2015-2016 Election Administration Webinar Training Series

2016 Photo ID Law Implementation

Wednesday, January 6, 2016

10:00 a.m. – 11:15 a.m.

Program Presenters

Wisconsin Government Accountability Board Staff

Agenda

- Photo ID Status: Required after April 7, 2015
- Bringit.wi.gov Website
- Notices, Forms & Uniform Instructions
- Acceptable Forms of Photo ID
- Overview of Absentee Voting Rules
- Absentee Ballot Application/Certificate Envelope
- Missing Photo ID Letter
- Provisional Ballots
- Polling Place Step-By-Step (Condensed)

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Voter Photo ID Law Status

bringit.wi.gov

Apps | Bookmarks | PTAweb | SVRS SIT | IAM Home | Resources | Election... | Election Law @ Mor... | Election Law @ Mor... | GAB SharePoint | ETF Benefits Website | Work | Other bookmarks

More information about Wisconsin's New Voter Photo ID Law
Upcoming Elections | General Voting Information

SEARCH THIS SITE

BRING IT TO THE BALLOT

WISCONSIN NOW REQUIRES A PHOTO ID TO VOTE

- Do I have the right photo ID?
- How do I get a free state ID card?
- Are there exceptions to the new law?

Voter ID News · Locate a DMV · Frequently Asked Questions · Multimedia · Información en español · Contact

WITH JUST A FEW IMPORTANT DOCUMENTS, I GOT A FREE STATE PHOTO ID.

SO I'M READY TO VOTE.

Find out how to get a free Wisconsin state ID card.

Already Have a photo ID?
Make sure your current ID will be accepted at the polls. »

Voter ID Law Update

First Election with New Voter ID Law Successful

MADISON, WI – Wisconsin's first election with voters required to show a photo ID...

CONTINUE READING »

WHAT TO EXPECT AT THE POLLING PLACE

Acceptable Photo IDs

University / College Tech College

+

Enrollment Verification

WI State ID

WI Driver or State ID Receipt

Tribal ID

WI Driver License

US Passport Book or Card

US Uniformed Services

Certificate of Naturalization

PROOF OF RESIDENCE vs. PROOF OF IDENTIFICATION

Proof of Residence (Registration)	**Standards**	**Proof of I.D.** (issuing a ballot)	**Standards**
State of WI Driver License	- Valid and unexpired	**State of WI Driver License**	- May be revoked or suspended - Unexpired or expired after 11/4/2014
State of WI Identification Card	- Unexpired	**State of WI Identification Card**	- Unexpired, or expired after 11/4/2014
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 11/4/2014
Identification card issued by employer *(not a business card)*	- Valid on date of registration* - Photo required	**U.S. Passport booklet or card**	- Unexpired, or expired after 11/4/2014
Real estate tax bill or receipt	- For current year or year preceding date of the election.	**Certificate of Naturalization**	- Unexpired - issued not earlier that 2 years before election
University, college or tech college ID	- Photo required - Address not required on I.D. - Plus fee receipt with address dated within last 9 months	**Driving Receipt**	- Unexpired - Valid for 45 days
		I.D Card Receipt	- Unexpired - Valid for 45 days
University, college or tech college ID	- Photo required - Address not required - Plus name appears on certified housing list which indicates citizenship	**University or college ID**	- Unexpired - Date of issuance - Signature of student - Photo required - Expiration date no later than 2 years after issuance date - Plus document that proves enrollment
Utility bill (gas, electric, phone, cell phone, cable TV, satellite, internet)	- For period that starts no earlier than 90 days before registration		
Bank or credit union statement	- None		
Paycheck or stub	- None	**Citation or Notice to Revoke or Suspend WI Driver License**	- Unexpired - Dated within 60 days of the election
Check or other document issued by a by a unit of government	- Valid on date of registration*		
Residential Lease	- Effective on date of registration* - Cannot be used as POR when registering by mail.	**I.D. card issued by federally recognized WI tribe**	- Expired or unexpired

*Identifying documents which are valid for use during a specified period must be valid on the day an elector registers. Wis. Stat. 6.34(3)(c).

-ACCEPTABLE PHOTO IDS-

Information Provided by the Wisconsin Government Accountability Board

WHAT DO VOTERS NEED TO KNOW ABOUT PHOTO ID IN WISCONSIN?

You probably already have a Photo ID for voting!

While there is not a separate "Voter ID" card there are many other forms of Photo ID, which you may already have, that can be used to vote. If you already have a Wisconsin driver license, you do not need (and cannot get), a WI state ID card simply in order to vote. Anyone with a valid Wisconsin driver license or Wisconsin state ID card, or any of the documents listed below, already has the photo ID they need for voting purposes.

WHAT CAN I USE AS PHOTO ID TO VOTE?

You can use these IDs to vote:

The following photo IDs are acceptable for voting purposes, and can be unexpired or expired after the date of the most recent general election (currently, the November 4, 2014 election):

- A Wisconsin DOT-issued driver license, even if driving privileges are revoked or suspended
- A Wisconsin DOT-issued identification card
- Military ID card issued by a U.S. uniformed service
- A U.S. passport book or card

The following photo IDs are also acceptable for voting purposes, but must be unexpired:

- A certificate of naturalization that was issued not earlier than two years before the date of an election at which it is presented
- A driver license receipt issued by Wisconsin DOT (valid for 45 days)
- An identification card receipt issued by Wisconsin DOT (valid for 45 days)
- An identification card issued by a federally recognized Indian tribe in Wisconsin
- A photo identification card issued by a Wisconsin accredited university or college that contains the following:
  - -- Date of Issuance
  - -- Signature of Student
  - -- Expiration date no later than two years after date of issuance
  - -- The university or college ID must be accompanied by a separate document that proves enrollment

What needs to be on my Photo ID?

The following things must be included on any of the Photo IDs listed above:

- **Elector's Photograph**

  The photograph must reasonably resemble the elector.
- **Elector's Name**

  The elector's name must conform to the name on their voter registration. Conform does not mean that the name must be identical to the name on the voter registration.
- **An Expiration Date** within the deadlines described above

An Acceptable Photo ID does not have to include a current address.

For detailed information about the Voter Photo ID law, visit bringit.wi.gov.
For other information on the Government Accountability Board, visit http://gab.wi.gov
or call the G.A.B. Help Desk at 1-866-VOTE-WIS or 608-261-2028.

