

## **Absentee Voting**

**Wednesday, January 20, 2016**

**10:00 a.m. – 11:00 a.m.**

### **Program Presenters**

Wisconsin Government Accountability Board Staff

### **Agenda**

- Absentee Voting by Mail
  - Calendar of Election Events
  - Applications
  - Duration of Requests
  - Deadlines
  - Witnesses
  - Providing Photo ID
- Absentee Voting In-Person in the Clerk's Office
  - Type E Notice
  - Certificate Envelope as Application
  - Clerk Signs as Witness
  - Spoiling Ballots in the Clerk's Office
  - Providing Photo ID
- Absentee Voting at the Polls
  - Absentee Ballot Log
  - Absentee Process Chart
  - Spoiling Ballots at the Polls
  - Providing Photo ID



# CALENDAR OF ELECTION AND CAMPAIGN EVENTS

## NOVEMBER 2015 – DECEMBER 2016

Spring Primary – February 16, 2016  
 Presidential Preference & Spring Election – April 5, 2016  
 Partisan Primary – August 9, 2016  
 General Election – November 8, 2016

**Note:** If any deadline falls on a Saturday where you do not have regular office hours, a Sunday, or a State legal holiday, the deadline is moved to the next secular day. Wis. Stat. § 990.001(4). The below deadlines have been calculated with the assumption that your office is closed on Saturdays.

<u>DATE</u>		<u>STATUTE</u>
<b>2015</b>		
<b>NOVEMBER</b>		
<b>16</b>	<b>Government Accountability Board sends Type A notice</b> of Spring Primary on February 16, 2016, and Presidential Preference & Spring Election on April 5, 2016, to county clerks.	10.01(1), (2)(a), 10.06(1)(a) – no later than November 15
<b>24</b>	<b>County clerks publish Type A notice</b> of Spring Primary on February 16, 2016, and Presidential Preference & Spring Election on April 5, 2016.	10.01(2)(a), 10.06(2)(a) – 4 <sup>th</sup> Tuesday of November
<b>24</b>	<b>Municipal clerks publish Type A notice</b> of Spring Primary on February 16, 2016, and Presidential Preference & Spring Election on April 5, 2016.	10.01(2)(a), 10.06(3)(a), (4)(a) – 4 <sup>th</sup> Tuesday of November
<b>30</b>	Last day for <b>political parties to submit list of nominees for election inspectors and special voting deputies</b> to municipalities.	6.875(4), 7.30(4)(b), (c) – no later than November 30
<b>DECEMBER</b>		
<b>1</b>	First day for <b>candidates to circulate nomination papers</b> for the 2016 Presidential Preference & Spring Election.	8.05(3)(a), (4)(b), 8.10(2)(a) – December 1
<b>1</b>	First day for town or village <b>governing body to set the date for caucus.</b>	8.05(1)(a) – between December 1 and January 1
<b>1</b>	<b>Municipal clerks certify the approximate number of electors</b> in municipality to county clerks.	5.66(1) – 1 <sup>st</sup> day of the 2 <sup>nd</sup> month preceding a primary
<b>1</b>	Last day for <b>electors of a village to petition for a primary.</b>	8.11(1m)(c) – December 1
<b>8</b>	Last day for <b>filing officer to receive referendum questions or petitions for referendum</b> intended for the Spring Primary ballot.	8.37 – 70 days prior to the election
<b>9</b>	Deadline for <b>filing officer to file a copy of the referendum question</b> intended for the Spring Primary with the county clerk.	8.37 – next business day after receipt by filing officer
<b>18</b>	<b>Poll lists</b> from the February 18, 2014, Spring Primary <b>may be destroyed.</b>	7.23(1)(e) – 22 months after election
<b>28</b>	Last day (5:00 p.m.) for <b>incumbents not seeking</b> reelection to file <b>Notification of Noncandidacy</b> (GAB-163) with the filing officer. (Failure to notify will extend nomination paper deadline 72 hours for that office.)	8.10(2)(a), 120.06(6)(b) – 2 <sup>nd</sup> Friday preceding the deadline for nomination papers
<b>31</b>	Closing date for <b>January continuing campaign finance report.</b>	11.20(8)(b) – December 31

DATESTATUTE**DECEMBER**

**31** Last day for **governing body to appoint election officials** for the 2016-2017 term. 7.30(4) – no later than December 31

**2016****JANUARY**

- **Municipal clerk publishes caucus notice**, if applicable. 8.05(1)(b) – at least 5 days before the date of the caucus

