

# State of Wisconsin\Government Accountability Board

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## MEMORANDUM

**TO:** All Municipal Clerks and the Milwaukee City Board of Election Commissioners  
**CC:** All County Clerks and the Milwaukee County Board of Election Commissioners

**FROM:** Diane Lowe, Lead Elections Specialist  
Government Accountability Board

**DATE:** July 16, 2010

**SUBJECT:** Combination Certificate Envelope/Application for Absentee Ballot

It has come to our attention that there is confusion among clerks as to the purpose and use of the new combination Certificate Envelope/Application.

The combination Official Absentee Ballot Application/Certification only serves as an application for “in-person” absentee voting. It does not replace a written application (in the form of a letter from the voter or the Application for Absentee Ballot-GAB-121) from absentee voters who do not vote in person in your office. The purpose of the combination certificate is to streamline *in-person* absentee voting.

### Absentee Electors Voting In Person in the Clerk’s Office

When a voter votes in-person in the clerk’s office, the voter may use the Certificate Envelope/Application as their application. The clerk instructs the voter to complete and sign the certificate before issuing the ballot.

### Absentee Electors Voting-By Mail

The clerk must have a written application (either a letter or a GAB-121) *before* issuing an absentee ballot to a voter. The clerk may act on a faxed application. (A person requesting an absentee ballot by email should be instructed to printout the email, sign the request and fax it to the clerk.) The voter is instructed to return the original, signed application with his or her voted ballot. If the original is not received by election day, the ballot is rejected. **NOTE:** If the elector requests a ballot by fax, and the elector returns the ballot in a certificate envelope that is a combination certificate envelope/application for absentee ballot, the envelope will suffice as an “original application.”

If you have further questions, please contact me.

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