Elections Administration Webinar Training Series
Back to Basics

ABSENTEE VOTING RULES AND PROCEDURES

This session will address topics relating to absentee voting, processing and other procedures for the November 2012 election.

Wednesday, September 12, 2012

9:00 a.m. – 11:00 a.m.

Program Presenters

Wisconsin Government Accountability Board Staff

Agenda

- **Absentee Applications**
- **Absentee Ballot Log**
- **Categories of Absentee Electors**
- **Ballot Delivery Methods**
- **Incomplete Certificate Envelope/Spoiling Absentee Ballots**
- **Absentee Ballot Processing at the Polls**

Absentee Applications

1. Qualified electors wishing to vote absentee must submit a request in writing to the municipal clerk.

    a. A qualified voter may either apply for an absentee ballot using the Application for Absentee Ballot (GAB-121) form or submit a written request, as long as the request is signed by the voter and includes all the information necessary to provide the voter with an absentee ballot. The written request must contain the voter's:

        i. Name

        ii. Residential address

        iii. Mailing address, if different than residential address

        iv. Duration of request

            1. Specific election(s)

            2. All elections within a calendar year

            3. All elections from initial request until a ballot is not returned by voter (indefinitely confined only)

        v. Indication of status as a military or overseas voter, if applicable

        vi. Declaration that he/she meets voting requirements

        vii. Signature

        viii. Date

    b. Facsimile / Email Requests

        i. Any elector may make a written application by means of fax or email, provided that he or she also submits the

completed absentee certificate/envelope bearing his or her signature.

ii. The municipal clerk must act on the fax or email request upon receiving the request (only military and permanent overseas voters may *receive* a ballot by fax or email).

iii. More information is available on the G.A.B. website under Clerks - Guidance on Election Processes - Faxing and Emailing Absentee Ballots.

2. The application must be received no later than 5:00 p.m. on the 5th day before the election.

   Exceptions:

   a. Absentee electors may apply in person in the clerk's office beginning on the 3rd Monday before the election and ending at 5:00 p.m. or the close of business (whichever is later) on the Friday preceding the election. Absentee ballots may <u>not</u> be issued the Saturday, Sunday or Monday preceding an election.

   b. Military and indefinitely confined electors have until 5:00 p.m. on the 4th day preceding the election to make a request.

   c. Hospitalized and sequestered juror electors have until 5:00 p.m. on Election Day to make a request.

   d. For any election with a federal office, military electors who are away from their primary residence have until 5:00 p.m. on Election Day to request an absentee ballot.

3. An absentee application may also be received in person in the clerk's office.

   a. The ballot must be voted in the clerk's office.

   b. The absentee application/certification envelope may also serve as an absentee ballot application for a single election.

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://vpa.wi.gov

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				
		Apt. Number		City		State & ZIP
	○ CLERK'S OFFICE	Nursing Home 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.

Assistant 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	

GAB-121 | Rev 2012-03 | Government Accountability Board, P.O. Box 7984, Madison, WI 53707-7984 | 608-261-2028 | web: gab.wi.gov | email: gab@wi.gov

Wisconsin Application for Absentee Ballot Instructions

General Instructions: *Please Review Fully* 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.

1	• Indicate the municipality and county of residence. Use the municipality's formal name (For example: City of Plymouth, Village of Chenequa, or Town of Aztalan).
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. • Providing your telephone/fax number or email address allows elections officials to contact you if there is a problem with your absentee application.
3	• Provide your home address (legal voting residence) in Wisconsin. • Provide the full house number (including fractions, if any). • Provide your full street name, including the type (St, Ave, etc.) 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. Military electors will continue to receive ballots for all elections unless otherwise requested. • 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 will 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. Only Military and Permanent Overseas voters may receive an absentee ballot by email or fax. • If no preference is indicated, your absentee ballot will be mailed to your residence address listed in Box 3. • You are encouraged to provide a physical mailing address as backup in case of electronic transmission difficulties. Please only fill the circle for your preferred means of transmission. • If you are living in a nursing home, 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. • A hospitalized elector must certify that he or she cannot appear at the polling place on Election Day. • 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.

Print Form

Federal Post Card Application (FPCA) Voter Registration and Absentee Ballot Request

A quicker, easier to complete, electronic version of this form is also available on **FVAP.gov**. For any questions about this form, consult your Voting Assistance Officer or the Voting Assistance Guide available in hard copy or on **FVAP.gov**. Please print in black ink.

Classification

Make only 1 selection.

(In most States, you must be absent from your voting district to use this form).

1 I request an absentee ballot for all elections in which I am eligible to vote **AND:**

- ☐ I am a member of the Uniformed Services or Merchant Marine on active duty **OR** ☐ I am their spouse or dependent.
- ☐ I am a U.S. citizen residing outside the U.S., and I intend to return.
- ☐ I am a U.S. citizen residing outside the U.S., and I do not intend to return.
- ☐ I am a U.S. citizen otherwise granted military/overseas voting rights under State law (check the Voting Assistance Guide).

Political Party

2 To vote in primary elections, your State may require you to specify a political party: _____

Your legal name

3 Last name _____ Suffix _____

First name _____ Middle name _____

Previous name (if applicable) _____

Identification

Some States require your full SSN. Check your State's pages in the Voting Assistance Guide on **FVAP.gov**.

4 Sex ☐ M ☐ F Race _____ (See instructions) Birth date M M / D D / Y Y Y Y

State Driver's License or ID _____

OR Social Security Number ___ - __ - ____

Contact information

Include international prefixes. No DSN number.

5 Telephone _____

Fax _____

Email _____

Alternate Email _____

Ballot receipt

6 I prefer to receive my ballot, as permitted by my State, by: ☐ Email/Online ☐ Mail ☐ Fax

(rank from 1 -3 in order of preference; be sure appropriate contact information is provided above)

U.S. address for voting purposes

Usually your last U.S. residence or your legal U.S. residence. See instructions.

7 Street Address (not P.O. Box) _____ Apt. # _____

City/Town/Village _____

County _____ State _____ Zip Code _____ - _____

Address where you live now

This is different from above. Your voting materials will be sent here, unless you specify a forwarding address in Box 9.

8

Additional requirements for your State

Such as: mail forwarding address, additional phone, or other State required information. See your State's pages in the Voting Assistance Guide on **FVAP.gov**.

9

Affirmation (REQUIRED): I swear or affirm, under penalty of perjury, that:

- I am a member of the Uniformed Services or Merchant Marine on active duty or an eligible spouse or dependent of such a member, or a U.S. citizen temporarily residing outside the U.S., or other U.S. citizen residing outside the U.S.
- I am a U.S. citizen, at least 18 years of age (or will be by the day of the election), eligible to vote in the requested jurisdiction.
- I have not been convicted of a felony or other disqualifying offense or been adjudicated mentally incompetent, or if so, my voting rights have been reinstated.
- I am not registering, requesting a ballot, or voting in any other jurisdiction in the U.S.
- My signature and date herein indicate when I completed this document.
- The information on this form is true and complete to the best of my knowledge. I understand that a material misstatement of fact in completion of this document may constitute grounds for conviction of perjury.

Signature _____ Print this form, sign, and send in.

Today's date M M / D D / Y Y Y Y

Witness signature / date if required by your State. See the Voting Assistance Guide on FVAP.gov.

Signature _____

Date _____

This information is for official use only. Any unauthorized release may be punishable by law.

Standard Form 76 (Rev. 08-2011)

Federal Post Card Application (FPCA) Instructions

A quicker, easier to complete, electronic version of this form is also available on **FVAP.gov**. For any questions about this form, consult your Voting Assistance Officer or the Voting Assistance Guide available in hard copy or on **FVAP.gov.**

The gray numbers and instructions below correspond to the gray numbered boxes on the face of the form.

1 The classification you choose determines in which election(s) you will be allowed to vote. Choose the one that best represents your current situation.

2 If you want to vote in primary elections, most States require you to specify a political party. Check your State's pages in the Voting Assistance Guide on FVAP.gov to see if your State requires you to specify a political party.

3 The information you enter for your name should match the information you normally put on legal or official forms. For example, it should be the same name that appears on your driver's license or other government-issued ID.

4 While most States allow you to enter either your driver's license number or the last 4 digits of your Social Security Number, some will invalidate this form without your full SSN. Check your State's pages in the Voting Assistance Guide on FVAP.gov to see if your State requires the full SSN.

Also, many States ask that you provide your race or ethnic group in order to demonstrate that they are complying with the Voting Rights Act and the National Voter Registration Act.

5 If there are questions or problems with your form, local election officials will use this information to contact you. An email address is the simplest and fastest way for them to do so. Your voting materials will be sent to the email address(es) that you provide here if you request it and your State allows it. Include an alternate phone number in Box 9 if necessary.