**2** First day for town or village **governing body to hold caucus**. 8.05(1)(a) – between January 2 and January 21

**4** Last day for town or village **governing body to set date for caucus**. 8.05(1)(a) – between December 1 and January 1

**5** Last day (5:00 p.m.) for **candidates to file nomination papers, declarations of candidacy, and campaign registration statements** for the Presidential Preference & Spring Election with filing officer. 8.05(3)(a), (4)(b), 8.10(2)(a), (5), 8.21, 8.30, 11.10(1) – 1<sup>st</sup> Tuesday in January

**8** Last day (4:30 p.m.) for **all judicial candidates to file Statement of Economic Interests** with Government Accountability Board. 19.43(4) – 3<sup>rd</sup> day following the deadline for nomination papers

**8** Last day for **governing body of a city or village to decide upon a primary**, or for **electors of a city to petition for a primary**, if not required by ordinance. 8.11(1)(a), (c), (1m)(a) – 3<sup>rd</sup> day following the deadline for nomination papers

**8** Deadline for **filing officer to accept challenges to nomination papers**. 8.07, GAB 2.07 – within 3 calendar days of the deadline to file nomination papers

- **Filing officer arranges to deliver a copy of the challenge** to the challenged candidate. GAB 2.07 (2)(a) – within 24 hours of receipt of challenge

- Deadline for **challenged candidate to file a verified response** with the filing officer. GAB 2.07(2)(b) – within 3 calendar days of the challenge being filed

**11** First day for **filing officers to send forms and notice to file January continuing campaign finance report** to appropriate registrants (See February 1, 2016). 11.21(2), 11.22(3) – no earlier than 21 days prior to the filing deadline

**12** Last day (if a primary is scheduled) for **municipal governing body to designate an alternate location for requesting and voting an absentee ballot**. (This location will remain in use through the Spring Election.) 6.855(1) – no fewer than 14 days prior to the time that absentee ballots are available for the election

**12** Last day for **filing officers to draw names of candidates by lot** for placement on the Spring Primary ballot and for the Presidential Preference & Spring Election where no primary is required. 5.58(1)(a), (c), (1c), (lg)(c), (2)(a), 5.60(1)(b), (4)(c), (5), (6) – 2<sup>nd</sup> Tuesday in January

**12** Last day for **Government Accountability Board to send Type B notice information and certification of candidates** to county clerks for the Spring Primary (if required) or the Presidential Preference & Spring Election (if no primary is required). 10.01(2)(b), 10.06(1)(c) – 2<sup>nd</sup> Tuesday in January

DATESTATUTE**JANUARY**

-	<b>County clerks send notification of election to municipal clerks</b> as soon as possible after receipt of Type B notice from Government Accountability Board and after adding any county offices or referenda.	10.06(2)(b)
-	<b>County clerks prepare Spring Primary ballots and send proofs to Government Accountability Board</b> for review as soon as possible before printing.	5.72(1), 7.10(2)
-	<b>Municipal clerks send absentee ballots</b> to electors with valid requests on file for the Spring Primary as soon as they are available. (Any UOCAVA ballots must be recorded in SVRS)	42 U.S.C. § 1973ff-1, Wis. Stat. § 7.15(1)(cm)
<b>18</b>	Last day for <b>filing officers to send forms and notice to file January continuing campaign finance report</b> to appropriate registrants (see February 1, 2016).	11.21(2), 11.22(3) – no later than 14 days prior to the filing deadline.
<b>18</b>	Last day for <b>governing body</b> of municipality to <b>establish location of polling places</b> for the Spring Primary.	5.25(3) – 30 days before the election
<b>18</b>	Last day for <b>governing body</b> of municipality to <b>pass resolution combining wards</b> for the Spring Primary.	5.15(6)(b) – 30 days before the election
<b>18</b>	Last day for <b>governing body</b> of municipality to <b>authorize appointment of tabulators</b> for the Spring Primary.	7.30(3)(a) – 30 days before the election
<b>18</b>	First day for <b>filing officers to send forms and notice to file Spring pre-primary campaign finance report</b> to appropriate registrants (see February 8, 2016).	11.21(2), 11.22(3) – no earlier than 21 days prior to the filing deadline
<b>19</b>	<b>County and municipal clerks publish Type A notice of referenda</b> (if required).	10.01(2)(a), 10.06(2)(n), (3)(f), (4)(f) – 4 <sup>th</sup> Tuesday preceding the election
<b>19</b>	<b>Municipal clerks publish Type E notice of absentee voting instructions</b> for the Spring Primary.	10.01(2)(e), 10.06(3)(as) – 4 <sup>th</sup> Tuesday preceding the election
<b>19</b>	Last day for <b>electors to begin to acquire residence</b> for the Spring Primary. (Electors moving after this date may vote from their prior address.)	6.02(1), 6.10(3) – 28 days before Election Day
<b>21</b>	Last day for town or village <b>governing body to hold caucus</b> .	8.05(1)(a) – no later than January 21
-	<b>Municipal clerk notifies in writing the two candidates receiving the highest number of votes at the caucus</b> of their nomination. (If unnumbered seats, candidates equal to twice the number of positions to be filled shall be notified).	8.05(1)(j)1
-	Last day (5:00 p.m.) for <b>caucus nominees to file declarations of candidacy and campaign registration statements</b> for the Presidential Preference & Spring Election with the municipal clerk.	8.05(1)(j)2 – no later than 5:00 p.m. on the 5 <sup>th</sup> day after notification is mailed or personally delivered
-	Deadline for <b>filing officers in municipalities using caucus to draw names of candidates by lot</b> for placement on the Presidential Preference & Spring Election ballot.	8.05(1)(j)4 – 3 <sup>rd</sup> day after qualification of candidates from the caucus
-	<b>Municipal clerks in municipalities using caucus to certify names of municipal candidates and any municipal referenda</b> to county clerks for printing of ballots for the Presidential Preference & Spring Election.	10.06(3)(bm) – as soon as possible, but no later than 3 days after qualification of candidates from the caucus

