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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, County of

 (ward number(s) (Town, Village of City) (Name of Municipality)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, State of Wisconsin, on the \_\_\_\_\_\_\_day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_\_\_.

 (Name of County) (Day) (Month) (Year)

**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 \_\_\_\_\_\_\_

 (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**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**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)** \_\_\_\_\_\_\_\_\_ **Total number of EDRs \_\_\_\_\_\_\_\_\_**

*(Absentee voters and in-person voters. Do* ***not*** *include provisional voters.) (Election Day Registrations)*

**Number of absentee voters** \_\_\_\_\_\_\_\_\_\_\_**Number of provisional ballots \_\_\_\_\_\_\_\_\_**

**Total Number of ballots cast**\_\_\_\_\_\_\_\_\_ **Number of ballots in excess of total number of voters** \_\_\_\_\_\_\_\_\_

**Number of:**

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

 *Signatures of Election Inspectors Time Worked*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_to\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_to\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_to\_\_\_\_\_\_\_\_

 **Certification of Chief Inspector**

I certify that: I have completed the required training administered by the Wisconsin Elections Commission, 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.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ❑ Entire Day ❑ From \_\_\_\_ to: \_\_\_\_

a.m.

p.m.

a.m.

p.m.

 (Signature of Chief Inspector)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ❑ From \_\_\_\_ to \_\_\_\_\_

a.m.

p.m.

a.m.

p.m.

 (Signature of Chief Inspector)

✓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. Wis. Stat. § 7.51.

**EL-104** (Rev. 2021-01)

# 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 glossary)** | **Description of Incident** | **Time** **Incident Occurred** | **Election Officials****Initials** |
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|  |  |  | a.m.p.m. |  |
|  |  |  | a.m.p.m. |  |
| **EL-104** | Rev. 2021-01 | Wisconsin Elections Commission, P.O. Box 7984, Madison, WI 53707-7984 | 608-261-2028 | web: elections.wi.gov | email: elections@wi.gov |
| **Quick Reference (Please refer to the Election Day Manual for detailed procedures!)** |
|  Code | **Description of Incident** | **Procedure for Completing Inspectors’ Statement** |
| RORS**RWS****RD****RB**RV**RWA** | **Rejected Absentee Ballots—*Absentee ballots are rejected if:***The certificate envelope is open or appears tohave been opened and resealed.The elector did not sign the certificate envelope.There is no signature and/or address of a witness.The inspectors have reliable proof that the elector has died before election day.Elector has voted more than one ballot of the same type.Elector has already voted in this election.There is no address of a witness. | 1. List voter’s name and reason ballot was rejected.
2. Indicate the reason for rejection on the certificate envelope
3. Mark the certificate envelope “*Rejected # (serial number).*”
4. Place the envelope containing the ballot in the Rejected Absentee Ballot envelope.
5. The elector’s name is not entered on the poll list.
6. Do not count the ballot.
 |
|  R | **Optical Scan ballots which are remade by election officials—***Ballots are remade in order to be accepted by the tabulating equipment*. | 1. Describe why the ballot had to be remade
* Overvoted (**OV**)-ballot with at least one instance of voting for more than max number of selections allowed.
* Damaged (**DM**)-voter used red pen or circled names instead of completing arrow/oval, ballot mutilated
* Other (**OT**)-faxed or emailed ballots or MyVote ballots
1. These ballots are labeled “*Original Ballot # (serial number)*” and “*Duplicate Ballot # (same serial number)*.”
2. The “duplicate” ballots are inserted into the counter.
3. The “original” ballots are bundled together, and placed

in the **Original Ballots Envelope**. 1. The **Original Ballots Envelope** is placed in the ballot

container. |
| C-AC-C**C-R**C-FC-IC-VC-DC-ID**C-F****PV-** | Challenged Ballots and Provisional BallotsBallots may be challenged because:The person is not at least 18 years of age.The person is not a citizen of the United States.The person has not resided in the election district for at least 28 consecutive days.The person has a felony conviction and has not been restored to civil rights.The person has been adjudicated incompetent.The person has voted previously in the same election.The person claims to have a physical disability that prevents them from signing the poll book but both inspectors did not agree.Inspector believes picture on photo on ID does not reasonably resemble the voter, or the name does not conform to the name on the list.Clerk believes voter who asked for replacementballot is not the person who originally requested the ballot.Provisional ballot issued: | 1. Complete the “*Challenge Documentation” (Form EL-104C)*. (There should be one (EL-104C) for each challenged elector.)
2. Mark ballot “*Challenged – Voter #\_\_\_*.” (Use voter number from poll list.)
3. Mark “*challenged*” next to voter’s name on the poll list.
4. Challenged ballots are inserted into the counter.
5. Bundle together, label “*Challenged Ballots,*” and place in ballot container.

Refer to the Provisional Ballots section of the Election Day Manual for instructions on issuing provisional ballots.Reasons for issuing provisional ballot:1. Election Day registrant with a WI DL can’t/won’t provide #.
2. Voter required to provide ID and can’t/won’t.
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| VI | **Ballots where voter intent could not be determined and, therefore, votes could not be counted** | 1. Describe the issue that caused the inspectors to decide that voter intent could not be determined.
2. Mark ballot “*Defective-Intent*,” & assign a serial number
3. Bundle together, mark “*Defective-Voter Intent Could not be Determined,*”and place in ballot container.
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| **O** | “Objected To” BallotsObjected Ballots are ballots that a minority of inspectors felt should not be counted. | 1. Count the vote the way the majority of the inspectors determined it should be counted.
2. Assign a serial number to ballot and indicate reason for objection.
3. Bundle together, label “*Objected to Ballots,”* andplace in ballot container.
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| **LS** | License Surrender - Voter presents a citation or notice of intent to revoke/suspend a DL as POI. | Mark ballot “s.6.965 – Voter # \_\_\_,” and write “s.6.965” on the poll list next to the voter’s name. |
| **X****EL-104** | Rev. 2021-01 | Wisconsin Elections Commission, P.O. Box 7984, Madison, WI 53707-7984 | 608-266-8005 | web: elections.wi.gov | email: elections@wi.gov | Other Occurrences or Irregularities | Describe any other occurrences or irregularities which may or may not affect the validity of the election.  |