-ACCEPTABLE PHOTO IDS-

Information Provided by the Wisconsin Government Accountability Board

ARE THERE ANY PHOTO IDS I CANNOT USE TO VOTE?

You can NOT use these IDs to vote:

The following photo IDs are NOT acceptable for voting purposes:

- Military Veteran Affairs IDs
- State or Federal government employee IDs
- An out-of-state driver license or identification card
- Employment IDs
- Membership or Organization IDs
- Certificates of Citizenship

ARE THERE ANY PHOTO IDS THAT CAN BE USED FOR VOTING THAT DO NOT HAVE A PHOTO ON THEM?

These IDs without photos may be used for voting:

Yes. The following documents, which do not contain a photo, can be used for voting purposes :

- **A citation or notice of intent to revoke or suspend a driver license**, which is dated within 60 days of the date of the election. If your driver license has been taken away by law enforcement or a court, you may present written documentation of that fact in order to vote without your photo ID.
- **A Wisconsin DOT Temporary Driving or Identification Receipt,** issued when the DMV is experiencing equipment and printing difficulties, valid for 60 days from issuance.
- **A Wisconsin DOT driver license or identification card without a photo**, issued to those electors with a religious objection to being photographed.

IS THERE ANYONE WHO DOES NOT NEED TO SHOW PHOTO ID?

These electors do NOT need to show Photo ID:

Yes. The following electors do NOT need to show a Photo ID:

- **Confidential electors are always exempt from Photo ID requirements.** Confidential electors have applied for this status with their municipal clerk, and have presented a court order, a letter from law enforcement, a letter from the staff of a domestic abuse shelter, or the staff of an agency assisting victims of domestic abuse.
- **Military and Overseas voters are not required to present Photo ID when they vote by absentee ballot,** but if they vote in-person, they must present Photo ID.
- **Indefinitely confined voters and voters in special care facilities** can provide a witness signature on their absentee ballot certificate envelope in substitute for showing Photo ID.

For detailed information about the Voter Photo ID law, visit bringit.wi.gov.
For other information on the Government Accountability Board, visit http://gab.wi.gov
or call the G.A.B. Help Desk at 1-866-VOTE-WIS or 608-261-2028.

Regular Absentee Voters – By Mail	
Definition	Any otherwise qualified elector who for any reason is unable or unwilling to appear at the polling place.
Application Requirements	• Voter registrations that are postmarked after the 20th day before the election cannot be accepted. • Absentee applications must be received by 5:00 p.m. on Thursday before the election.
Proof of Identification	• If application received by mail/fax/email, proof of identification must be received with the application in order for elector to receive a ballot. • Proof of identification must be provided only once with the application (unless the voter re-registers with a new name or address). • If voter resides in a care facility not served by SVDs, please see Electors at Eligible Facilities Not Served by Special Voting Deputies

Duration of Request	• A specific election, OR
	• Up to one calendar year
	  o If a ballot is not returned, stop sending ballots.
	  o Send notice within 5 days.
	  o Voter can reactivate request by contacting the clerk.

Deadline for Return of Ballot	Postmarked no later than Election Day and received no later than 4:00 p.m. on the Friday following the election
Special Procedures	• Requests received before absentee ballots are available should be filled as soon as possible, but no later than the 47th day before a federal election or 21 days before any other election. • Requests received after absentee ballots are available must be filled within 24 hours. o This includes weekends/holidays.

Transmitting Ballots Via Fax/Email	
Definition	Only military and permanent overseas electors may request their ballot be sent via fax or email. The clerk must honor the requested method of transmission.

Application Requirements	• Military electors
	  o Are not required to register.
	  o Absentee applications must be received by 5:00 p.m. on the Friday before the election, or 5:00 p.m. on Election Day if the military elector is away from their residence due to active duty during a federal election.
	• Permanent overseas electors
	  o Voter registrations that are postmarked after the 20th day before the election cannot be accepted.
	  o Voter registrations may not be faxed/emailed.
	  o Absentee applications must be received by 5:00 p.m. on Thursday.

Proof of Identification	Exempt

Special Notes	• All types of voters may submit a request for an absentee ballot by fax/email
	• Only military and permanent overseas electors may receive a ballot by fax/email.
	• An original application with "wet" signature must be received.
	  o If you are using the combination application/certification certificate envelopes, the signature on the envelope suffices as an original application with "wet" signature.
	• Transmit the initialed ballot and face of the certificate envelope along with instructions for voting and returning the ballot.
	• The voted ballot cannot be returned by fax/email.
	• On Election Day (if using optical scan systems), remake the ballot so it can be processed through the voting equipment.
	  o See "Election Day Manual" or the GAB-104 for specific instructions on remaking ballot.

In-Person Absentee Voting in Clerk's Office	
Definition	Any eligible elector may request to vote an absentee ballot in person at the office of the municipal clerk.
Application Requirements	• Voter registration may occur in-person at the office of the municipal clerk up until 5:00 p.m. on the Friday preceding the election. • In-person absentee voting begins on the 3rd Monday before Election Day and ends on the Friday preceding the election. No in-person absentee ballots may be issued on the weekends or legal holidays. • In-person absentee voting can only be conducted between 8:00 a.m. and 7:00 p.m. during this time. • If the voter only wishes to vote absentee at a single election, the combination application/certification certificate envelope will suffice as the absentee application. • If the voter wishes to receive ballots for future elections, they must fill out the standard absentee ballot request. • Ballots requested in-person may NOT be removed from the clerk's office by the voter.
Proof of Identification	• All in-person absentee voters must show proof of identification. o The clerk must initial or mark "ID Provided" on the certificate envelope to indicate that identification was shown. • Having provided identification with prior absentee applications does not exempt the voter from providing identification if voting in-person at the clerk's office.

Indefinitely Confined Electors	
Definition	Voters indefinitely confined in their home or other facility due to age, physical illness or infirmity, or are disabled for an indefinite period. The elector must have requested an absentee ballot and indicated they qualify as indefinitely confined.
Application Requirements	• Voter registrations that are postmarked after the 20th day before the election cannot be accepted. • Absentee applications must be received by mail by 5:00 p.m. on the Friday prior to the election. • Voter must indicate on the absentee application or request that they are indefinitely confined.
Proof of Identification	• Proof of identification is not required with the application. o By signing the certificate envelope, the witness is certifying that they have verified the name and address of the voter. This satisfies the ID requirement for indefinitely confined electors.