<u>DATE</u>		<u>STATUTE</u>
<b>JANUARY</b>		
25	Last day for <b>filing officers to send forms and notice to file Spring pre-primary campaign finance report</b> to appropriate registrants (see February 8, 2016).	11.21(2), 11.22(3) – no later than 14 days prior to the filing deadline
25	Last day for <b>county clerks and school district clerks to deliver ballots and supplies</b> to municipal clerks for the Spring Primary.	7.10(1), (3), 120.06(8)(d) – no later than 22 days before the election
25	First day for <b>special voting deputies to conduct absentee voting</b> for residents in nursing homes and authorized care facilities for the Spring Primary. (5 working day notice required.)	6.875(6) – 4 <sup>th</sup> Monday preceding election
26	Last day for the <b>filing officer to receive referendum questions or petitions for referendum</b> intended for the Presidential Preference & Spring Election ballot.	8.37 – 70 days prior to the election
26	Deadline for <b>municipal clerks to send absentee ballots</b> to electors with valid requests on file for the Spring Primary.	7.15(1)(cm) – no later than 21 days before the election
27	Deadline for <b>filing officer to file a copy of the referendum question</b> intended for the Presidential Preference & Spring Election with the county clerk.	8.37 – next business day after receipt by filing officer
27	Last day for <b>electors to register by mail to vote</b> in the Spring Primary. Mailed registrations must be postmarked no later than this date. (After this date, electors must register in person in municipal clerk's office or at the polls).	6.28(1) – postmarked no later than the 3 <sup>rd</sup> Wednesday before the election
28	<b>Clerks must have the Ineligible Voter List available</b> for in-person voter registrations.	6.29(2)(am)
28	First day for <b>clerks to issue certificate of registration (GAB-133) to late registrants.</b>	6.28(1), 6.29(2)(b)
<b>FEBRUARY</b>		
1	Last day for <b>municipal clerk to submit Annual Elections Costs Report (GAB-192)</b> for 2015 via WEDCS.	No later than January 31 <sup>st</sup> for the preceding calendar year.
1	Last day for <b>registrants to file January continuing campaign finance reports.</b>	11.20(4) – no later than January 31
1	<b>Poll lists</b> from the April 1, 2014, Spring Election <b>may be destroyed.</b>	7.23(1)(e) – 22 months after election
1	Last day for <b>state registrants to pay filing fee</b> , (if required).	11.055(1), (2)
1	First day for <b>clerks to issue absentee ballots in person in the clerk's office.</b>	6.86(1)(b) – no earlier than 3 <sup>rd</sup> Monday preceding the election
1	Closing date for <b>Spring pre-primary campaign finance report.</b>	11.20(8)(a) – 15 <sup>th</sup> day preceding the election
4	Last day (if no primary was held) for <b>municipal governing body to provide for the relocation of the absentee ballot processing and voting function.</b> This location will remain in use through the Presidential Preference & Spring Election).	6.855(1) – no fewer than 14 days prior to the deadline for ballots to be available
-	<b>Municipal or county clerk must publish notice of public test of electronic voting equipment</b> at least 48 hours prior.	5.84(1) – 48 hours prior to public test
6	First day for <b>municipal or county clerk to conduct public test</b> of electronic voting equipment.	5.84(1) – not more than 10 days prior to the election