6 Indicate your preferred method for receiving your ballot by ranking each box 1, 2, or 3. All States and jurisdictions must send absentee ballots to military and overseas voters by at least one of the following: email, online download, or fax if requested. Check your State's pages in the Voting Assistance Guide on FVAP.gov to learn what your State allows. You can always get your absentee ballot by mail.

7 This determines the jurisdiction where you vote. For military voters the voting address is your legal U.S. residence. For overseas citizens this is usually the U.S. address where you last lived. You do not need to have any current physical ties to this address. Do not use a post office box number. If the area has no street names, enter the route number and box number.

8 Enter the address where you want voting materials to be sent to you. Voting materials will be sent to this address unless you enter a forwarding address in Box 9.

9 Enter anything here that would help ensure that your ballot is accepted. Check your State's pages in the Voting Assistance Guide on FVAP.gov for anything your State may specifically require here. For example, some States require last date of residency in the U.S., previous location of registration, overseas employer, or witness address.

If you want your voting materials to be sent somewhere other than where you live now, enter that alternate (forwarding) address here. Provide an alternate phone number here.

Affirmation. Read this carefully. It is what you are agreeing to under oath and penalty of perjury by filling out and sending in this form. Some States require that your form be witnessed. Check the Voting Assistance Guide on FVAP.gov for your State's requirements.

Privacy Act Statement

Authority: The authority to collect your personal information on this form comes from 42 USC 1973ff, "Uniformed and Overseas Citizens Absentee Voting Act (UOCAVA)."

Principal Purpose: This form serves as an application for registration and/or request for absentee ballot for all persons covered by UOCAVA.

Disclosure: Your disclosure of personal information is voluntary. However, failure to provide the requested personal information may keep the pertinent jurisdiction from processing this request and may prevent you from voting absentee.

From
(Your name and current complete military or overseas mailing address)

_____

_____

_____

_____

_____

International airmail postage is required if not mailed in the U.S. Postal Service, APO/FPO system, or diplomatic pouch.

U.S. Postage Paid
39 USC 3406

PAR AVION

OFFICIAL ABSENTEE BALLOTING MATERIAL – FIRST CLASS MAIL

NO POSTAGE NECESSARY IN THE U.S. MAIL – DMM 703.8.0

To
(Check your State's pages in the Voting Assistance Guide on FVAP.gov for your local election official's information)

_____

_____

_____

_____

_____

Print Form

Federal Write-in Absentee Ballot (FWAB) Voter's Declaration/Affirmation

A quicker, easier to complete, electronic version of this form is also available on **FVAP.gov**. For any questions about this form, consult your Voting Assistance Officer or the Voting Assistance Guide available in hard copy or on **FVAP.gov.**

Please print in black ink.

Qualifications & Voter Registration

Many States require that you be registered and request an absentee ballot before using this form.

1 Have you already registered and requested an absentee ballot? ☐ Yes ☐ No

If you answer No, you can do this via the Federal Post Card Application on **FVAP.gov**, or in a few States, by marking the box below. Check your State's pages in the Voting Assistance Guide on **FVAP.gov** to see if your State allows registration via this form.

☐ I also want to register to vote and/or request an absentee ballot for all elections in which I am eligible to vote.

Classification

Make only 1 selection.

2

☐ I am a member of the Uniformed Services or Merchant Marine on active duty **OR** ☐ I am their spouse or dependent.

☐ I am a U.S. citizen residing outside the U.S., and I intend to return.

☐ I am a U.S. citizen residing outside the U.S., and I do not intend to return.

☐ I am a U.S. citizen otherwise granted military/overseas voting rights under State law (check the Voting Assistance Guide).

Your legal name

3

Last name _____ Suffix _____

First name _____ Middle name _____

Previous name (if applicable) _____

Identification

Some States require your full SSN. Check your State's pages in the Voting Assistance Guide on **FVAP.gov**.

4

Sex ☐ M ☐ F Race _____ (See instructions) Birth date M M / D D / Y Y Y Y

State Driver's License or I.D. _____

OR Social Security Number ___ - __ - ____

Contact information

Include international prefixes. No DSN number.

5

Telephone _____

Fax _____

Email _____

Alternate Email _____

Political party

6 To vote in primary elections, your State may require you to specify a political party. _____

U.S. address for voting purposes

Usually your last U.S. residence or your legal U.S. residence. See instructions.

7

Street Address (not P.O. Box) _____ Apt. # _____

City/Town/Village _____

County _____ State __ Zip Code _____ - ____

Address where you live now

This is different from above. Your voting materials will be sent here, unless you specify a forwarding address in Box 9.

8

Additional requirements from your State

Such as: mail forwarding address, additional phone, or other State required information. See your State's pages in the Voting Assistance Guide on **FVAP.gov**.

9

Affirmation (REQUIRED): I swear or affirm, under penalty of perjury, that:

• I am a member of the Uniformed Services or Merchant Marine on active duty or an eligible spouse or dependent of such a member, or a U.S. citizen temporarily residing outside the U.S., or other U.S. citizen residing outside the U.S., and • I am a U.S. citizen, at least 18 years of age (or will be by the day of the election), eligible to vote in the requested jurisdiction, and • I have not been convicted of a felony or other disqualifying offense or been adjudicated mentally incompetent, or if so, my voting rights have been reinstated, and • I am not registering, requesting a ballot, or voting in any other jurisdiction in the U.S., and • My application for a regular absentee ballot was mailed in time to be received by the local election official 30 days prior to this election, or the State deadline, whichever is later, and • I have not received the requested ballot, and • I understand that if my regular absentee ballot is received by the local election official in time to be counted, that ballot will be counted and this write-in ballot will be voided, and • I have voted and sealed this ballot in private and have not allowed any person to observe the marking of this ballot, except for those authorized to assist voters under State or Federal law and I have not been influenced, and • I am a Uniformed Services member, or dependent, who is absent from my voting jurisdiction, or I am an overseas citizen and have submitted this ballot from outside the U.S., or my State has made special provisions to allow me to mail this ballot inside the U.S., and • My signature and date herein indicate when I completed this document, and • The information on this form is true and complete to the best of my knowledge. I understand that a material misstatement of fact in completion of this document may constitute grounds for conviction of perjury.

Signature _____ Print this form, sign, and send in.

Today's Date __ / __ / ____

Witness signature / date if required by your State. See Voting Assistance Guide on FVAP.gov

Signature _____

Date _____

This information is for official use only. Any unauthorized release may be punishable by law.

Standard Form 186 (Rev. 08-2011)

Official Federal Write-in Absentee Ballot

President/Vice President:

U.S. Senator*:

U.S. Representative/Delegate/Resident Commissioner**:**

*** Legal residents of the District of Columbia may vote only for President/Vice President and Delegate.**

**** Legal residents of American Samoa, Guam, Puerto Rico and the U.S. Virgin Islands may vote only for Delegate or Resident Commissioner to the Congress.**

Addendum

Some states allow the Federal Write-In Absentee Ballot to be used by military and overseas civilian voters in elections other than general elections or for offices other than Federal offices. Consult your state section in the Voting Assistance Guide on FVAP.gov to determine your state's policy. If you are eligible to use this ballot to vote for offices other than those listed above or for ballot initiatives, please indicate in the spaces provided below, the office for which you wish to vote (for example: Governor, Attorney General, Mayor, State Senator, etc.), and the name and/or party affiliation of the candidate for whom you wish to vote. You may also indicate the ballot intiative and your vote for the initiative.

Office / Ballot Initiative	Candidate Name, Party Affiliation, or Initiative Vote

Standard Form 186 (Rev 08-2011)

Official Federal Write-in Absentee Ballot (continuation)

Office / Ballot Initiative	Candidate Name, Party Affiliation, or Initiative Vote

Standard Form 186 (Rev 08-2011)

Federal Write-in Absentee Ballot (FWAB)
Instructions for Voter's Declaration /Affirmation

A quicker, easier to complete, electronic version of this form is also available on **FVAP.gov**. For any questions about this form, consult your Voting Assistance Officer or the Voting Assistance Guide available in hard copy or on **FVAP.gov.**

The gray numbers and instructions below correspond to the gray numbered boxes on the face of the form.

1 In most States, you must have registered and requested an absentee ballot from your voting jurisdiction to use this form. If you have not done this, you cannot use this form unless your State allows voter registration via the FWAB. Check your State's pages in the Voting Assistance Guide on FVAP.gov to see if your State accepts this form to register to vote. If your State does not allow you to register to vote using this form and you have not already submitted a Federal Post Card Application or registered/requested an absentee ballot by other means, your FWAB will not be counted.

2 The classification you choose will determine in which election(s) you will be allowed to vote. Choose the one that best represents your current situation.

3 The information you enter for your name should match the information you used to register to vote. The local election official who receives this form will match this to your voter registration information.