Duration of Requests	• Receive ballots automatically for as long as they return them.
	• If a ballot is not returned, send 30-day notice
	  o Send 30-day notice after general elections only
	  o If voter responds to notice, keep on indefinitely confined list
	  o If voter does not respond to notice, cancel absentee application (remove from indefinitely confined list)

Deadline for Ballot Return	Postmarked no later than Election Day and received no later than 4:00 p.m. on the Friday following the election.

Electors Served by Special Voting Deputies (SVDs)	
Definition	Voters residing in a qualified care facility [Community Based Residential Facility (CBRF), nursing home, residential care apartment complex, or adult family home] or retirement home that is served by special voting deputies.
Application Requirements	• If SVDs are conducting absentee voting at a facility prior to the 20th day before the election, the SVDs may register the individual to vote if also appointed as a Special Registration Deputy (SRD). o SVDs may register voters using their previous address if the voter has intent to return. These registrations must be forwarded to the respective municipal clerk. • Absentee applications must be received by mail by the respective deadline, 5:00 p.m. on Thursday for regular voters, 5:00 p.m. Friday for indefinitely confined voters. o Voter must indicate on the absentee application or request that they are indefinitely confined. o SVDs may accept written absentee applications in-person from registered electors at the facility while conducting absentee voting at the facility.
Proof of Identification	• Proof of identification is not required with the application. o A statement signed by both SVDs that contains the voter's name and address and verifies the voter's name and address are correct. This can be found on the newly-revised certificate envelope (GAB-122).

Electors Served by Special Voting Deputies (SVDs), Continued	
Duration of Requests	• As specified in the request (specific elections, calendar year, or all subsequent elections if indefinitely confined). o If an elector on the indefinitely confined list does not vote an absentee ballot, the SVDs should ask them if they wish to continue to receive absentee ballots o The SVDs should record the voter's name and whether they wish to continue to receive absentee ballots in the appropriate section of the GAB-126. o If the elector indicates they do not wish to continue to receive absentee ballots, send them a notice via mail that their absentee application will be canceled. ➢ The elector has 30 days to respond ➢ Send notice after general elections only ➢ If the elector does not respond to the notice, cancel the absentee application.
Time frame for conducting absentee voting in qualified facilities	• Between the 4th Monday before the election and the Monday before the election o Notice of date and time posted at facility no less than 5 working days before visit o Residents of a care facility not visited by SVDs located on the same grounds as a care facility visited by SVDs may request to vote absentee by appearing at the facility and submitting an absentee request with the SVDs. ➢ Must submit a separate written request, not just certificate envelope.
Special Procedures	• Only SVDs may witness the absentee certification. • No person other than a SVD or a relative of the elector may assist that person in voting. • Only if an absentee elector is not available to cast his or her ballot on two separate visits by the SVDs to the facility may the clerk mail the ballot to the elector. • To meet the proof of identification requirement: o An indefinitely confined voter must have the signature of a witness on the certificate envelope who is certifying that they have verified the name and address of the voter. o A non-indefinitely confined voter must either submit a copy of their proof of identification with the ballot OR have an authorized representative of the care facility sign the certificate envelope. • See "Absentee Voting in Residential Care Facilities and Retirement Homes" Manual for details.

Electors at Eligible Facilities Not Served by Special Voting Deputies	
Definition	Voters residing in a qualified care facility [Community Based Residential Facility (CBRF), nursing home, residential care apartment complex, or adult family home] or a retirement home that is NOT served by special voting deputies. o These voters may or may not also be indefinitely confined.
Application Requirements	• Voter registrations that are postmarked after the 20th day before the election cannot be accepted. • Absentee applications must be received by 5:00 p.m. on Thursday. • Absentee applications from indefinitely confined voters must be received by mail by 5:00 p.m. on the Friday prior to the election. o Voter must indicate on the absentee application or request if they are indefinitely confined.
Proof of Identification	• Proof of identification is not required with the application. • For non-indefinitely confined voters one of the following is required: o A copy of photo ID submitted *either* with the application or with the returned ballot *OR*, o A statement signed by both the witness and an authorized agent of the facility that contains the voter's name and address and verifies the voter's name and address are correct and the voter lives at the facility. This can be found on the newly-revised certificate envelope (GAB-122). • For indefinitely confined voters, the witness is certifying that they have verified the name and address of the voter. • Proof of identification must be provided only once, either with the application or the ballot (unless the voter re-registers with a new name or address).
Duration of Requests	As specified on absentee ballot application.
Deadline for Ballot Return	Postmarked no later than Election Day and received no later than 4:00 p.m. on the Friday following the election.

Military Voters	
Definition	Members of a uniformed service (at home or away), members of the merchant marine, civilian employees of the United States serving outside the U.S., peace corps volunteers, and their spouses or voting-age dependents.
Application Requirements	• No voter registration form is required. • Must have resided in municipality immediately before entering the military. • Absentee application must be received no later than 5:00 p.m. on the Friday preceding the election. However, for any federal election, military electors who are away from their residence due to active duty have until 5:00 p.m. on Election Day. • The Federal Post Card Application (FPCA) is a common alternative form that is used by military electors. It counts as both a voter registration and absentee ballot application.
Proof of Identification	Exempt
Duration of Request	• For a specific election or up to a calendar year. o Receive ballots for all offices
Deadline for Ballot Return	Postmarked no later than Election Day and received no later than 4:00 p.m. on the Friday following the election.

Military Voters, Continued	
Federal Write-In Absentee Ballot (FWAB)	• Available at military bases, embassies, and online at FVAP.gov. (This is not a ballot sent by the clerk.) • The FWAB's Affirmation/Declaration serves as a military voter's absentee request.
Multiple Ballots - Priority	• Count whatever ballot you have received by Election Day • If more than one ballot received by Election Day, both ballots are sent to the polling place for processing. Only the official ballot is counted and the FWAB is rejected. • At federal elections, if a ballot comes in after Election Day, but before the deadline, and you have already counted a ballot on Election Day, do not count the late-arriving ballot.
Special Procedures	• Requests are valid for up to 28 days after the date of discharge from military service. • See the SVRS manual for further details on the administration and tracking of overseas ballots.