DATESTATUTE**FEBRUARY**

<b>8</b>	Last day for <b>registrants to file Spring pre-primary campaign finance reports.</b>	11.20(2), (3) – not later than 8 days preceding the election
<b>8</b>	Last day (5:00 p.m.) for <b>special voting deputies to make arrangements</b> with authorized care facility administrators <b>for establishing one or more dates for conducting absentee voting</b> for the Spring Primary.	6.875(6) – the 6 <sup>th</sup> working day before the election
<b>9</b>	Last day for <b>municipal clerk to post notice of absentee voting at authorized care facilities.</b> (Notice is posted as soon as possible after arrangements have been made, but no later than 5 working days before the time absentee voting is conducted.)	6.875(6)(a) – at least 5 working days before the visit
<b>9</b>	First day for <b>municipal clerk to issue absentee ballots by agent to hospitalized electors.</b>	6.86(3)(c) – not earlier than 7 days before the election
<b>11</b>	Last day (5:00 p.m.) for <b>electors to request absentee ballots by mail</b> (except for indefinitely confined electors and military electors) for the Spring Primary.	6.86(1)(b) – the 5 <sup>th</sup> day preceding the election
<b>12</b>	Last day (5:00 p.m.) for <b>indefinitely confined electors and military electors to request absentee ballots by mail</b> for the Spring Primary.	6.86(1)(b) – the Friday preceding the election
<b>12</b>	Last day (5:00 p.m.) <b>to register in person at the municipal clerk's office</b> to vote at the Spring Primary.	6.29(2)(a) – the Friday preceding the election
<b>12</b>	Last day (5:00 p.m.) for <b>electors to make application in person</b> to the municipal clerk for absentee ballots to vote in the Spring Primary (except hospitalized electors and sequestered jurors).	6.86(1)(b) – the Friday preceding the election
<b>12</b>	Last day (12 noon) for <b>write-in candidates to file registration statement</b> for the Spring Primary.	7.50(2)(em) – noon on the Friday preceding the election
<b>15</b>	<b>County and municipal clerks publish a Type B notice</b> of voting instructions and sample ballots for the Spring Primary (if required).	10.01(2)(b), 10.02, 10.06(2)(d), (3)(b) – the Monday preceding election
<b>15</b>	<b>County and municipal clerks publish Type C notice</b> of referenda (if required).	10.01(2)(c), 10.06(3)(b) – the Monday preceding the election
<b>15</b>	<b>Municipal clerks publish Type D notice</b> of the location and hours of polling places for the Spring Primary (if required).	10.01(2)(d) – the Monday preceding the election
<b>15</b>	Last day (5:00 p.m.) for <b>special voting deputies to conduct absentee voting</b> for residents in nursing homes and authorized care facilities for the Spring Primary.	6.875(6) – the Monday preceding the election
<b>16</b>	<b>SPRING PRIMARY</b> (if required).	5.02(22) – 3 <sup>rd</sup> Tuesday in February
<b>16</b>	Deadline (5:00 p.m.) for <b>sequestered juror to apply for an absentee ballot</b> and for <b>hospitalized elector to make application by agent for an absentee ballot</b> for the Spring Primary.	6.86(1)(b), (3)(c) – Election Day
<b>16</b>	Deadline (8:00 p.m.) for <b>absentee ballots to be delivered to the polling place.</b>	6.87(6) – Election Day
<b>16</b>	<b>Election inspectors complete the returns for all votes cast at the polling place.</b>	7.51, 7.53(1)(a) – immediately after the polls close

