PRESIDENT OF THE UNITED STATES | <input type="checkbox"/> COUNTY OFFICES |
| <input type="checkbox"/> ELECTION | <input type="checkbox"/> CONGRESSIONAL OFFICES | <input type="checkbox"/> LOCAL OFFICES |
| | <input type="checkbox"/> STATEWIDE OFFICES | <input type="checkbox"/> SCHOOL DISTRICT OFFICES |
| | <input type="checkbox"/> LEGISLATIVE & DISTRICT ATTORNEY OFFICES | <input type="checkbox"/> REFERENDA |
| | <input type="checkbox"/> JUDICIAL & SUPERINTENDENT | |

Name of Party (Partisan Primary) _____

INSTRUCTIONS: Insert office titles vertically and the names of all candidates horizontally next to office title.

Office	Names of Candidates Including Write-Ins	5	10	15	20	25	30	35	40	45	50	55	60	65	70	75	80	85	90	95	100	Total Votes Cast (in figures)	

Tally Sheet (EL-106)

Tally Sheet (EL-106)

TALLY	CERTIFICATION
<p style="text-align: center;">Of the votes given in the of _____ <small>(Town, Village or City)</small></p> <p>County of _____ State of Wisconsin on _____, 20 ____</p> <hr/> <p><input type="checkbox"/> PRIMARY <input type="checkbox"/> ELECTION</p> <p>Name of Party (Partisan Primary) _____</p> <p><input type="checkbox"/> PRESIDENT OF THE UNITED STATES <input type="checkbox"/> CONGRESSIONAL OFFICES <input type="checkbox"/> STATEWIDE OFFICES <input type="checkbox"/> LEGISLATIVE & DISTRICT ATTORNEY OFFICES <input type="checkbox"/> JUDICIAL & SUPERINTENDENT <input type="checkbox"/> COUNTY OFFICES <input type="checkbox"/> LOCAL OFFICES <input type="checkbox"/> SCHOOL DISTRICT OFFICES <input type="checkbox"/> REFERENDA</p> <p><small>NOTE: THIS STATEMENT IS TO BE MADE IN DUPLICATE, ONE TO BE FILED WITH THE MUNICIPAL CLERK AND THE OTHER TO BE DELIVERED TO THE COUNTY CLERK. FOR SCHOOL DISTRICT ELECTIONS, ONE COPY IS DELIVERED TO THE MUNICIPAL CLERK, AND THE OTHER IS DELIVERED TO THE SCHOOL DISTRICT.</small></p> <p>STATE OF WISCONSIN County of _____ Received and filed this _____ day of _____, 20 ____.</p> <p><small>(Signature of County Clerk)</small></p> <hr/> <p><small>EL-105 2020-01 Wisconsin Elections Commission, P.O. Box 7984, Madison, WI 53707-7984 608-266-8005 web: elections.wi.gov email: elections@wi.gov</small></p>	<p>State of Wisconsin _____) County of _____) ss. _____)</p> <p>We, the undersigned, certify that we are election inspectors for the _____ wards(s) of the _____ aldermanic district of the _____ <small>(town, village or city)</small> of _____, State of Wisconsin, for the primary or election held on the day of _____, 20 ____.</p> <p>We further certify that we have counted all the ballots cast in said ward or polling place, that the count was duly and legally made and that the results of the count shown on the within tally sheet statement is correct.</p> <p>_____ _____ _____ _____</p> <p><small>(Signatures of at least 3 Election Inspectors, including the chief inspector and one inspector representing each of the 2 major political parties. Any inspector or tabulator participating in the ballot count must sign the certification.)</small></p> <p>Dated _____, 20 ____</p>

Tally Sheet (EL-106)

Tally Sheet Exercise

■ State Superintendent

- Bob Smith, Mary Johnson, and Bill Roberts are all ballot candidates
- There are no registered write-in candidates
 - However, someone has written in the name “Micky Mouse” on their ballot.