Overseas Voters	
Definition	• An elector who is permanently outside of the U.S. with no intent to return to their residence. o A person outside the U.S. for a finite period of time (vacation, work, education) with intent to return is <u>NOT</u> an overseas voter. • May only vote for federal offices (President, U.S. Senate, U.S. Congress).

Application Requirements	• Voter registrations that are postmarked after the 20th day before the election cannot be accepted.
	• Absentee applications must be received by 5:00 p.m. on Thursday.
	
	• Must have lived in the district immediately before moving overseas.
	  o Voting-age children of an overseas elector are eligible to vote as an overseas elector even if they have never lived in the district.
	• Votes from last address in the district
	  o Home may not be owned by them anymore or not exist anymore.

Proof of Identification	Exempt
Duration for Request	For a specific election or up to a calendar year. Receive ballots for federal offices only.
Deadline for Ballot Return	Postmarked no later than Election Day and received no later than 4:00 p.m. on the Friday following the election.

Overseas Voters, Continued	
Federal Write-In Absentee Ballot (FWAB)	• Available at military bases, embassies, and online at FVAP.gov. (This is not a ballot sent by the clerk.) • Cannot be accepted unless there is an absentee application on file.
Multiple Ballots - Priority	• Count whatever ballot you have received by Election Day • If more than one ballot received by Election Day, both ballots are sent to the polling place for processing. Only the official ballot is counted and the FWAB is rejected. • At federal elections, if a ballot comes in after Election Day, but before the deadline, and you have already counted a ballot on Election Day, do not count the late-arriving ballot.
Special Procedures	See the SVRS manual for further details on the administration and tracking of overseas ballots.

Overview of Absentee Voting Rules

Provisional Ballots	
Definition	Election officials are to treat an absentee ballot as a provisional ballot If the absentee elector was required to provide proof of residence with their absentee ballot (elector registered by mail prior to April 4, 2014 and did not provide proof of residence).
Procedure	The clerk should attempt to contact the absentee voter as quickly as possible to inform them that their ballot was treated provisionally and advise them of how to provide the necessary information.
Deadline for voter to supply missing information	4:00 p.m. on the Friday after the election
Special Notes	• All absentee ballots that are treated as provisional ballots must be recorded on the Provisional Ballot Reporting Form (GAB-123r). • Make sure all appropriate canvassing boards (county and municipality) are informed if the elector provides the missing information. • All provisional ballots must be recorded in SVRS on Election Night. See the Provisional Tracking System chapter of the SVRS Application Training Manual for directions.

Hospitalized Electors	
Definition	Any qualified elector may register and request an absentee ballot by agent if hospitalized.
Application Requirements	• The absentee ballot application may not be filed earlier than 7 days before the election and no later than 5:00 p.m. on Election Day. o If not already registered to vote, the hospitalized elector may register to vote by agent up to 5:00 p.m. on Election Day. Must provide proof of residence. • Must submit a signed absentee application (GAB-121) which indicates that the elector is hospitalized and provide proof of identification.
Proof of Identification	Proof of identification is required with the application unless the elector is otherwise exempt or eligible to provide alternative documentation (military, indefinitely confined, etc.)
Procedure	• The agent must present proof of identification. • Upon receiving a valid application, the clerk provides the agent with an initialed absentee ballot and certificate envelope. • The agent delivers the ballot to the hospitalized elector. • The hospitalized elector votes the ballot in the presence of the agent, seals it in the certificate envelope, and signs the certificate envelope. • The agent signs the certificate envelope as the witness and returns it to the clerk. Fax/Email requests may be used with this procedure, but the agent must present their photo identification and receive the ballot in person.

Sequestered Jurors	
Definition	Any eligible registered elector who indicates that the reason they are requesting an absentee ballot is because they are a sequestered juror.
Application Requirements	Must submit an absentee application to the clerk that indicates that the elector is a sequestered juror no later than 5:00 p.m. on Election Day.
Proof of Identification	Proof of identification is required with the application.
Procedure	• If the application is received before 5:00 p.m. on the Friday preceding the election: o The clerk may transmit the ballot as requested by mail. • If the application is received after 5:00 p.m. on the Friday preceding the election: o The municipal clerk shall immediately take the ballot to the court in which the elector is serving as a juror and deposit it with the judge. o The judge shall recess court, as soon as convenient, and give the elector the ballot. o The judge shall then serve as witness and shall deliver the ballot to the clerk who shall deliver it to the polling place.

Wisconsin Application for Absentee Ballot

Confidential Elector ID# *(HINDI - sequential #) (Office Use Only)*		SVRS ID # *(Office Use Only)*	

Instructions

Instructions for completion are on the back of this form. Return this form to your municipal clerk when completed.

- Please use uppercase (CAPITAL) letters only. Fill in circles as appropriate.
- You must be registered to vote before you can receive an absentee ballot. You can confirm your voter registration at https://myvote.wi.gov
- If you have not previously provided a copy of photo ID, photo ID must accompany this application. (See instructions for exceptions)

VOTER INFORMATION

1	Municipality	○ Town ○ Village ○ City			County	
2	Last Name			First Name		
	Middle Name		Suffix (e.g. Jr, II, etc.)		Date of Birth (MM/DD/YYYY)	
	Phone		Fax		Email	
3	Residence Address: Street Number & Name					
	Apt. Number		City		State & ZIP	
4	If you are a military or permanent overseas elector, fill in the appropriate circle (see instructions for definitions): ○ Military ○ Permanent Overseas					

I PREFER TO RECEIVE MY ABSENTEE BALLOT BY: (Ballot will be mailed to the address above if no preference is indicated)

5	○ MAIL	Mailing Address: Street Number & Name				
	○ VOTE IN CLERK'S OFFICE	Apt. Number		City	State & ZIP	
		Care Facility Name (if applicable)				
		C / O (if applicable)				
	○ FAX	Fax Number	Military and Permanent Overseas only			
	○ EMAIL	Email Address	Military and Permanent Overseas only			

I REQUEST AN ABSENTEE BALLOT BE SENT TO ME FOR: (mark only one)

6

○ The election(s) on the following date(s): _____

○ All elections from today's date through the end of the current calendar year (ending 12/31).