DATESTATUTE**FEBRUARY**

16	<b>Election inspectors</b> in municipalities that have combined wards and one polling place <b>complete and sign the municipal canvass statement for the Spring Primary.</b>	7.53(1)(a) – immediately after the polls close
16	<b>Election inspectors report results</b> of the Spring Primary to proper clerks immediately upon completion of ward/election district canvass.	7.51(4)(b), 7.60(1) – immediately after votes are tabulated
16	Deadline (8:00 p.m.) for <b>clerk to post</b> at his or her office and on the Internet, <b>a statement of the number of absentee ballots the clerk has mailed or transmitted to absentee electors that have not been returned.</b>	7.515(5) – no later than closing hour of the polls on Election Day
16	Deadline for <b>clerk to post</b> at his or her office and on the Internet, <b>a statement of the number of electors who have cast provisional ballots</b> that cannot be counted until the electors provide the necessary documentation.	7.15(15) – as soon as possible after the closing hour for all polling places in the municipality on election night
16	<b>Municipal clerk must enter the information from the Provisional Ballot Reporting Form (GAB-123r) from each reporting unit into the Provisional Ballot Tracking System.</b> (Even if no provisional ballots are issued.)	42 U.S.C. § 15482
-	<b>County clerks prepare Presidential Preference only ballots and send proofs to Government Accountability Board</b> for review as soon as possible before printing.	5.72(1), 7.10(2)
-	<b>Municipal clerks send Presidential Preference only ballots</b> to military and permanent overseas electors with valid requests on file for the Presidential Preference as soon as they are available. (Ballots must be tracked in SVRS.)	42 U.S.C. § 1973ff-1, Wis. Stat. § 7.15(1)(cm)
17	Last day for <b>county clerk to deliver Presidential Preference Only ballots and supplies</b> to municipal clerks for the Presidential Preference & Spring Election.	7.10(1), (3) – 48 days before the Presidential Preference
17	<b>Municipal clerks deliver tally sheets, inspectors' statements, ballots, and applicable envelopes and materials</b> to county and school district clerks by 4:00 p.m.	7.51(5) – the day following the election
18	<b>Municipal clerks</b> (in municipalities that canvass absentee ballots at an alternate location) <b>deliver tally sheets, inspectors' statements, ballots, and applicable envelopes</b> to county clerks by 4:00 p.m.	7.51(5), 7.52 – the 2 <sup>nd</sup> day following the election
18	Deadline for <b>municipal clerks to send Presidential Preference only ballots</b> to military and permanent overseas electors with valid requests on file for the Presidential Preference. (Ballots must be tracked in SVRS.)	42 U.S.C. § 1973ff-1, 7.15(1)(c), (cm) – no later than 47 days before the election
19	Deadline (4:00 p.m.) for <b>all absentee ballots to be delivered via USPS to the municipal clerk (must be postmarked by Election Day).</b>	6.87(6), 7.515(3) – the Friday after the election
19	Deadline (4:00 p.m.) for <b>electors who voted provisionally to provide missing information</b> so that their ballot may be counted.	6.97(3)(b) – the Friday after the election
22	Deadline (9:00 a.m.) for the <b>Municipal Board of Canvassers to convene for processing late-arriving ballots and the canvass</b> of the Spring Primary, if necessary.	7.53(1)(a), 7.53(2)(d) – no later than 9:00 a.m. on the Monday after the election

DATESTATUTE**FEBRUARY**

22	Deadline (4:00 p.m.) for the <b>Municipal Board of Canvassers to finish processing late-arriving ballots and the canvass</b> of the Spring Primary, if necessary.	7.51(5)(b) – no later than 4:00 p.m. on the Monday after the election
-	<b>Municipal clerks certify names of municipal candidates and any municipal referenda</b> to county clerks for printing of ballots for the Presidential Preference & Spring Election.	10.06(3)(bm) – as soon as possible, but no later than 3 days after the municipal canvass is complete
23	Deadline (9:00 a.m.) for the <b>County Board of Canvassers to convene for the canvass</b> of the Spring Primary, if necessary.	7.60(3) – no later than 9:00 a.m. on the Tuesday after the election
23	Deadline (9:00 a.m.) for the <b>School District Board of Canvassers to convene for the canvass</b> of the Spring Primary, if necessary.	7.53(3)(a) – no later than 9:00 a.m. on the Tuesday after the election
23	Deadline (4:00 p.m.) for the <b>School District Board of Canvassers to complete the canvass</b> of the Spring Primary, if necessary.	7.53(3)(a) – no later than 4:00 p.m. on the Tuesday after the election
25	Last day for <b>county clerks to deliver statement of county canvass</b> of the Spring Primary for judicial offices to Government Accountability Board.	7.60(5) – no later than 9 days after a primary
-	Deadline for <b>filings officers to draw names of candidates by lot</b> for placement on the Presidential Preference & Spring Election ballot.	5.60(1)(b), (5), (6) – 3 <sup>rd</sup> day after completion of the canvass