4 While most States allow you to enter either your driver's license number or the last 4 digits of your Social Security Number, some will invalidate this form without your full SSN. Check your State's pages in the Voting Assistance Guide on FVAP.gov to see if your State requires the full SSN.

Also, many States ask that you provide your race or ethnic group in order to demonstrate that they are complying with the Voting Rights Act and the National Voter Registration Act

5 If there are questions about your form, local election officials will use this information to contact you. An email address is the simplest and fastest way for them to do so. Your voting materials will be sent to the email address(es) that you provide here if you request it and your State allows it. Include an alternate phone number in Box 9 if necessary.

6 If you want to vote in primary elections, most States require you to specify a political party. Check your State's pages in the Voting Assistance Guide on FVAP.gov to see if your State requires you to specify a political party.

7 This determines the jurisdiction where you vote. For military voters the voting address is your legal U.S. residence. For overseas citizens this is usually the U.S. address where you last lived. You do not need to have any current physical ties to this address. Do not use a post office box number. If the area has no street names, enter the route number and box number. The address you enter here must match the address you used when you requested an absentee ballot.

8 Enter the address where you want voting materials to be sent to you. Voting materials will be sent to this address unless you enter a forwarding address in Box 9.

9 Enter anything here that would help ensure that your ballot is accepted. Check your State's pages in the Voting Assistance Guide on FVAP.gov for anything your State may specifically require here. If you want your voting materials to be sent somewhere other than where you live now, enter that alternate (forwarding) address here. Provide an alternate phone number here.

Affirmation. Read this carefully. It is what you are agreeing to under oath and penalty of perjury by filling out and sending in this form. Some States require that your form be witnessed. Check your State's pages in the Voting Assistance Guide on FVAP.gov for your State's requirements.

Federal Write-in Absentee Ballot

To vote, write in either a candidate's name or a political party for each office. Your State may allow you to vote in State and local elections in the Addendum section of this ballot. Check your State's pages in the Voting Assistance Guide on FVAP.gov to find out in which elections you can vote using this form.

Some States allow you to send your Federal Write-in Absentee Ballot electronically. Check your State's pages in the Voting Assistance Guide on FVAP.gov to see if your State allows this.

To return by mail, fold the ballot. Put it in a blank envelope, seal the envelope, and mark it "Security Envelope." This security envelope keeps your vote private.

Put the security envelope and the Declaration / Affirmation form into a larger envelope together. Seal the larger envelope.

To send your ballot:

- For non-U.S. mailing, put the correct amount of local postage in the top right corner on the front of the large envelope.
- In the upper left corner, enter your current complete military or overseas mailing address.
- Under "To," enter the name and mailing address of the local election official to whom you are sending the packet. Check your State's pages in the Voting Assistance Guide on FVAP.gov for the correct address. It must be the same address where you sent your request for an absentee ballot.

Privacy Act Statement

Authority: The authority to collect your personal information on this form comes from 42 USC 1973ff, "Uniformed and Overseas Citizens Absentee Voting Act (UOCAVA)."

Principal Purpose: This form serves as a Federal Write-in Absentee Ballot for elections for Federal office or other elections provided by State law or special provisions for all persons covered by UOCAVA.

Disclosure: Your disclosure of personal information is voluntary. However, failure to provide the requested information may result in the Federal Write-in Absentee Ballot not being recognized and therefore not counted.

Standard Form 186 (Rev. 10-2005)

Absentee Ballot Log (GAB-124)

1. As soon as official ballots are available, the clerk must send the official absentee ballot to all approved absentee ballot applicants.

2. The clerk may not transmit an absentee ballot to an elector via email or fax, except to military or overseas electors.

3. The clerk maintains the Absentee Ballot Log (GAB-124).

    a. The Absentee Ballot Log (GAB-124) is used to track the events that occur during the absentee ballot process (e.g. application received, ballot issued, ballot canceled, 2nd ballot issued, ballot received, ballot counted, etc.)

    b. The Absentee Ballot Log (GAB-124) enables the clerk to track any problems with the absentee certificate envelope (missing certificate, voter signature, witness signature, or two SVD signatures) and communicate this information to the election inspectors so they can reject the ballot if the error is not corrected by 8:00 p.m. on Election Day.

    c. Municipal clerks who maintain their own SVRS data may also track absentee ballots and print ballot labels in SVRS.

    d. The Absentee Ballot Log (GAB-124) is sent to the polling place with the absentee ballots on Election Day.

Municipality: **ABSENTEE BALLOT LOG** **Election Date:**

Voter Information	Misc.		Application			Ballot			Comments
Name and Address	Wd.	Ballot Style	Date App. Rec'd	Mail/ In Person/ Fax or Email (M/P/F/E)	Military/ Overseas M/O	Date Ballot Issued	Date Ballot Returned	Ballot Rejected/ Ballot Counted (R-Serial Number/ C-Voter Number	Comments
_____ _____									
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Absentee Applications Ballot Log

ELECTION: 2012 JUNE 5 RECALL ELECTION (Jun 05, 2012)

WD1

Voter ID	Name and Address	Ward	App. Received	Ballot Issued	Ballot Returned	Vote Recorded
0700240770 *0700240770*	**Austin, Susan Rose** 5424 Miller Farm Rd Black Earth, WI 53515-9551	WD1	05/21/2012	Ballot Type: OFCL		
App. Type: Regular						
Vote Location: Via Mail						
0700958980 *0700958980*	**Bach, Jacolyn Rae** 9713 Kahl Rd Black Earth, WI 53515-9516	WD1	02/15/2012	Ballot Type: OFCL		
App. Type: Permanent						
Vote Location: Via Mail						
0000940017 *0000940017*	**Bonneville, Craig R** 9530 Blackberry Rd Black Earth, WI 53515-9504	WD1	05/30/2012	05/31/2012	05/31/2012	
App. Type: Regular				Ballot Type: OFCL		
Vote Location: Clerks Office						
0012109455 *0012109455*	**Cashman, Charles W** 5082 Reeve Rd Black Earth, WI 53515-9710	WD1	05/23/2012	Ballot Type: OFCL		
App. Type: Regular						
Vote Location: Via Mail						
0000940026 *0000940026*	**Chybowski, Robert M** 5389 Reeve Rd Mazomanie, WI 53560-9371	WD1	05/29/2012	05/30/2012	05/30/2012	
App. Type: Regular				Ballot Type: OFCL		
Vote Location: Clerks Office						
0000972082 *0000972082*	**Cole, Chad Donald** 9520 Kahl Rd Black Earth, WI 53515-9517	WD1	04/23/2012	Ballot Type: OFCL		
App. Type: Regular						
Vote Location: Via Mail						

Absentee Applications Ballot Log

* Confidential Voters *

ELECTION: 2012 JUNE 5 RECALL ELECTION (Jun 05, 2012)

WD1

Voter ID	Name and Address	Ward	App. Received	Ballot Issued	Ballot Returned	Vote Recorded

Application(s) Received	Ballot(s) Issued	Ballot(s) Returned	Vote(s) Recorded
0	0	0	0

WARD TOTALS :	Application(s) Received	Ballot(s) Issued	Ballot(s) Returned	Vote(s) Recorded
	29	11	10	0

Overview of Absentee Voting Rules

Indefinitely Confined Electors	
Definition	Voters indefinitely confined in their home or in a qualified facility [Community Based Residential Facility (CBRF), retirement home, residential care apartment complex, or adult family home] that is NOT served by special voting deputies. Elector must have applied for absentee ballots as an indefinitely-confined elector.
Application Requirements	• Voter registrations that are postmarked after the 20th day before the election cannot be accepted. • Absentee applications must be received no later than 5:00 p.m. on the Friday prior to the election. • Voter must check the box or otherwise indicate on the absentee application that they are indefinitely confined.

Duration of Requests	• Receive ballots automatically for as long as they return them ("permanent" status)
	• 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 permanent list
	  o If voter does not respond to notice, cancel absentee application (remove from permanent list)

Deadline for Ballot Return	Friday 4:00 p.m. after the election if postmarked by Election Day

Overview of Absentee Voting Rules

Electors Served by Special Voting Deputies (SVDs)	
Definition	Voters residing at a nursing home or in a qualified facility [Community Based Residential Facility (CBRF), retirement home, residential care apartment complex, or adult family 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.
	  ○ SVDs may register voters using their pre-nursing home address if the voter has an intent to return. These registrations must be forwarded to the respective municipal clerk.
	• Absentee applications must be <u>received</u> by the respective deadline, 5:00 p.m. on Thursday for regular voters, 5:00 p.m. Friday for indefinitely confined voters.
	  ○ Voter must check box or otherwise indicate on the absentee application that they are indefinitely confined.
	  ○ SVDs may accept written absentee applications in-person from registered electors at the facility, if before the applicable deadline.