○ Every election subsequent to today's date. I further certify that I am indefinitely confined because of age, illness, infirmity or disability and request absentee ballots be sent to me until I am no longer confined or fail to return a ballot.

TEMPORARILY HOSPITALIZED VOTERS ONLY (please fill in circle)

7

○ I certify that I cannot appear at the polling place on election day because I am hospitalized, and appoint the following person to serve as my agent, pursuant to Wis. Stat. § 6.86(3).

Agent Last Name		Agent First Name		Agent Middle Name	

AGENT: I certify that I am the duly appointed agent of the hospitalized absentee elector, that the absentee ballot to be received by me is received solely for the benefit of the above named hospitalized elector, and that such ballot will be promptly transmitted by me to that elector and then returned to the municipal clerk or the proper polling place.

Agent Signature	X	Agent Address	

ASSISTANT DECLARATION / CERTIFICATION (if required)

I certify that the application is made on request and by authorization of the named elector, who is unable to sign the application due to physical disability.

Agent Signature	X	Today's Date	

VOTER DECLARATION / CERTIFICATION (required for all voters)

I certify that I am a qualified elector, a U.S. Citizen, at least 18 years old, having resided at the above residential address for at least 28 consecutive days immediately preceding this election, not currently serving a sentence including probation or parole for a felony conviction, and not otherwise disqualified from voting. **Please sign below to acknowledge that you have read and understand the above.**

Voter Signature	X	Today's Date	

Wisconsin Application for Absentee Ballot

General Instructions: This form should be submitted to your municipal clerk, unless directed otherwise.

- This form should only be completed by registered voters; if you are not a registered voter or military elector, please submit a Voter Registration Application (GAB-131) with this form.

If you have not previously provided a copy of photo ID, photo ID must accompany this application. For the full list of acceptable photo ID visit http://bringit.wi.gov. In lieu of photo ID, the voters listed below may satisfy the voter ID requirement by the following means:

- Electors who are indefinitely confined (see Section 6) - the signature of a witness on the Absentee Certificate Envelope.
- Electors residing in care facilities served by Special Voting Deputies - the signatures of both deputies on the envelope.
- Electors residing in care facilities not served by Special Voting Deputies - the signature of an authorized representative of the care facility. If the elector is also indefinitely confined, the elector does not need a representative of the facility to sign.
- Military, Permanent Overseas, and Confidential Electors - Exempt from the photo ID requirement

1	• Indicate the municipality and county of residence. Use the municipality's formal name (For example: City of Ashland, Village of Greendale, or Town of Albion).
2	• Provide your name as you are registered to vote in Wisconsin. If applicable, please provide your suffix (Jr, Sr, etc.) and/or middle name. If your current name is different than how you are registered to vote, please submit a Voter Registration Application (GAB-131) with this form to update your information. • Provide your month, day, and year of birth. Remember to use your birth year, not the current year.
3	• Provide your home address (legal voting residence) with full house humber (including fractions, if any). • Provide your full street name, including the type (e.g., Ave.) and any pre- and/or post-directional (N, S, etc.) • Provide the city name and ZIP code as it would appear on mail delivered to the home address. • <u>You may not enter a PO Box as a voting residence</u>. A rural route box without a number should not be used.
4	• A "Military elector" is a person, or the spouse or dependent of a person who is a member of a uniformed service or the merchant marines, a civilian employee of the United States, a civilian officially attached to a uniformed service and serving outside the United States, or a Peace Corp volunteer. Military electors do not need to register to vote. • A "Permanent Overseas elector" is a person who is a United States citizen, 18 years old or older, who resided in Wisconsin immediately prior to leaving the United States, who is now living outside the United States <u>and has no present intent to return</u>, who is not registered in any other location, or who is an adult child of a United States citizen who resided in this state prior to establishing residency abroad. Permanent Overseas electors receive ballots for federal offices only and must be registered to vote prior to receiving a ballot.
5	• Fill in the circle to indicate your preferred method of receiving your absentee ballot. <u>Only Military and Permanent Overseas voters may receive an absentee ballot by email or fax.</u> • Military and Permanent Overseas voters may request and access their ballot directly at https://myvote.wi.gov. • If no preference is indicated, your absentee ballot will be mailed to your residence address listed in Box 3. • If you are living in a care facility, please provide the name of the facility. • If someone will be receiving the ballot on your behalf, please list them after C/O. <u>Please note:</u> The absentee elector is still required to vote their own ballot, although they may request assistance in physically marking the ballot.
6	• Select the first option if you would like to receive a ballot for a single election or a specific set of elections. • Select the second option if you would like to have a standing absentee request for any and all elections that may occur in a calendar year (ending December 31). • Select the third option only if you are indefinitely confined due to age, illness, infirmity or disability and wish to request absentee ballots for all elections until you are no longer confined or fail to return a ballot for an election.
7	• This section is only to be completed by an elector or the agent of an elector who is currently hospitalized. • An agent completing this form for a hospitalized elector must provide his/her name, signature and address on this application.

Assistant Signature:	In the situation where the elector is unable to sign the Voter Declaration / Certification due to a physical disability, the elector may authorize another elector to sign on his or her behalf. Any elector signing an application on another elector's behalf shall attest to a statement that the application is made on request and by authorization of the named elector, who is unable to sign the application due to physical disability.
Voter Signature:	By signing and dating this form, you certify that you are a qualified elector, a U.S. citizen, at least 18 years old, having resided at your residential address for at least 28 consecutive days immediately preceding this election, not currently serving a sentence including probation or parole for a felony conviction, and not otherwise disqualified from voting.

Insert your municipal letterhead here

Date

Dear (voter name and address):

This letter contains important information about your absentee ballot application for the **(insert date)** election.

Wisconsin Statutes require that voters provide a valid document establishing their proof of identification as part of the absentee ballot request process. This requirement applies to all voters who are not active military electors, permanent overseas electors, confidential electors, and indefinitely confined electors.

You have an absentee ballot request on file and have not yet provided acceptable proof of identification. Your absentee ballot will not be sent to you until you provide proof of identification.

Valid forms of proof of identification must include your name, which must conform to the name you registered under (i.e. Mike for Michael, etc.), and a photograph that reasonably resembles you. The address on the document does not have to be current to be used as proof of identification.