**MARCH**

1	<b>Clerks may clear memory devices for their voting equipment</b> from the Spring Primary if the data has been transferred to another medium to be retained for 22 months. (No further retention if the equipment was approved for use prior to January 1, 2009.)	7.23(1)(g) – 14 days after a primary.
1	Last day for <b>chairperson of the Government Accountability Board to certify results</b> of the Spring Primary.	7.70(3)(a) – 2 <sup>nd</sup> Tuesday following Spring Primary
1	Last day for <b>Government Accountability Board to send Type B notice information and certification of candidates</b> for the Presidential Preference & Spring Election to county clerks.	10.01(2)(b), 10.06(1)(e) – no later than the 1 <sup>st</sup> Tuesday in March
-	<b>County clerks send notification of election to municipal clerks</b> as soon as possible after receipt of Type B notice from Government Accountability Board and after adding any county offices or referenda.	10.06(2)(e)
-	<b>County clerks prepare full ballots and send proofs to Government Accountability Board</b> for review as soon as possible before printing.	5.72(1), 7.10(2)
-	Last day for <b>county clerk to deliver full ballots</b> to municipal clerks for the Presidential Preference & Spring Election.	7.10(1), (3) – 48 days before the Presidential Preference
-	<b>Municipal clerks send full absentee ballots</b> to all electors (except permanent overseas electors) with valid requests on file for the Presidential Preference & Spring Election as soon as they are available. (Military ballots must be tracked in SVRS.)	42 U.S.C. § 1973ff-1, Wis. Stat. § 7.15(1)(cm) – no later than 47 days before the election
7	Last day for <b>governing body</b> of municipality to <b>establish location of polling places</b> for the Presidential Preference & Spring Election.	5.25(3) – 30 days before the election

DATESTATUTE**MARCH**

<b>7</b>	Last day for <b>governing body</b> of municipality to <b>pass resolution combining wards</b> for the Presidential Preference & Spring Election.	5.15(6)(b) – 30 days before the election
<b>7</b>	Last day for <b>governing body</b> of municipality to <b>authorize appointment of tabulators</b> for the Presidential Preference & Spring Election.	7.30(3)(a) – 30 days before the election
<b>7</b>	First day for <b>filing officers to send forms and notice to file Spring pre-election campaign finance report</b> to appropriate registrants (see March 28, 2016).	11.21(2), 11.23(3) – no earlier than 21 days before the filing deadline
<b>8</b>	<b>County and municipal clerks publish Type A notice</b> of referenda (if required).	10.01(2)(a), 10.06(2)(f), (3)(bs) – 4 <sup>th</sup> Tuesday before the election
<b>8</b>	<b>Municipal clerks publish Type E notice</b> of absentee voting instructions for the Presidential Preference & Spring Election.	10.01(2)(e), 10.06(3)(bs) – 4 <sup>th</sup> Tuesday before the election
<b>8</b>	Last day for <b>electors to begin to acquire residence</b> for the Presidential Preference & Spring Election. (Electors moving after this date may vote from their prior address.)	6.02(1), 6.10(3) – 28 days before Election Day
<b>14</b>	First day for <b>special voting deputies to conduct absentee voting</b> for residents in nursing homes and authorized care facilities for the Presidential Preference & Spring Election. (5 working day notice required.)	6.875(6) – no earlier than the 4 <sup>th</sup> Monday preceding the election
<b>14</b>	Last day for <b>filing officers to send forms and notice to file Spring pre-election campaign finance report</b> to appropriate registrants (see March 28, 2016).	11.21(2), 11.23(3) – no later than 14 days before the filing deadline
<b>15</b>	<b>Government Accountability Board sends Type A notice</b> of Partisan Primary on August 9, 2016, and General Election on November 8, 2016, to county clerks.	10.01(1), (2)(a), 10.06(1)(f) – 3 <sup>rd</sup> Tuesday in March
<b>16</b>	Last day for <b>electors to register by mail to vote</b> in the Presidential Preference & Spring Election. Mailed registrations must be postmarked no later than this date. (After this date, electors must register in person in municipal clerk's office or at the polls).	6.28(1) – postmarked no later than the 3 <sup>rd</sup> Wednesday before the election
<b>17</b>	<b>Clerks must have the Ineligible Voter List available</b> for in-person voter registrations.	6.29(2)(am)
<b>17</b>	First day for <b>clerks to issue certificate of registration (GAB-133) to late registrants.</b>	6.28(1), 6.29(2)(b)
<b>17</b>	<b>Ballots from the Spring Primary may be destroyed</b> if no election contest, recount, or litigation is pending.	7.23(1)(h) – 30 days after the election
<b>17</b>	Last day for <b>municipal clerk to submit their Registration and Voting Statistics Report (GAB-190NF)</b> for the Spring Primary via WEDCS.	6.275 – within 30 days after each primary and election at which a state or national office is filled
<b>21</b>	Closing date for <b>Spring pre-election campaign finance report.</b>	11.20(8)(a) – 15 <sup>th</sup> day preceding the election
<b>21</b>	First day for <b>clerks to issue absentee ballots in person in the clerk's office.</b>	6.86(1)(b) – no earlier than 3 <sup>rd</sup> Monday preceding the election
<b>-</b>	<b>Municipal or county clerk must publish notice of public test of electronic voting equipment</b> at least 48 hours before the test.	5.84(1)