Duration of Requests	• As specified in the request (specific elections, calendar year, or permanent if indefinitely confined).
	• If an elector on the permanent list does not vote an absentee ballot, the SVDs should ask them to either:
	  ○ Sign a separate statement indicating they still want to receive ballots, *OR*
	  ○ Enclose a blank ballot in the certificate envelope and sign the certification.
	  ○ If the elector does not do either of the above, 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.

Overview of Absentee Voting Rules

Electors Served by Special Voting Deputies (SVDs), Continued	

Time frame for conducting absentee voting in qualified facilities	• Between the 4th Monday before the election and the Monday before the election
	  ○ Notice of date and time posted at facility no less than 24 hours before visit
	  ○ Registered voters may request to vote absentee on the day the SVDs visit
	  ➢ Must use absentee application, not just certificate envelope.

Special Procedures	• If a voter is registered in another municipality, the clerk of the municipality where the voter is registered must forward an absentee ballot to the municipal clerk where the care facility is located.
	  ○ The SVDs from the municipality where the nursing home is located administer the absentee ballot for that voter.
	  ○ The municipal clerk where the nursing home is located then forwards the voted absentee ballot back to the municipal clerk where the voter is registered.
	• 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.
	  ○ Request for assistance must come from the elector.
	• SVDs must visit the facility twice if any voter who has requested an absentee ballot was not available to vote during the first visit.
	• 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.
	  ○ Must transmit the ballot no later than 5:00 p.m. on the Friday preceding the election.
	• See “Absentee Voting in Nursing Homes” Manual for details.

Overview of Absentee Voting Rules

Electors at Special Voting Deputy-Eligible Facilities	
Definition	Voters residing in a qualified facility [Community Based Residential Facility (CBRF), retirement home, residential care apartment complex, or adult family home] that is NOT served by special voting deputies. Also, does NOT include voters who are indefinitely confined. o Use the indefinitely confined elector procedures for indefinitely confined electors who may reside at an SVD-eligible facility.
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.
Duration of Requests	As specified on absentee ballot application but no longer than a calendar year
Deadline for Ballot Return	Friday 4:00 p.m. after the election if postmarked by Election Day

Overview of Absentee Voting Rules

Military Voters	
Definition	U.S. military 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 federal elections, 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. • The Affirmation/Declaration that accompanies the Federal Absentee Write-In Ballot (FWAB) also serves as an absentee application.
Duration of Request	• One calendar year, if not otherwise specified ○ Receive ballots for all offices
Deadline for Ballot Return	• Friday 4:00 p.m. after the election if postmarked by Election Day

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.)
	• May be used by both overseas and military electors.
	  ○ A FWAB from a military elector may be accepted without a separate absentee application.
	  ○ A FWAB from an overseas elector must be accompanied by a valid absentee request.
	  ○ A FWAB typically contains a signed affirmation/declaration which serves as an absentee application for military electors, but must be received no later than the respective absentee request deadline to count as an application.
	  ○ The affirmation/declaration must accompany the FWAB in order for the ballot to be counted. The affirmation/declaration must be completed and contain the signature of both the voter and the witness. It serves as the absentee certification.

Overview of Absentee Voting Rules

Military Voters, Continued	
Multiple Ballots - Priority	• Count whatever ballot you have received by Election Day • If more than one ballot received by Election Day, all ballots are sent to the polling place for processing. Only one ballot is counted and the rest are rejected. The order of priority is: 1. Official Ballot 2. FWAB • If ballots come in after Election Day, but before the deadline, and you have already counted a ballot on Election Day, reject the second ballot.
Special Procedures	• Requests are valid for up to 28 days after the date of discharge from military service. • All military voters absentee ballots must be tracked in SVRS. • See the Election Administration Manual and SVRS manual for further details on the administration and tracking of military ballots.

Overview of Absentee Voting Rules

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

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

Duration for Request	One calendar year, if not otherwise specified • Receive ballots for federal offices only
Deadline for Ballot Return	Friday 4:00 p.m. after the election if postmarked by Election Day
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 the election has 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, all ballots are sent to the polling place for processing. Only one ballot is counted and the rest are rejected. The order of priority is:
	  1. Official Ballot
	  2. FWAB

Special Procedures	• All overseas voters absentee ballots must be tracked in SVRS • See the Election Administration manual and SVRS manual for further details on the administration and tracking of overseas ballots.

Overview of Absentee Voting Rules

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.

Duration of Request	• As specified on application.
	• For calendar year applications (1/1 – 12/31)
	  ○ If a ballot is not returned for a general election, remove the elector from the absentee list and send them a notice within 5 days.
	  ○ If voter responds to notice, add them back to the absentee list and continue to send ballots.
	  ○ If voter does not respond to notice, they remain off the list.
	  ○ Voter can reactivate request by contacting you.

Deadline for Return of Ballot	Friday 4:00 p.m. after the election if postmarked by Election Day

Overview of Absentee Voting Rules

Fax/Email/Online	
Definition	Only military and permanent overseas electors may receive their ballot be via fax or email or may access their absentee ballot online at http://myvote.wi.gov. The clerk must honor the requested method of transmission.
Application Requirements	• Voter registrations may not be faxed/emailed. Voter registrations that are postmarked after the 20th day before the election cannot be accepted. • Absentee applications must be received by the respective deadlines for all electors. See military and overseas sections above. • Any registered voter may submit their absentee ballot request by email or fax.

Special Notes	• Only military and permanent overseas electors may receive a ballot by fax/email, please see those specific instructions for more details.
	• An original application with "wet" signature must be received.
	  ○ If you are using the combination application/certification certificate envelopes, the signature on the envelope suffices as an original application with "wet" signature.
	• When emailing or faxing a ballot to a military or overseas voter:
	  ○ Transmit the initialed ballot and face of the certificate envelope along with instructions for voting and returning the ballot.
	  ○ The voted ballot can NOT 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.
	  • See Election Day manual or the GAB-104 for specific instructions on remaking ballot.

Overview of Absentee Voting Rules

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. ○ No in-person absentee voting may occur on the Saturday, Sunday, or Monday immediately preceding the election. • In-person absentee voting begins on the 3rd Monday before Election Day and ends at 5:00 p.m. on the Friday preceding the election. • 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.

Overview of Absentee Voting Rules

Provisional Ballots	
Definition	If the absentee elector was required to provide proof of residence with their absentee ballot and does not, the election officials are to treat that absentee ballot as a provisional ballot.
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	• 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 SVRS Application Training manual for directions. • Please see the Election Administration manual, Post-Election Activities chapter for more information.

Overview of Absentee Voting Rules

New & Former Residents – Presidential Only	
Definition	Any new resident of the state who would be an eligible elector except for the 28-day residency requirement, or any former resident of the state who is ineligible in their new home state to vote due to a residency requirement, may apply for a presidential-only absentee ballot.

Application Requirements	• New resident:
	  ○ Must apply and vote in-person, no earlier than 27 days before the election, and no later than 5:00 p.m. on the day before the election.
	  ➢ Note-This time frame is specific to a new resident voting for president only.
	  ○ Voter may also apply and vote for 'President only' on Election Day at the polling place.
	  ○ Must fill out a special absentee application/cancellation (GAB-141).
	  ➢ Note-Applicant does not complete GAB-131 and is *not* registered.
	• Former resident:
	  ○ Must apply within 24 months of leaving Wisconsin.
	  ○ By-mail application using a special absentee application (GAB-140).
	  ➢ This form must be notarized.
	  ➢ There is no specific deadline before the election to apply.
	• See the SVRS Application Training manual for directions on entering electors into SVRS.

Deadline for Return of Ballot	Friday 4:00 p.m. after the election if postmarked by Election Day

Overview of Absentee Voting Rules

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. • 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 submit a signed absentee application (GAB-121) which indicates that the elector is hospitalized. • The agent must provide a proof of identification to the clerk when delivering the absentee application.
Procedure	• 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 in combination with this procedure.
Deadline for Ballot Return	• The agent may return the absentee ballot to the polling place, municipal clerk or mail the absentee ballot. • If the absentee ballot is mailed it must be received by 4:00 p.m. on the Friday after the election if postmarked by Election Day

Overview of Absentee Voting Rules

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.

Procedure	• If the application is received before 5:00 p.m. on the Friday preceding the election:
	  ○ 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:
	  ○ 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.
	  ○ The judge shall recess court, as soon as convenient, and give the elector the ballot.
	  ○ The judge shall then serve as witness and shall deliver the ballot to the clerk who shall deliver it to the polling place.

Delivery Methods

Military & Overseas Electors

Military and overseas electors are covered by the federal Uniformed Overseas Citizens Absentee Voting Act (UOCAVA) as well as specific state laws. As such, they have a variety of special rules that apply to them to ensure that the elector will receive their ballot in time to vote from overseas.