The following forms of proof of identification are acceptable for voting purposes, **and can be unexpired or expired after the date of the most recent general election (currently, the November 4, 2014):**

- A Wisconsin DOT-issued driver license, even if expired, revoked or suspended.
- A Wisconsin DOT-issued identification card (available for free, see below)
- Military ID card issued by a U.S. uniformed service (veteran ID card not included)
- A U.S. passport book or card

The following forms of proof of identification are also acceptable for voting purposes, **but must be unexpired**:

- A certificate of naturalization that was issued not earlier than two years before the date of an election at which it is presented
- A driver license receipt issued by Wisconsin DOT (valid for 45 days)
- An identification card receipt issued by Wisconsin DOT (valid for 45 days)
- A photo identification card issued by a Wisconsin accredited university or college that contains the following:
    - Date of issuance
    - Signature of Student
    - Expiration date no later than two years after date of issuance
    - The university or college ID must be accompanied by a separate document that proves enrollment

The following form of proof of identification is acceptable for voting purposes regardless of the expiration date:

- An identification card issued by a federally recognized Indian tribe in Wisconsin

An acceptable proof of identification must be received by the municipal clerk by **(insert by-mail absentee request deadline)**, and can be provided by mail, fax, or email. If you are unable to submit proof of identification by this deadline, you will not be sent an absentee ballot for this

election. **To ensure your absentee ballot is sent in a timely manner please submit an acceptable form of proof of identification as soon as possible.**

For information on obtaining a free state ID card for voting purposes, please visit the Wisconsin Department of Transportation's website: http://www.dot.wisconsin.gov/drivers/drivers/apply/idcard.htm.

The WI DOT has a new policy to help people who do not have birth certificates obtain a free state ID card for voting purposes: http://www.dot.wisconsin.gov/drivers/drivers/apply/petition-process.htm.

If you have any questions about your absentee ballot application or acceptable forms of proof of identification, please contact me using the information listed below or visit the Government Accountability Board's website for more information: http://gab.wi.gov.

Sincerely,
Clerk's name
Contact information

OFFICIAL ABSENTEE BALLOT APPLICATION/CERTIFICATION

Voter has met or is exempt from the photo ID requirement. Municipal or Deputy Clerk initial here _____

Note: *With certain exceptions, 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. Wis. Stat. § 6.86(6).*

Voter: Complete the information below and sign the certification in the presence of a witness who must also sign.

▼ **Municipal Clerk**: *Address label may be affixed below.* ▼

CERTIFICATION OF VOTER *(Required!)*

I certify, subject to the penalties for false statements of Wis. Stat. § 12.60(1)(b), that I am a resident of the ward of the municipality in the county of the state of Wisconsin indicated hereon and am entitled to vote in the ward at the election indicated hereon; that I am not voting at any other location in this election; that I am unable or unwilling to appear at the polling place in the ward on election day, or I have changed my residence within the state from one ward to another later than 28 days before the election. I certify that I exhibited the enclosed ballot, unmarked, to the witness, that I then in the presence of the witness and in the presence of no other person marked the ballot and enclosed and sealed the ballot in this envelope in a manner that no one but myself and any person providing assistance under Wis. Stat. § 6.87(5), if I requested assistance, could know how I voted. I further certify that I requested this ballot.

X_____ _____ / _____ / _____

▲ **Signature of Voter** ▲ *(All voters must sign.)* **Today's date**: month day year

REQUIRED OF MILITARY AND OVERSEAS VOTER ONLY: I further certify my birth date is _____ / _____ / _____

month day year of birth

CERTIFICATION OF WITNESS *(Required!)*

I, the undersigned witness, subject to the penalties for false statements of Wis. Stat. § 12.60(1)(b), certify that I am an adult U.S. Citizen and that the above statements are true and the voting procedure was executed as stated. I am not a candidate for any office on the enclosed ballot (except in the case of an incumbent municipal clerk). I did not solicit or advise the voter to vote for or against any candidate or measure. I further certify that the name and address of the voter is correct as shown.

1._____ 2._____

▲ **Signature of ONE witness** (who is an adult U.S. Citizen)▲ (If witnesses are Special Voting Deputies, ***both*** must sign.)

_____ _____

Address of Witness (street number or fire number and street, or rural route and box number, municipality, state and zip code.)

CERTIFICATION OF CARE FACILITY AUTHORIZED REPRESENTATIVE (if applicable)

I certify I am an authorized representative of the facility listed. I further certify that this facility is registered or certified as required by law, that the above voter is a resident, and I verify that the name and address of the voter described above is correct.

_____ _____

Name of Facility ▲ **Signature of Authorized Representative** ▲

(**CERTIFICATION OF WITNESS** section must also be completed.)

Date of Election (month, day, year)		County
_____ / _____ / _____		
Municipality (check type and list name) Town ❒ Village ❒ City ❒ **of**		
Ward #	District (if applicable)	(*Official Use Only*) Voted in clerk's office ❒
Name (Last, First, Middle) including suffix		
Street Address – include street number or fire number and name of street, or rural route and box No.		
City, State, Zip		

CERTIFICATION OF ASSISTANT (if applicable)

(assistant may also be witness)

I certify that the voter named on this certificate is unable to sign his/her name or make his/her mark due to a physical disability, and that I signed the voter's name at the direction and request of the voter.

X _____

▲ **Signature of Assistant** ▲

❒ **MUNICIPAL CLERK MARKS THIS SECTION IF REQUIRED**

Attention Election Inspectors! If the box is checked, one of the following is required:

- ✓ A copy of photo ID must be enclosed in this envelope **OR**
- ✓ The Certification of Care Facility Authorized Representative section of this envelope must be completed (as well as the Certification of Witness section).

If neither are included, this ballot must be rejected.