▶ Town Board

- Theresa Miller, Claire Rogers, and Juan Gonzalez are all ballot candidates
- Brad Goodman is a registered write in
- Someone has written in the name “Donald Duck”

Tally Sheet (EL-106)

Tally Sheet Exercise

Tally Sheet

Showing results for the 2 ward(s) of the First aldermanic district of the TOWN of SAMPLE in the County of SAMPLE on the 16 day of FEBRUARY, 2021 as made by the election inspectors setting forth the total number of votes for each office, the names of all persons receiving votes, and the number of votes cast for each person.
 GIVE NUMBER OF LAST VOTE ON POLL LIST OR HIGHEST NUMBER ON REGISTRATION LIST 300

- | | | |
|---|--|---|
| <input checked="" type="checkbox"/> PRIMARY | <input type="checkbox"/> PRESIDENT OF THE UNITED STATES | <input type="checkbox"/> COUNTY OFFICES |
| <input type="checkbox"/> ELECTION | <input type="checkbox"/> CONGRESSIONAL OFFICES | <input checked="" type="checkbox"/> LOCAL OFFICES |
| | <input type="checkbox"/> STATEWIDE OFFICES | <input type="checkbox"/> SCHOOL DISTRICT OFFICES |
| | <input type="checkbox"/> LEGISLATIVE & DISTRICT ATTORNEY OFFICES | <input type="checkbox"/> REFERENDA |
| | <input checked="" type="checkbox"/> JUDICIAL & SUPERINTENDENT | |

Name of Party (Partisan Primary) _____

INSTRUCTIONS: Insert office titles vertically and the names of all candidates horizontally next to office title.

Office	Names of Candidates Including Write-ins	5	10	15	20	25	30	35	40	45	50	55	60	65	70	75	80	85	90	95	100	Total Votes Cast (in figures)
State Superintendent	Bob Smith	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	112
	Mary Johnson	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	147
	Bill Roberts	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	33
Town Board Seat 1	Theresa Miller	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	125
	Claire Rogers	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	87
	Juan Gonzalez	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	50
	Brad Goodman	■	■																			2

Tally Sheet Exercise

Tally Sheet Exercise

TALLY
Of the votes given in the
Town of Sample
(Town, Village or City)
County of Sample
State of Wisconsin
on February 16, 2021

PRIMARY ELECTION

Name of Party (Partisan Primary)

- PRESIDENT OF THE UNITED STATES
- CONGRESSIONAL OFFICES
- STATEWIDE OFFICES
- LEGISLATIVE & DISTRICT ATTORNEY OFFICES
- JUDICIAL & SUPERINTENDENT
- COUNTY OFFICES
- LOCAL OFFICES
- SCHOOL DISTRICT OFFICES
- REFERENDA

NOTE: THIS STATEMENT IS TO BE MADE IN DUPLICATE. ONE TO BE FILED WITH THE MUNICIPAL CLERK AND THE OTHER TO BE DELIVERED TO THE COUNTY CLERK. FOR SCHOOL DISTRICT ELECTIONS, ONE COPY IS DELIVERED TO THE MUNICIPAL CLERK, AND THE OTHER IS DELIVERED TO THE SCHOOL DISTRICT.

STATE OF WISCONSIN
County of _____
Received and filed this _____ day of _____, 20 _____.

(Signature of County Clerk)

EL-105 | 2020-01 |
Wisconsin Elections Commission, P.O. Box 7984, Madison, WI 53707-7984
608-266-8005 | web: elections.wi.gov | email: elections@wi.gov

CERTIFICATION

State of Wisconsin)
) ss.
County of Sample)

We, the undersigned, certify that we are election inspectors for the

2 wards(s) of the First

aldermanic district of the Town
(Town, Village or City)

of Sample, State of Wisconsin,

for the primary or election held on the 16th day of

February, 2021.

We further certify that we have counted all the ballots cast in said ward or polling place, that the count was duly and legally made and that the results of the count shown on the within tally sheet statement is correct.

(Signatures of at least 3 Election Inspectors, including the chief inspector and one inspector representing each of the 2 major political parties. Any inspector or tabulator participating in the ballot count must sign the certification.)

Dated _____, 20 _____

Tally Sheet Exercise



Reminders

Reminders

Election Day Accessibility Checklist & Quick Fix Guide

- The chief inspector or clerk should review the Checklist prior to opening the polling place to ensure that it is accessible.
- The Quick Fix Guide provides temporary solutions if an accessibility-related problem is identified.
- Available here:
<https://elections.wi.gov/clerks/guidance/accessibility/polling-place-set-up>

Election Day Accessibility Checklist & Quick Fix Guide



Reminders

- State law requires 28 days to establish residency for voting purposes.
- All voters are required to submit a new absentee ballot application for 2021, except indefinitely confined voters.
- Clerks may not accept absentee ballot applications in their office or a drop box before in person absentee voting starts,
- Voters can return completed absentee ballots to the polling place (except central count munis),

Reminders



Reminders

- The address on the photo ID does not have to be current.
- Absentee voters with a photo ID on file do not have to submit a new one with their new application.
- If the number of ballot candidates is less than the number of votes the voter is entitled to for a contest, count all write-in votes, registered or not.

