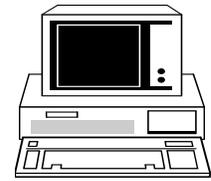


Faxing or E-mailing Absentee Ballots



Military and Permanent Overseas voters can request to have an absentee ballot emailed or faxed to them. If you receive a request from a Military or Permanent Overseas Voter who would like to receive their ballot by email or fax, follow these instructions when sending the voter their ballot.

REQUEST

- ***Receive a written request for an absentee ballot from a qualified elector.*** The request may be on the form prescribed by the Government Accountability Board (*Application for Absentee Ballot GAB-121*) or may be in the form of a letter or email that contains the information needed for an absentee ballot request. Remember, the request needs to be in writing, but it does not need to include the voter's signature. Military and Permanent Overseas voter can also submit their request through myvote.wi.gov. You will receive an email notification when the voter makes their request through MyVote.
- ***Only Military and Permanent Overseas voters may receive their absentee ballot by email or fax.*** Military and Permanent Overseas voters do not need to provide a photo ID with their request.
- After determining that the elector is qualified to receive an absentee ballot, the municipal clerk may fax or e-mail the ballot to the elector.

FAXING

- ***The municipal clerk should initial the ballot in the endorsement section and initial the face of the ballot.***
- Fax the ballot and the face of the [Certification Envelope](#) along with the [Uniform Instructions](#).
- The elector should be instructed to mark the ballot for the candidates of their choice in the presence of a witness, to seal the ballot in an envelope such as a business-size envelope, to complete the certificate having it witnessed by one person, to put the sealed envelope containing the ballot and the completed certificate in a larger envelope and to return it to the municipal clerk before the close of voting on election day.

OR

E-MAILING

- ***If possible, before e-mailing the ballot, the municipal clerk should print their initials in the endorsement section of the ballot and on the face of the ballot.***
- Email the ballot and the face of the [Certification Envelope](#) along with the [Uniform Instructions](#).
- The elector should be instructed to print out the ballot, to mark the ballot for the candidates of their choice in the presence of a witness, to seal the ballot in an envelope such as a business-size envelope, to complete the certificate having it witnessed by one adult U.S. Citizen, to put the sealed envelope containing the ballot and the completed certificate in a larger envelope and to return it to the municipal clerk before the close of voting on election day.

RETURN

- *The absentee elector must return the hard copy of the ballot and the completed certificate to the municipal clerk in time so that the clerk can deliver the ballot to the polling place before the close of the polls.*
- The elector may choose overnight delivery to assure that their ballot arrives on time. The municipal clerk is not responsible for return postage of a faxed or e-mailed absentee ballot.

DOCUMENTATION

- The municipal clerk enters a notation of the date and time and whether the absentee ballot has been faxed or e-mailed to an elector in WisVote or forward the information to their WisVote Provider.
- When the absentee ballot is received, the date and time is noted in WisVote by the municipal clerk or their WisVote Provider. The clerk encloses the envelope holding the ballot into a certificate envelope and attaches the completed certificate to the outside. The clerk delivers the ballot to the appropriate polling place in a carrier envelope.
- At the polling place, the election inspectors follow the procedures for handling absentee ballots. The ballot may be remade by 2 election inspectors in order for the ballot to be accepted by electronic tabulating equipment.

OTHER INFORMATION

- When faxing to military and overseas electors, follow procedures set out in [*Electronic Transmission of Election Materials Manual for Local Election Officials*](#) provided by the Federal Voting Assistance Program.