OFFICIAL ABSENTEE BALLOT APPLICATION/CERTIFICATION

Note: *With certain exceptions, 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. Wis. Stat. § 6.86(6).*

VOTER: Complete the information below and sign the certification in the presence of a witness who must also sign.		(*Official Use Only*) Voter has met or is exempt from the photo ID requirement. Municipal Clerk initial here: _____
Date of Election (month, day, year)		County
Municipality (check type and list name) Town ❒ Village ❒ City ❒ **of**		
Name (Last, First, Middle) including suffix		
Street Address – include street or fire number and name of street, or rural route and box number		
City, State, Zip		
Ward #	District (if applicable)	(*Official Use Only*) Voted in clerk's office ❒

CERTIFICATION OF VOTER *(Required!)*

I certify, subject to the penalties for false statements of Wis. Stat. § 12.60(1)(b), that I am a resident of the ward of the municipality in the county of the state of Wisconsin indicated hereon, and am entitled to vote in the ward at the election indicated hereon; that I am not voting at any other location in this election; that I am unable or unwilling to appear at the polling place in the ward on election day, or I have changed my residence within the state from one ward to another later than 28 days before the election. I certify that I exhibited the enclosed ballot, unmarked, to the witness, that I then in the presence of the witness and in the presence of no other person marked the ballot and enclosed and sealed the ballot in this envelope in a manner that no one but myself and any person providing assistance under Wis. Stat. § 6.87(5), if I requested assistance, could know how I voted. I further certify that I requested this ballot.

X _____ _____ /_____ /_____

▲ **Signature of Voter** ▲ *(All voters must sign.)* **Today's Date**

REQUIRED OF MILITARY AND OVERSEAS VOTER ONLY: I further certify my birth date is:

_____ /_____ /_____

CERTIFICATION OF WITNESS *(Required!)*

I, the undersigned witness, subject to the penalties for false statements of Wis. Stat. § 12.60(1)(b), certify that I am an adult U.S. Citizen and that the above statements are true and the voting procedure was executed as stated. I am not a candidate for any office on the enclosed ballot (except in the case of an incumbent municipal clerk). I did not solicit or advise the voter to vote for or against any candidate or measure. I further certify that the name and address of the voter is correct as shown.

1. **X**_____

▲ **Signature of ONE Witness** (who is an adult U.S. Citizen)▲

_____

_____

▲ Address of Witness▲

(▼ If witnesses are Special Voting Deputies, both must sign. The 2nd Deputy signs below.▼)

2. **X** _____

CERTIFICATION OF ASSISTANT (if applicable)
(assistant may also be witness)

I certify that the voter named on this certificate is unable to sign his/her name or make his/her mark due to a physical disability, and that I signed the voter's name at the direction and request of the voter.

X _____

▲ **Signature of Assistant**▲

CERTIFICATION OF CARE FACILITY REPRESENTATIVE

I certify I am an authorized representative of the facility listed. I further certify that this facility is registered or certified as required by law, that the above voter is a resident, and I verify that the name and address of the voter described above is correct.

_____ _____

▲ **Name of Facility**▲ ▲ **Signature of Authorized Representative** ▲

(**CERTIFICATION OF WITNESS** section must also be completed.)

MUNICIPAL CLERK MARKS THIS SECTION IF REQUIRED ❒

Attention Election Inspectors: If the box to the right is checked, one of the following is required:

✓ A copy of photo ID must be enclosed in this envelope **OR**

✓ The *Certification of Care Facility Authorized Representative* section of this envelope must be completed (as well as the *Certification of Witness* section).

***If neither is included, this ballot must be rejected.**

PROVISIONAL BALLOT CERTIFICATE
Ballot under Wis. Stat. § 6.97

Voter: Complete the information below and sign the certification in the presence of an election inspector who must also sign.

Date of Election (month/ day/ year)	County
Municipality (check type and list name) Town ❒ Village ❒ City ❒ **of**	Ward #
Name (Last, First, Middle) including suffix	
Street Address – include street number or fire number and name of street, or rural route and box number	
City, State, Zip	Phone #, including area code
Date of Birth (month/ day/ year)	Are you a citizen of the United States? Yes ❒ No ❒

Official Use Only:

PV #

Voter must supply the following information to the municipal clerk no later than 4:00 p.m. on the Friday following the election in order for this ballot to be counted:

❒ WI Driver License number

❒ Proof of Residence (1st-time WI voters who registered before April 4, 2014 and have not provided POR – "POR Required" notation on poll list)

❒ Photo I.D.

CERTIFICATION OF VOTER

I certify, subject to the penalties of Wis. Stat. § 12.13(3)(g), that I am a qualified elector of the ward and municipality in the county of the state of Wisconsin indicated above. I am eligible to vote in this ward at the election today. I understand that if I fail to submit the required information listed above to my municipal clerk no later than 4:00 p.m. on the Friday following the election, my ballot may not be counted.

Signature of Voter _____ Date

Signature of Election Inspector _____ Date

Provisional Ballot Reporting Form

Primary or Election Date: / /					**Page _____ of _____**			
County:			**Reason Codes for Issuing Provisional Ballot:**					
Municipality:			A. "POR Required" listed on Poll List and proof of residence could not be provided					
Polling Place Location:			B. Unable or unwilling to provide WI DL/ ID #					
Reporting Unit:			C. Unable or unwilling to provide acceptable proof of identification					
Name and Address of Elector	**PV#**	**Absentee or In-Person Elector**	**Reason Code**	**Type of Provisional Documentation Provided**	**Method of Providing Missing Information (In-person, Phone, Mail, etc.)**	**Date and Time Elector Provided Missing Information**	**Clerk or Election Inspector Name**	**Voter Number Issued (if Election Day, please just note "Withdrawn: # on Poll List.")**
Copy is sent (or information relayed over the telephone) to the County Clerk and Provider on Election Night.								
The information on this form was communicated to the municipal clerk by :	Date		Chief Inspector Initials:		The information on this form was communicated to the relevant canvass boards by:		Initials of person responsible for communication: _____	Date: _____
Telephone _____ In person _____ Fax _____ Email _____	Time	a.m. p.m.			Telephone _____ In person _____ Fax _____ Email _____			Time: _____ a.m. p.m.

GAB-123r | Rev. 2015-04 | Government Accountability Board, P.O. Box 7984, Madison, WI 53707-7984 | 608-261-2028 | web: gab.wi.gov | email: gab@wi.gov

PROVISIONAL VOTING INFORMATION SHEET

You are being given a provisional ballot today because one of the following situations applies:

- ❑ You are unable or unwilling to list your Wisconsin driver license or identification card number on your voter registration application.
- ❑ You are a first-time voter who registered by mail before April 4, 2014 who is unable to provide the poll workers with acceptable proof of residence.
- ❑ You are unable or unwilling to present an acceptable proof of identification.

Your provisional ballot number is **PV#**_____.