<u>DATE</u>		<u>STATUTE</u>
<b>MARCH</b>		
26	First day for <b>municipal or county clerk to conduct public test</b> of electronic voting equipment.	5.84(1) – no earlier than 10 days preceding the election
28	Last day for <b>registrants to file Spring pre-election campaign finance reports.</b>	11.20(2), (3) – No later than 8 days preceding the election
28	Last day (5:00 p.m.) for <b>special voting deputies to make arrangements</b> with nursing home and authorized care facility administrators <b>for establishing one or more dates for conducting absentee voting</b> for the Presidential Preference & Spring Election.	6.875(6) – the 6 <sup>th</sup> working day before the election
29	Last day for <b>municipal clerk to post notice of absentee voting at authorized care facilities.</b> (Notice is posted as soon as possible after arrangements have been made, but no later than 5 working days before the time absentee voting is conducted.)	6.875(6)(a) – at least 5 working days before the visit
29	First day for <b>municipal clerk to issue absentee ballots by agent to hospitalized electors.</b>	6.86(3)(c) – not earlier than 7 days before the election
31	Last day (5:00 p.m.) for <b>electors to request absentee ballots by mail</b> (except for indefinitely confined electors and military electors) for the Presidential Preference & Spring Election.	6.86(1)(b) – 5 <sup>th</sup> day before the election
<b>APRIL</b>		
1	Last day (5:00 p.m.) for <b>indefinitely confined electors and military electors who are NOT on active duty away from their voting residence to request absentee ballots by mail</b> for the Presidential Preference & Spring Election.	6.86(1)(b), (c) – Friday before the election
1	Last day (5:00 p.m.) for <b>electors to register to vote in the Presidential Preference &amp; Spring Election in the municipal clerk's office.</b>	6.29(2)(a) – Friday before the election
1	Last day (5:00 p.m.) for <b>electors to make application in person</b> to the municipal clerk for absentee ballots to vote in the Presidential Preference & Spring Election (except hospitalized electors and sequestered jurors).	6.86(1)(b) – Friday before the election
1	Last day (12 noon) for <b>write-in candidates to file registration statement</b> for the Presidential Preference & Spring Election.	7.50(2)(em) – noon on the Friday preceding the election
4	<b>County and municipal clerks publish Type B notice</b> of voting instructions and facsimile ballots for the Presidential Preference & Spring Election.	10.01(2)(b), 10.02, 10.06(2)(g), (3)(c) – Monday before the election
4	<b>County and municipal clerks publish Type C notice</b> of referenda (if required).	10.01(2)(c), 10.06(2)(g), (3)(c) – Monday before the election
4	<b>Municipal clerks publish Type D notice</b> of the location and hours of polling places for the Presidential Preference & Spring Election.	10.01(2)(d), 10.06 (3)(c) – Monday before the election
4	Last day (5:00 p.m.) for <b>special voting deputies to conduct absentee voting</b> for residents in nursing homes and certain other qualified facilities for the Presidential Preference & Spring Election.	6.875(6) – Monday before the election