Military and Overseas Absentee Applications

The general procedure for military and overseas electors to request an absentee ballot is as follows:

1. Requests must be made in writing by one of the following methods:

    a. The Application for Absentee Ballot (GAB-121)

    b. The Federal Post Card Application form (FPCA)

    c. Any other written request (providing it gives all required information and is signed by elector).

    Note: Fax or email requests are valid if received by the application deadline.

2. Military Electors

    a. State law provides that an individual who qualifies as a military elector is not required to register (although clerks need to obtain sufficient information to enter a military elector into SVRS).

    b. Military electors may request an absentee ballot for any specific election or for all elections within the calendar year of which the request was made, until the individual otherwise requests or until one of the following occurs:

        i. The elector no longer qualifies for military status.

        ii. The elector has registered to vote elsewhere.

c. Military personnel seldom notify their municipal clerk when they are relocated or when they leave the military.

    i. This often makes keeping up with the location of military electors difficult and frustrating.

    ii. The Federal Voting Assistance Program's (FVAP) policy with respect to divulging information about military personnel status or location has become more stringent. In light of these difficulties, the Government Accountability Board has implemented the following policy with respect to military voters:

        1. The clerk is required to make an effort to determine the location or status of a military elector.

        2. The clerk must document what efforts were taken to determine the location or status of a military elector, and the results of those efforts.

        3. The elector will be offered the opportunity to reapply for absentee ballots.

d. A military elector may request an absentee ballot be transmitted via email or fax. The municipal clerk must comply with their request.

e. A military elector may also request and receive an absentee ballot At My Vote WI: myvote.wi.gov.

3. Overseas Electors

a. Overseas electors are required to register, unlike military electors. An absentee ballot request from an overseas elector is effective for the calendar year in which the request was made.

b. Overseas electors *only* receive ballots for federal offices (U.S. President, U.S. Senator, and Representative in Congress).

c. An overseas elector may request an absentee ballot be transmitted

via email or fax. The municipal clerk must comply with their request.

Faxing or Emailing an Absentee Ballot to a Military or Permanent Overseas Elector

Any military or permanent overseas voter may request that an absentee ballot be sent to them via fax or email. The municipal clerk must transmit the absentee ballot to the military or overseas voter in the manner in which they request the ballot be sent.

Procedure

You will be emailing the voter three documents: the ballot, the certificate side of the absentee envelope (GAB-122), uniform instructions.

1. Ask the county for a PDF version of the ballot that will print on 8 ½ by 11 paper.

2. Print the ballot

3. Initial the ballot

4. Scan the initialed ballot and save it to your computer

5. Save the GAB-122 from the G.A.B. website or scan the certificate side of the absentee envelope

6. Search the website for "uniform instructions" and select the appropriate instructions. Save the Uniform instructions for absentee voters on your computer from the G.A.B. website.

7. Attach the ballot, the certificate, and the instructions to the email you send to the military or permanent overseas voter who requests a ballot be emailed to them.

8. Include your address and clerk information in the email so the voter knows where to mail the voted ballot.

9. The military or permanent overseas voter will still need to mail the absentee ballot back to you. In accordance with State statutes, they cannot return a voted ballot back by email or fax.

Military and permanent overseas voters may also receive their absentee ballots online at the My Vote WI Site (http://myvote.wi.gov). Military and permanent overseas voters may make their request online and receive their absentee ballot from the site.

- The online ballot will not contain the initials of the municipal clerk but is still a valid absentee ballot.
- The voter must return their absentee ballot by mail.
- If a military or permanent overseas voter requests to receive an absentee ballot via email, the clerk may ask the voter to use the My Vote WI site. However if the voter does not wish to use it, the clerk must send the ballot by email.

Frequently Asked Questions (FAQs)

I have an email address but no scanner how do I email a ballot?

1. Ask the County to provide you with a PDF proof of the ballot so that it can be printed on 8 ½ by 11 paper.
2. Print and initial the ballot.
3. Work with the County or a neighboring municipality to have them scan the initialed ballot.
4. Email the scanned initialed ballot to your email address.
5. Save the scanned and initialed ballot to your computer.
6. Download the Certificate side of the absentee envelope (GAB-122) and the Uniform instructions for Military and Permanent Overseas Voters from the G.A.B. website.
7. Attach the ballot, the certificate, and the instructions to the email you send to the military or permanent overseas voter who requests a ballot be emailed to them.

I do not have a fax machine but have internet access how to I fax a ballot?

1. Ask the County to provide you with a PDF proof of the ballot so that can be printed on 8 ½ by 11 paper.

2. Print and initial the ballot.

3. Print the certificate side of the absentee envelope (GAB-122) and Uniform Instructions for Military and Permanent Overseas Voters from the G.A.B. website

4. Work with a neighboring municipality, the county, a library, or a local establishment to fax the ballot, certificate and instructions to the elector.

I have internet access but no email address, how do I email ballots?

There are several online sites that offer free email addresses. The municipal clerk should consider signing up for an email address for their municipality.

If you are unable to get an email address:

1. Work with a neighboring municipality or county who is willing to email or fax ballots on your behalf.
2. Ask the County to provide you or the neighboring municipality with a PDF proof of the ballot so that it can be printed on 8 ½ by 11 paper.

3. Print and initial that ballot.

4. When you receive a request from a military or permanent overseas voter, contact the neighboring municipality or county and ask them to send the ballot on your behalf.

5. Note on your absentee ballot log when the ballot was sent and that it was transmitted by another municipality or county on your behalf.

I do not have a fax machine or internet access how do I email or fax ballots?

1. Work with a neighboring municipality or county who is willing to email or fax ballots on your behalf.

2. Ask the County to provide you or the neighboring municipality with a PDF proof of the ballot so that it can be printed on 8 ½ by 11 paper.

3. Print and initial that ballot.

4. When you receive a request from a military or permanent overseas voter, contact the neighboring municipality or county and ask them to send the ballot on your behalf.

5. Note on your absentee ballot log when the ballot was sent and that it was transmitted by another municipality or county on your behalf.

Federal Write-In Absentee Ballot

Federal Write-In Absentee Ballot (FWAB): This is a write-in ballot that is available from military posts, U.S. embassies, and consulates throughout the world. It may also be downloaded from the Federal Voting Assistance Program's website (http://www.fvap.gov).

For military voters: this ballot does NOT need to be mailed from outside the United States and is valid for all elections and all offices on the ballot.

For overseas voters: the FWAB is only valid for federal elections and it must be mailed from outside the United States.

Special Processing for Military Ballots

1. If received by Election Day, the official absentee ballot supersedes any write-in ballots received from the elector.

2. Whatever ballot is received on Election Day is counted and all other ballots received after Election Day will be rejected.

Nursing Homes, Qualified Retirement Homes and Community-Based Residential Facilities

- Absentee ballots are brought to the nursing home, retirement home, or community-based residential facility by special voting deputies appointed by the municipal clerk.

- These special voting deputies represent the two major political parties whenever deputies are appointed with regard to party affiliation.

- No person who is or was in the last two years employed or retained at a nursing home, qualified retirement home, or qualified community-based residential facility, or a member of the immediate family of such an individual may serve as a special voting deputy, (§6.875(4), Wis. Stats.).

- These voting deputies take a special oath of office (Oath of Special Voting Deputy, GAB-155), (§6.875(6), Wis. Stats.).

Procedure

1. Special voting deputies shall arrange one or more convenient times with the administrator of the facility to conduct absentee voting for the election.

2. These special voting deputies shall contact the administrator of the facility as soon as possible but, no later than 5:00 p.m. on the Friday before an election.

3. Absentee voting may be conducted no earlier than the fourth Monday before the election and no later than 5:00 p.m. on the Monday before the election, (§6.875(6), Wis. Stats.).

4. As soon as possible after arrangements are made for the visit, but not less than 24 hours before the visit, the municipal clerk shall post a notice at the home or facility indicating the date and time that absentee voting will take place at that home or facility.

5. At the designated time, two special voting deputies shall visit the facility. Both voting deputies, together, shall personally offer each absentee elector who has filed the proper application an opportunity to cast his or her ballot. The deputies shall administer the oath and assist the elector in marking the absentee ballot if requested.

6. If, after two visits to the facility by the special voting deputies, a resident who has requested an absentee ballot has not voted, the municipal clerk may mail the absentee ballot to the resident of the home in the same manner as other absentee ballots are mailed, (§6.875(6), Wis. Stats.).

7. The deadline for the return of the absentee ballot is Friday 4:00 p.m. after the election if postmarked by Election Day.

   NOTE: The special voting deputies may accept an application for absentee ballot from a qualified voter and issue an absentee ballot while at the qualified care facility, (§6.875(6), Wis. Stats.)