Your provisional ballot will not count unless you provide the poll workers with the required information before the polling place closes at 8:00 p.m. tonight, or you provide the required information to the municipal clerk by 4:00 p.m. the Friday after the election

If you need to provide your Wisconsin driver license or identification card number, you may contact the municipal clerk using the information below no later than 4:00 p.m. Friday.

If you need to provide proof of residence, you must provide it (or a copy) to the municipal clerk no later than 4:00 p.m. Friday. Acceptable forms of proof of residence may be found on the back side of this handout. Electronic forms are acceptable.

If you need to present an acceptable proof of identification, you must present your proof of identification to the municipal clerk no later than 4:00 p.m. Friday. Acceptable forms of proof of identification may be found on the back side of this handout.

You may check whether your ballot was counted by contacting the municipal clerk.

Municipal Clerk Contact information:

_____	_____
(Name of municipal clerk)	(Telephone number)
_____	_____
(Address)	(Fax number)
_____	_____
(Municipality, state, zip code)	(E-mail address)

You may check whether your ballot was counted by contacting the municipal clerk or the MyVote WI website at: https://myvote.wi.gov, or contact the Government Accountability Board at 866-VOTEWIS (868-3947).

NOTE: Provisional ballots will NOT be issued when a voter is at the wrong polling place or when a person is attempting to register in-person at the polling place and does not provide the required proof of residence.

GAB-123is | Rev 2015-04 | Government Accountability Board, P.O. Box 7984, Madison, WI 53707-7984 | 608-261-2028 | web: gab.wi.gov | email: gab@wi.gov

Acceptable Forms of Proof of Residence

- A current and valid Wisconsin driver license
- A current and valid Wisconsin identification card
- Any other official ID card or license issued by a Wisconsin governmental body
- An ID card with your photo issued by an employer during the normal course of business (not including a business card)
- A real estate tax bill or receipt (for the current year or year before the election)
- A residential lease which is effective for a period that includes Election Day
- A university, college, or technical college identification card (must include photo) together with a fee payment receipt issued to the cardholder by the university, college, or technical college dated no earlier than 9 months before the date of the election at which the receipt is presented or a certified housing list that indicates U.S. citizenship.
- A utility bill for a period starting no earlier than 90 days before Election Day
- A bank statement
- A paycheck
- A government check
- Any other official document issued by a unit of government

NOTE: All of the above must contain a current and complete name, including both first and last name; and a current and complete residential address, including numbered street address, if any, and the name of the municipality (or city used for mailing purposes). If the form has an expiration date, it must be valid on Election Day.

Acceptable Forms of Proof of Identification

The following photo IDs are acceptable for voting purposes, and can be unexpired or expired after the date of the most recent general election:

- A Wisconsin DOT-issued driver license, even if driving privileges are revoked or suspended
- A Wisconsin DOT-issued identification card
- Military ID card issued by a U.S. uniformed service
- A U.S. passport book or card

The following photo IDs are also acceptable for voting purposes, but must be unexpired:

- A certificate of naturalization that was issued not earlier than two years before the date of an election at which it is presented
- A driver license receipt issued by Wisconsin DOT (valid for 45 days)
- An identification card receipt issued by Wisconsin DOT (valid for 45 days)
- A photo identification card issued by a Wisconsin accredited university or college that contains the following:
    - Date of Issuance
    - Signature of Student
    - Expiration date no later than two years after date of issuance.
    - The university or college ID must be accompanied by a separate document that proves enrollment.

The following photo ID is acceptable for voting purposes, regardless of the expiration date:

- An identification card issued by a federally recognized Indian tribe in Wisconsin

Polling Place Voting Step-By-Step (condensed)

1. Voter Appears at Polling Place

If the Voter **IS** Registered or After Registration is completed

- The voter announces his or her name and address.
- If the voter's name is not on the voter list, ask if the voter has a Certificate of Registration (GAB-133). If so, you may accept the Certificate of Registration as their voter registration without requiring the voter to provide proof of residence.
- If the voter is marked "POR REQ" on the poll list (because the voter registered for the first-time by mail before April 4, 2014 and did not provide proof of residence), the voter must produce acceptable proof of residence at this time. If unable, the voter may vote a provisional ballot.
- The inspector asks the voter to show proof of ID.

2. Voter Provides Proof of ID

If the Voter **Provides** Acceptable Proof of ID

- The inspector verifies that the name on the ID conforms to the name on the poll list. The name on the proof of ID may be a variation of the name on the poll list. For example, "Robert" vs. "Bob," variations of initials or upper or lower case letters, hyphenated names, etc.
- The inspector verifies that any photograph on the ID reasonably resembles the voter.
- The inspector verifies that the proof of ID is unexpired or, if expired, meets the expiration specifications listed above.
- If the election inspectors do not believe that either the name conforms to the name of the registered voter or the photograph does not reasonably resemble the person in front of them, they may refuse to accept the proof of identification.

If the Voter **Does Not Provide** Acceptable Proof of ID

- The voter may vote a provisional ballot. The voter must bring an acceptable form of photo ID to the polling place by 8 p.m. on Election Day or to the municipal clerk's office by 4 p.m. the Friday following the election.

3. Voter Signs the Poll List

- The voter signs the poll list next to his or her name. If the voter refuses, a ballot may not be issued.

- If another person signed the voter's registration form because the voter was unable to sign due to disability, the inspector writes the word "Exempt" on the signature line.

- If the above situation does not apply, but the voter claims to be unable to sign due to physical disability, and the inspectors concur, the inspectors shall enter the words "exempt by order of inspectors" on the signature line. If both inspectors do not waive the signature requirement, the voter shall be allowed to cast a ballot and the inspector or inspectors who did not waive the requirement shall challenge the ballot and document the situation on the Inspectors' Statement (GAB-104).

- Election officials are NOT required to examine the voter's signature to ensure it matches the signature on the proof of identification provided, but should be watchful for individuals who may attempt to sign a different signature than their usual mark (e.g. signing as Mickey Mouse). In those situations, the inspectors may insist that the voter sign their actual signature before being issued a ballot.

- Signature stamps may be used for signatures for voters with disabilities.

- A voter number is assigned after the poll list is signed and recorded in both poll books.

4. <u>Voter is issued a ballot</u>

- Voter is directed to the voting area to mark his or her ballot and places it into the tabulating device or ballot box.