Reminders



Additional Training Exercises

Additional Training Exercises

Put the following steps of filling out the Inspector's Statement in order, 1 - 5:

- ___4___ The CI verifies the voting unit and tag numbers after the polls close on Election Day.
- ___1___ Clerk assigns the appropriate voting unit numbers and tag numbers at the pre-election test of the voting equipment.
- ___5___ All election officials sign the certification on the Inspectors' Statement.
- ___2___ The CI verifies the voting unit and tag numbers before the polls open on Election Day
- ___3___ The election inspectors fill out the incident log as necessary.

Inspectors' Statement Q and A

When should the chief inspector check the tamper-evident seal/tag protecting the voting equipment's memory device?

- a. Before the polls open on Election Day
- b. After the polls close on Election Day
- c. Periodically throughout the day on Election Day
- d. All of the above

Answer: d

The chief inspector is required to check the seal or tag protecting the equipment's memory device both before the polls open and when they close. Best practices suggest that the chief inspector also check them periodically during the day and at shift changes.

Inspectors Statement Q and A

Only election inspectors still working at the polls when it closes should sign the completed certificate on the Inspectors' Statement. True or False?

Answer: False

All election inspectors should sign the certification and indicate which hours they worked on Election Day.

Inspectors Statement Q and A

Which of the following are valid forms of proof of residence if they list the voter's full name and Wisconsin address? True or False?

- a. Wisconsin deer hunting license True! License issued by unit of government
- b. Letter from the municipal clerk True! Document issued by a unit of government
- c. Auto insurance card False! Issued by private company
- d. Home mortgage statement True! Bank or Credit Union Statement
- e. Vehicle registration issued by the WI DOT True! Document issued by u/gov't
- f. Credit card statement True! Bank or Credit Union Statement
- g. Wedding invitation False! Personal mail
- h. Cell phone bill True! Utility bill
- i. Bank statement shown on a smart phone True! POR may be shown electronically
- j. Public High school report card True! Document issued by a unit of government
- k. Mail forwarded by the post office with a yellow new address sticker attached False! Yellow sticker not valid, but letter from the USPS is acceptable
- l. Letter from the Mexican Consulate True! Document issued by a unit of government

POR Documents Q and A

Are the following statements about proof of residence documents True or False?

- a. Acceptable proof of residence must contain the voter's current name and residential address.
True! Acceptable POR must include the voter's full name and Wisconsin address.
- b. Acceptable proof of residence must indicate whether a voter has resided at the address listed for at least 28 consecutive days.
False! A voter certifies that they have resided at the address listed by signing the voter registration application
- c. Acceptable proof of residence must have an associated account number, such as a bank account number.
False! Not all acceptable forms of POR have an associated account number.
- d. Proof of residence can be provided using an electronic device such as a smart phone.
True! POR may be provided electronically using a smart phone or some other device.
- e. There are some documents that can be used as both proof of residence and photo ID.
True! An unexpired Wisconsin driver license or state-issued ID card, for example, can be used as POR and POI if the name and address are current.

POR Document Q and A

Provisional voting may be used in the following situations, True or False?

- a. When the voter is in the wrong polling location.
False! A provisional ballot may not be issued if the voter is in the wrong polling place.
- b. When registering, the voter is unable or unwilling to provide their unexpired WI driver license or state-issued ID card number
True! A voter may cast a provisional ballot if they have been issued a WI driver license or state ID card and can't or won't provide the number.
- c. When the voter can't provide proof of residence.
False! A provisional ballot may not be issued if the voter cannot provide proof of residence at the polls on Election Day.
- d. When the voter is unable or unwilling to provide proof of identification.
True! A voter may cast a provisional ballot if they can't or won't provide proof of identification.
- e. When the voter is marked "POR Required" on the poll list and is unable to provide proof of residence.
Bonus question. False! This notation no longer appears on the poll list and is not a valid reason to be issued a provisional ballot.



Provisional Voting Q and A



Questions?

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