8. Absentee ballots must be voted only by the absent elector, unless the voter needs assistance. If an elector asks, a relative of the elector who is present may assist the elector in marking the absentee ballot. No individual other than a special voting deputy or a relative of an elector may provide voting assistance. The person providing the assistance must sign in the space provided for the assisting elector on the ballot, (§6.875(6), Wis. Stats.).

9. After marking the ballot in the presence of the special voting deputies, the voter places the marked ballot(s) in the certificate envelope (GAB-122), and seals the envelope. The voter completes and signs the certification on the envelope. Both of the special voting deputies must sign as witnesses on the certificate envelope, (§6.875(6), Wis. Stats.).

Hospitalized Electors

A hospitalized elector may certify that he or she cannot appear at the polling place on Election Day and appoint an agent to conduct the absentee ballot request/delivery process on the elector's behalf.

Procedure

1. The hospitalized elector may not request a ballot by agent more than 7 days before an election or after 5:00 p.m. on Election Day.

2. The hospitalized elector must complete an absentee application (if not registered, they must also complete a voter registration application and provide proof of residence).

    a. The hospitalized elector must appoint an agent to act on their behalf. The agent must provide his/her name, signature and address on the absentee application.

    b. If the hospitalized elector is unable to complete the application, they may have an assistant fill out the application. The assistant signs his or her name as the assistant.

3. The agent for the hospitalized voter delivers a completed absentee ballot application or the written equivalent to the municipal clerk for the hospitalized elector's municipality of residence.

4. An agent must provide his or her proof of identification before the municipal clerk may issue an absentee ballot to the agent. The clerk should ensure that the identification matches the information on the application.

5. The municipal clerk issues an absentee ballot, absentee certificate envelope and uniform instructions in an absentee carrier envelope to the agent for the hospitalized elector.

6. The agent transports the absentee ballot to the hospitalized elector.

    a. The hospitalized elector votes the ballot in the presence of a witness.
        i. The agent or another designee of the elector may assist in filling out the ballot and should sign the ballot as the assistant.

b. The hospitalized elector places the voted ballot in the absentee certificate envelope, seals and signs the envelope.

c. The witness signs the envelope and provides his or her address.
    i. The agent may serve as the witness.

7. The agent must deliver or mail the absentee certificate envelope.

    a. In person delivery to the municipal clerk, to the polling place or a central count location, if there is one, must be done by 8 pm on Election Day.

    b. By mail delivery to the municipal clerk must be postmarked by Election Day and received by 4 pm the Friday following the election.

Alternate Absentee Ballot Site

The governing body of a municipality may elect to designate a site to replace the office of the municipal clerk as the location from which electors of the municipality may request and vote absentee ballots.

1. The designated site shall be located as near as practicable to the office of the municipal clerk.

2. The governing body shall not later than 14 days prior to the time absentee ballots are available (46 days before each primary or election for national office, 21 days before each other primary or election) designate an alternate absentee ballot site.

3. The municipal clerk shall display notice of the alternate site in the office of the municipal clerk.

4. An alternate absentee ballot site shall be staffed by the municipal clerk or employees of the clerk.
5. An alternate absentee ballot site must be accessible to all individuals with disabilities.

Absentee Ballot Request Deadlines

The following chart outlines the specific deadlines to request an absentee ballot that apply to different types of absentee voters.

Applicant	*How received*	*Type of Election*	*Deadline*
Regular	Mail/Email/Fax	All	Received by 5:00 p.m. on the Thursday before the election – Wis. Stat. § 6.86(1)(b)
Regular	In-person	All	By 5:00 p.m. (or close of business, if later) on the Friday before the election – Wis. Stat. § 6.86(1)(b)
Hospitalized	Mail/Email/Fax (By agent only)	All	Not more than 7 days before an election ending 5:00 p.m. on Election Day – Wis. Stat. § 6.86(3)(c)
Sequestered Juror	Mail/Email/Fax	All	5:00 p.m. on Election Day – Wis. Stat. § 6.86(1)(b)
Indefinitely confined	Mail/Email/Fax	All	5:00 p.m. on the Friday before the election – Wis. Stat. § 6.86(2)
SVD facility resident	By Special Voting Deputy	All	5:00 p.m. on the day before the election. Wis. Stat. § 6.875(6)(a)
Military (Active duty, Away)	Mail/Email/Fax	All elections for national office	5:00 p.m. on Election Day – Wis. Stat. § 6.86(1)(b)
Military (Active duty, Not Away)	Mail/Email/Fax	All	5:00 p.m. on the Friday before the election – Wis. Stat. § 6.86(1)(c)
Military (Active Duty, Not Away)	In-person	All	By 5:00 p.m. (or close of business, if later) on the Friday before the election – Wis. Stat. § 6.86(1)(b)
Military (Active duty, Away)	Mail/Email/Fax	All elections that do not include a national office	5:00 p.m. on the Friday before the election – Wis. Stat. § 6.22(4)(b)
Overseas	Mail/Email/Fax	All	5:00 p.m. on the Thursday before the election – Wis. Stat. § 6.685(2), 6.86(1)(b)

Absentee Ballot Certificate Envelope

An absentee ballot is marked by an absent voter, and sealed in an Absentee Ballot Certificate Envelope (GAB-122). The Absentee Ballot Certificate Envelope (GAB-122) is then completed and signed by the absentee voter, witnessed by an adult U.S. Citizen, and mailed or delivered in person to the municipal clerk.

The municipal clerk reviews each absentee certificate envelope when it is returned to the clerk's office for any errors (e.g. missing certificate, voter signature, witness signature, or two SVD signatures).

If there is an error, the clerk should contact the voter, if possible.

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: THE INFORMATION BELOW IS REQUIRED!

▼ Complete the information below and sign the certification that follows in the presence of a witness who must also sign. ▼

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

▼Shaded Section for Clerk Use Only▼

Date of Election (month, day, year)	County

Municipality (check type and list name) Town ❒ Village ❒ City ❒ **of**

Ward #	District (if applicable)	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*) ▲ **Date**

ATTENTION MILITARY AND OVERSEAS VOTERS: Your date of birth is required or **your ballot may not be counted.** As a military or overseas voter, 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 US Citizen*▲

_____

▲Address of U.S. Citizen Witness▲

(▼Second Special Voting Deputy signs and provides address 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

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: THE INFORMATION BELOW IS REQUIRED!

▼ ***Complete the information below and sign the certification that follows in the presence of a witness who must also sign.*** ▼

Name (First, Middle, Last) including suffix

Street Address – include street number or fire number and name of street, or rural route and box number

City, State, Zip

▼***Shaded Section for Clerk Use Only***▼

Voted in clerk's office ☐

Date of Election (month, day, year)

County

Municipality: Town ❒ Village ❒ City ❒ **of**

District (if applicable)

Ward

▼ **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 within 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*)** ▲ **Date**

▼**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 US Citizen*▲

_____

▲Address of U.S. Citizen Witness▲

(▼*Second Special Voting Deputy signs and provides address 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

ATTENTION MILITARY AND OVERSEAS VOTERS: Your date of birth is required or **your ballot may not be counted**. As a military or overseas voter, I further certify my birth date is _____ /_____ / _____

Incomplete Certificate Envelope/Spoiling Absentee Ballots

1. If the applicable absentee request deadline has not yet passed and the clerk believes the person requesting the replacement ballot is the person to whom the original ballot was provided, the voter has the option to spoil the ballot and vote a new ballot. See the procedure to spoil and reissue a ballot below.

2. Alternatively, the voter has the option to correct the absentee certificate envelope in the clerk's office, by mail, or at the polling place/central count location on Election Day.

    i. If the voter wants the original ballot mailed back to them, the clerk shall enclose the original ballot in its unopened certificate envelope along with a new certificate envelope in a carrier envelope, to send to the voter. The voter must open the original certificate envelope, verify their ballot, and seal the ballot in the new certificate envelope.

    ii. A voter who chose to correct the certificate envelope by mail, but did not return a corrected envelope, cannot vote in person at the polling place.

    iii. If the voter corrects the certificate envelope in the clerk's office, the clerk shall issue a new certificate envelope to the voter. The voter must open the original certificate envelope, verify their ballot, and seal the ballot in the new certificate envelope. The voter may NOT remove the ballot from the clerk's office. The clerk may NOT serve as the witness (the original witness must be present). The original certificate envelope is then destroyed.

    iv. If the voter corrects the certificate envelope at the polling place/central count site, the election inspectors shall issue a new certificate envelope to the voter. The voter must open the original certificate envelope, verify their ballot, and seal the ballot in the new certificate envelope. The voter may NOT remove the ballot from the voting area.

The election inspectors may NOT serve as the witness (the original witness must be present). The original certificate envelope is then destroyed.

3. The original witness must always be present to correct any certificate errors.

4. The clerk should document any certificate errors on the Absentee Ballot Log (GAB-124).

5. If the applicable absentee request deadline has not yet passed for the voter and the clerk believes the person requesting the replacement ballot is the person to whom the original ballot was provided, the voter has the option to spoil their ballot (for any reason) and vote a new ballot. The voter can have a 2nd ballot sent to them by mail, they can come to the clerk's office and vote in-person absentee, or they can vote on Election Day at the polling place. If a 2nd absentee ballot is issued, the certificate envelope should be marked "2nd ballot".

6. If the clerk does NOT believe the person requesting the replacement ballot is the person to whom the original ballot was provided, the clerk shall issue a replacement ballot, document the incident for a subsequent challenge on Election Day, and contact law enforcement immediately.

7. A clerk should "spoil" the returned original ballot by partially tearing the certificate envelope and ballot so that is unusable as a ballot, but not entirely destroyed and placing it in a Spoiled Ballots envelope.

8. A voter who wishes to spoil a ballot in their possession should similarly destroy the envelope/ballot.

9. A voter who did not receive the replacement ballot or chose not to return the replacement ballot is able to vote in-person on Election Day.

10. The municipal clerk ensures that each absentee ballot is delivered to the correct polling place or alternate absentee ballot site on Election Day no later than 8:00 p.m.

11. Missing and no certificate envelope ballots should be labeled “To Be Rejected” and kept separate from the rest of the absentee ballots when delivered to the polling place.

12. Election inspectors should be instructed to NOT process these absentee ballots until 8:00 p.m. on Election Day so as to provide the voter with as much time as possible to fix the error.

13. An absentee ballot postmarked by Election Day and received by 4:00 p.m. on the Friday following the election is counted if otherwise valid.

14. If the clerk receives an absentee ballot from an elector who is recorded as voting on Election Day, the clerk should mark the ballot “To Be Rejected” and set the ballot aside for processing by the Municipal Board of Canvassers. The clerk should also contact law enforcement immediately.

Incomplete or No Certificate Envelopes

Clerk receives absentee ballot.
Examine the absentee ballot envelope for any certificate errors.
(No certificate, missing voter signature,
missing witness signature, missing 2 SVD signatures)

Contact the voter.
Provide info to voter about opportunity to correct the absentee ballot envelope in the clerk's office, by mail or at the polling place/central count location on Election Day.

The original witness must **always** be present to correct **any** incomplete or no certificate errors on the absentee ballot envelope.

Document incomplete or no certificate envelopes on the Absentee Ballot Log (GAB-124).

Do not process or reject uncorrected certificate envelopes until 8 p.m. on Election Day.

Please group absentee ballots with incomplete or no certificate envelopes.

Correct by mail
If time permits, clerks should send the envelope containing the ballot and a new absentee ballot envelope to the voter and remind the voter that they and the original witness must both execute the new envelope.

The voter must personally deliver a corrected envelope by 8 p.m. on Election Day to their polling place or central count. or by mail if postmarked by Election Day and received by 4 p.m. the Friday after the election.

Correct in the clerk's office
Voters may correct and submit absentee ballots on site. Ballots may not be taken from clerk's office.

Inform the voter that the original witness **must** accompany them to the clerk's office.

Please note: Voters with incomplete or no certificate envelopes who did not receive or return a replacement envelope cannot vote in-person at the polling place. Voters with incomplete or no certificate envelopes can correct their envelopes up to and including Election Day.

Correct at the polling place/central count
Voters may correct and submit absentee ballots on site. Ballots may not be taken from the polling place/central count location. Replacement absentee envelopes should be available to voters at polling places or central count locations.

Inform the voter that the original witness **must** accompany them to the polling place or central count location.

Reminder: Do not process or reject incomplete or no certificate envelopes until 8 p.m. on Election Day.

Spoiled or Damaged Ballots

Absentee ballot has been returned to the clerk. The voter wishes to vote a new ballot.

Clerk does believe the person requesting a replacement ballot is the person to whom the original ballot was provided.

Give the voter a replacement ballot, if within the proper deadline.
(see box on bottom right)

Clerk does NOT believe the person requesting a replacement ballot is the person to whom the original ballot was provided.

Issue a replacement ballot, if within the proper deadline (see box below).
Document a challenge for Election Day.
Contact law enforcement immediately.

Clerk shall destroy the spoiled or damaged ballot by making a small tear in the envelope containing the ballot and writing "spoiled" on the outside of the envelope. A notation should be made on GAB-124 (Absentee Ballot Log) that the first ballot was cancelled and second ballot was issued).

Place the spoiled ballot in the spoiled ballot envelope or container that will be transmitted to the polling place on Election Day.

Voters must personally deliver or mail absentee ballots under the normal timeline.
(personally deliver the ballot to their polling place or central count by 8 p.m. on Election Day or mail with Election Day postmark date and received by 4 p.m. the Friday after the election).

Please note: A voter who did not receive a replacement ballot by mail or chose not to return the replacement ballot is able to vote in-person at the polling place.

The absentee ballot log (GAB-124) should indicate the first ballot was cancelled and a second ballot was issued.

ABSENTEE BALLOT REQUEST TIMELINE

Regular absentee voters must request replacement ballots by 5 p.m. the Thursday before the election.

Indefinitely confined and military voters must request replacement ballots by 5 p.m. the Friday before the election.

Military voters away from home may request absentee ballots by 5 p.m. on Election Day for the partisan primary, the general election, the presidential preference primary, or a special election for national office.

Absentee ballots must be requested in person by 5 p.m. or the close of business the Friday before the election.

1. Absentee Voters and the Polling Place

a. Municipalities must track absentee ballots on the pre-printed poll list. The clerk shall also provide each polling place an Absentee Ballot Log (GAB-124).

b. The absentee notation indicates that an absentee ballot was issued to the voter. <u>This does not indicate that the absentee ballot was returned.</u>

c. If an individual noted as "absentee" appears at the polling place, the inspectors should check the Absentee Ballot Log (GAB-124) to determine if the ballot has been returned.

   i. If it has been returned and there are no errors that would cause the ballot to be rejected, the voter may not vote at the polling place.

   ii. If it has been returned and there are errors that would cause the ballot to be rejected, the voter may only correct the error. The voter may <u>NOT</u> vote a new ballot at the polling place.

      1. The election inspectors shall issue a new certificate envelope to the voter.

      2. The voter must open the original certificate envelope, verify their ballot, and seal the ballot in the new certificate envelope.

      3. The voter may NOT remove the ballot from the voting area.

      4. The election inspectors may NOT serve as the witness (the original witness must be present).

      5. The original certificate envelope is then destroyed.

6. The election inspector should document that a correction was made and the ballot accepted on the Absentee Ballot Log (GAB-124).

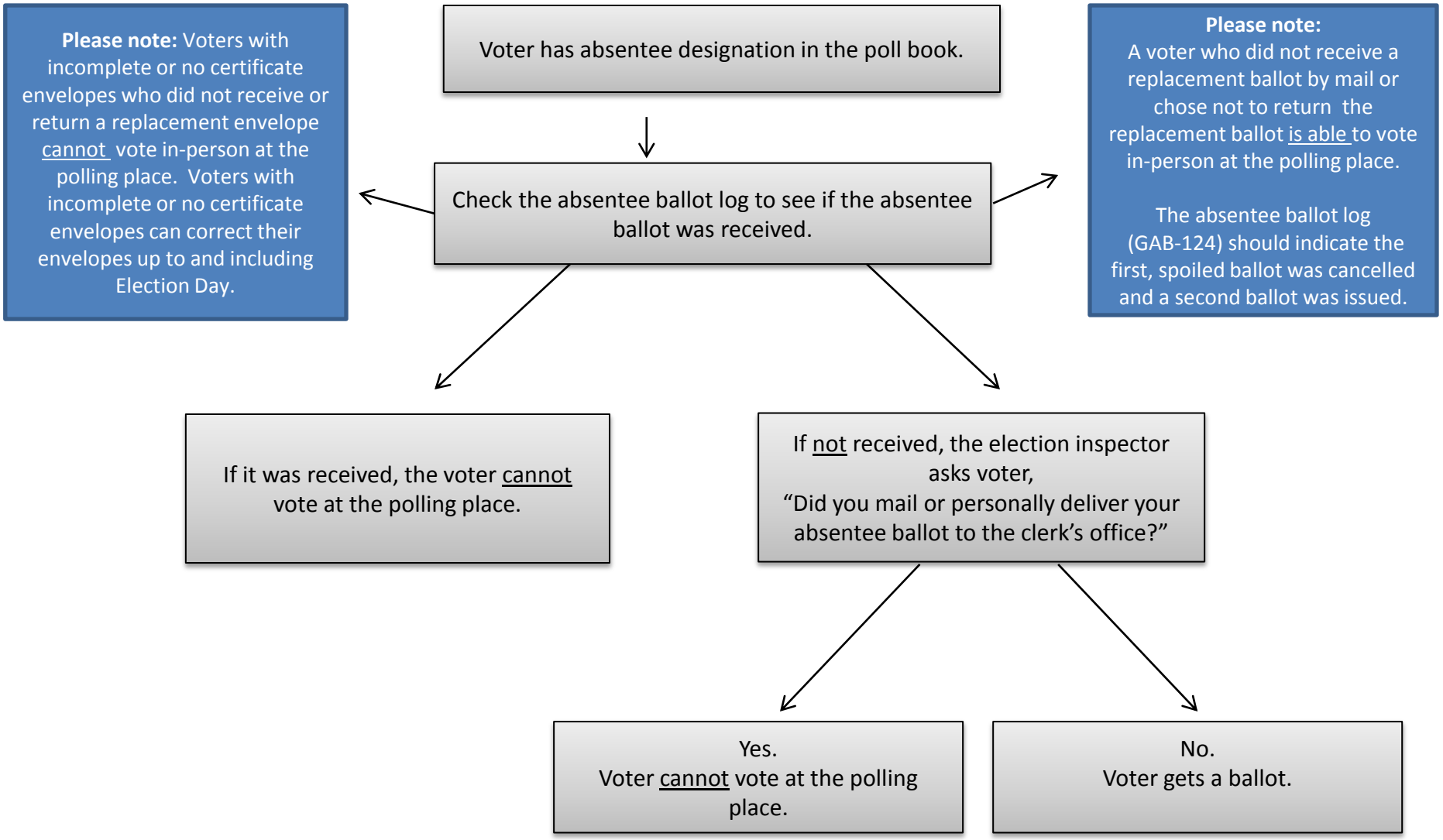
iii. If it has not been returned, the election inspectors ask the voter "did you mail or personally deliver your absentee ballot to the clerk's office?"

1. If "yes," the voter cannot vote at the polling place.

2. If "no," the voter is issued a ballot if otherwise qualified.

iv. If an absentee ballot is later received for that voter, the elector's absentee ballot would be processed as a rejected absentee ballot and the clerk contacted immediately.

Absentee Voters and the Polling Place



Processing Absentee Ballots at the Polls

1. On Election Day, the municipal clerk delivers absentee ballots to the polling place or alternate absentee canvassing site. The ballots are delivered in a sealed envelope or container that bears the name and official title of the clerk and the language found in §6.88(1), Wis. Stats. (GAB-125 Absentee Ballot Carrier).

   Alternate absentee canvassing sites require approval by the municipalities governing body and the Elections Division of the Government Accountability Board.

2. All absentee ballots must be processed in the same room the votes are cast or at an alternate absentee canvassing location so that any interested observer is able to hear the public announcement of the names of the absentee electors.

   a. Any observer, including an election inspector can challenge an absentee elector's ballot the same as if the elector were voting in person.

   b. The procedures for challenging an elector's ballot are the same as the challenge procedure in person.

   c. See the "Challenging Electors" section of this manual for the complete challenge procedure.

3. The election inspectors may process absentee ballots at any time between the opening and closing hours of the polling place, except absentee certificate envelopes marked "To Be Rejected."

   a. "To Be Rejected" envelopes are envelopes which are missing signatures of either the voter or the witness, signatures of both special voting deputies, or contain no certification language. These envelopes should be set aside and not processed until 8 p.m. on Election Day to give the voter an opportunity to correct any errors.

      i. A voter may correct the certificate envelope at the polling place/central count site.

      ii. The election inspectors shall issue a new certificate envelope to the voter.

      iii. The voter must open the original certificate envelope, verify their ballot, and seal the ballot in the new certificate envelope.

      iv. The voter may <u>NOT</u> remove the ballot from the voting area.

v. The election inspectors may NOT serve as the witness (the original witness must be present).

vi. The original certificate envelope is then destroyed.

vii. The election inspector should document that a correction was made and the ballot accepted on the Absentee Ballot Log (GAB-124).

b. Absentee ballots may not be counted until after the polls close.

c. Processed absentee ballots are placed in the ballot box or optical scan equipment and are counted* when all the other ballots are counted.

*It is considered counting once the polls have closed and all ballots are tabulated, either by equipment or by a hand tally.

4. If the election inspectors have reliable proof that an elector has died before Election Day, the absentee ballot should be rejected.

Procedure

To process absentee ballots, the following procedure should be followed:

1. Open the large carrier envelopes or containers (GAB-125) containing the absentee ballots.

2. Remove an Absentee Certificate Envelope (GAB-122) and announce the absentee elector's name and address.

3. Carefully review the certificate envelope to determine that:

   a. The envelope is not open.

   b. The envelope has not been opened and then resealed.

   c. The signature of the elector appears on the certificate.

   d. The certificate contains the signature of one witness who is an adult US citizen.

   Note: If the envelope has been opened or resealed, or the signature of either the elector or the witness is missing, the absentee ballot certificate envelope is insufficient and the absentee ballot must be rejected.

4. If the Absentee Certificate Envelope (GAB-122) is found to be **insufficient**:

   a. Do not open the envelope.

b. Mark the envelope “Rejected ballot #_” (beginning with the number 1). Write the reason for rejection on the envelope.

c. List the elector’s name, identifying serial number of the rejected ballot (see “b.” above), and the reason for rejection on the Inspectors' Statement (GAB-104).

d. Record the reason for rejection next to the elector’s name on the Absentee Ballot Log.

e. Place the unopened certificate envelope in the Certificate of Rejected Absentee Ballots (GAB-102) brown carrier envelope.

5. If the Absentee Certificate Envelope (GAB-122) is found to be **sufficient**:

    a. Carefully remove the ballot from the certificate envelope.

    b. Examine the contents of the envelope to assure that:

        i. No more than the proper number of ballots is enclosed.

            1. If more than one of the same type of ballot is marked in a single envelope, both ballots must be rejected.

                a. Mark each of those same type ballots “rejected.”

                b. Return the rejected ballots to the absentee voter’s certificate envelope and mark it “Rejected Ballot #__” (beginning with ‘1’) and list the reason.

                c. Note on the Inspectors' Statement (GAB-104) that these ballots were rejected because the absentee voter marked more than one ballot. If hand-count, paper ballots are used, indicate the type of ballot, i.e. state & county, municipal, school district.

                d. Place the rejected certificate envelope in the Certificate of Rejected Absentee Ballots (GAB-102) brown carrier envelope.

            2. If only one marked type of ballot is in the envelope (i.e. the other ballots is blank), the marked ballot CAN be accepted.

                a. Place the marked ballot in the ballot box.

b. Write “Unused ballot #__” (beginning with ‘1’) on the unmarked ballot and place it in the absentee voter’s certificate envelope.

c. Note on the Inspectors’ Statement (GAB-104) that there was more than one ballot of the same kind, but only one of the “same type” ballots was marked. Indicate the serial number (see “b.” above) issued for the unused ballot.

d. Place the Absentee Certificate Envelope (GAB-122) in the Used Certificate Envelopes of Absentee Electors (GAB-103) white carrier envelope.

ii. The ballot contains the initials of the issuing clerk.

If the ballot does not contain the initials of the clerk or deputy clerk, do NOT reject the ballot. Make a note on the Inspectors’ Statement (GAB-104) to remind the clerk to be more careful when issuing absentee ballots.

iii. If the voter list or the absentee certificate envelope have the notation “POR Required,” the inspector should verify that a copy of proof of residence was enclosed. If not, process as a provisional ballot.

c. Record the voter number on the voter list. Confirm that the elector voted “absentee” and that this is recorded in the “notation section” on the voter list. Also, record the voter’s name and information on the absentee ballot log.

d. Place the ballots in the appropriate ballot box or voting equipment.

e. Place the used certificate envelope in the Used Certificate Envelopes of Absentee Electors GAB-103 white carrier envelope.

Remaking Ballots

In order to be counted by voting equipment, ballots may need to be "remade" by election inspectors at the polls on Election Day for various reasons, such as the voter used red pen, the voter circled names on the ballot rather than marking the arrows, the ballot was mutilated by postal equipment, or emailed or faxed ballots, among others. Election Inspectors may choose to hand count these ballots rather than remaking them.

Procedure

To remake a ballot, the following procedure should be followed:

1. Describe on the Inspectors' Statement (GAB-104) why the ballot had to be remade.

    a. Use a code of "D" to identify defective ballots.

2. These ballots are labeled "Original Defective Ballot # (serial number)" and "Remade Defective Ballot # (same serial number)."

    a. Remade ballots should be issued a sequential number regardless of the reason ballot was determined to be defective.

3. The "remade" ballots are inserted into the tabulating device.

4. The "defective" ballots are bundled together, marked and placed in the **Original Ballots Envelope.**

5. The **Original Ballots Envelope** is placed in the ballot container.