DATESTATUTE**APRIL**

<b>5</b>	<b>PRESIDENTIAL PREFERENCE &amp; SPRING ELECTION</b> for President of the United States, Supreme Court Justice, Court of Appeals Judge, Circuit Court Judge, County Nonpartisan Offices, Municipal Offices, School District Offices, and Referenda (if required).	5.02(21) – 1 <sup>st</sup> Tuesday in April
<b>5</b>	Last day (5:00 p.m.) for <b>military electors who are on active duty away from their voting residence to request absentee ballots by mail.</b>	6.86(1)(b) – Election Day
<b>5</b>	Deadline (5:00 p.m.) for <b>sequestered jurors to apply for an absentee ballot</b> and for <b>hospitalized elector to make application by agent for an absentee ballot</b> for the Presidential Preference & Spring Election.	6.86(1)(b), (3)(c) – Election Day
<b>5</b>	Deadline (8:00 p.m.) for <b>absentee ballots to be delivered to the polling place.</b>	6.87(6) – Election Day
<b>5</b>	<b>Election inspectors complete the returns for all votes cast at the polling place.</b>	7.51, 7.53(1)(a) – immediately after the polls close
<b>5</b>	<b>Election inspectors</b> in municipalities that have combined wards and one polling place <b>complete and sign the municipal canvass statement for the Presidential Preference &amp; Spring Election.</b>	7.53(1)(a) – immediately after the polls close
<b>5</b>	<b>Election inspectors report results</b> of the Presidential Preference & Spring Election to proper clerks immediately upon completion of ward/election district canvass.	7.51(4)(b), 7.60(1) – immediately after votes are tabulated
<b>5</b>	Deadline (8:00 p.m.) for <b>clerk to post</b> at his or her office and on the Internet, <b>a statement of the number of absentee ballots the clerk has mailed or transmitted to absentee electors that have not been returned.</b>	7.515(5) – no later than closing hour of the polls on Election Day
<b>5</b>	Deadline for <b>clerk to post</b> at his or her office and on the Internet, <b>a statement of the number of electors who have cast provisional ballots</b> that cannot be counted until the electors provide the necessary documentation.	7.15(15) – as soon as possible after the closing hour for all polling places in the municipality on election night
<b>5</b>	<b>Municipal clerk must enter the information from the Provisional Ballot Reporting Form (GAB-123r) from each reporting unit into the Provisional Ballot Tracking System.</b> (Even if no provisional ballots are issued.)	42 U.S.C. § 15482
<b>5</b>	<b>County clerks send Type A notice</b> of Partisan Primary on August 9, 2016, and General Election on November 8, 2016, to municipal clerks after adding any county offices or referenda.	10.01(2)(a), 10.06(2)(gm) – 1 <sup>st</sup> Tuesday in April
<b>6</b>	<b>Municipal clerks deliver tally sheets, inspectors' statements, ballots, and applicable envelopes and materials</b> to county and school district clerks by 4:00 p.m.	7.51(5) – the day after the election
<b>7</b>	<b>Municipal clerks</b> (in municipalities that canvass absentee ballots at an alternate location) <b>deliver tally sheets, inspectors' statements, ballots, and applicable envelopes</b> to county clerks by 4:00 p.m.	7.51(5), 7.52 – the 2 <sup>nd</sup> day after the election
<b>8</b>	Deadline (4:00 p.m.) for <b>all absentee ballots to be delivered via USPS to the municipal clerk (must be postmarked by Election Day).</b>	6.87(6), 7.515(3) – the Friday after the 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://myvote.wi.gov>
- If you have not previously provided a copy of photo ID, photo ID must accompany this application. (See instructions for exceptions)

## VOTER INFORMATION

1	Municipality	<input type="radio"/> Town <input type="radio"/> Village <input type="radio"/> City		County	
2	Last Name			First Name	
	Middle Name		Suffix (e.g. Jr, II, etc.)	Date of Birth <small>(MM/DD/YYYY)</small>	
	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): <input type="radio"/> Military <input type="radio"/> PermanentOverseas				

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

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

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

6	<input type="radio"/> The election(s) on the following date(s): _____ <input type="radio"/> All elections from today's date through the end of the current calendar year (ending 12/31). <input type="radio"/> 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	<input type="radio"/> 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	
	<b>AGENT:</b> I certify that I am the duly appointed agent of the hospitalized absentee elector, that the absentee ballot to be received by me is received solely for the benefit of the above named hospitalized elector, and that such ballot will be promptly transmitted by me to that elector and then returned to the municipal clerk or the proper polling place.					
	Agent Signature	X	Agent Address			

## ASSISTANT DECLARATION / CERTIFICATION (if required)

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

Agent Signature	X	Today's Date	
-----------------	---	--------------	--

## VOTER DECLARATION / CERTIFICATION (required for all voters)

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

Voter Signature	X	Today's Date	
-----------------	---	--------------	--

## Wisconsin Application for Absentee Ballot

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

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

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

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

1	<ul style="list-style-type: none"> <li>• Indicate the municipality and county of residence. Use the municipality's formal name (For example: City of Ashland, Village of Greendale, or Town of Albion).</li> </ul>
2	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Provide your month, day, and year of birth. Remember to use your birth year, not the current year.</li> </ul>
3	<ul style="list-style-type: none"> <li>• Provide your home address (legal voting residence) with full house number (including fractions, if any).</li> <li>• Provide your full street name, including the type (e.g., Ave.) and any pre- and/or post-directional (N, S, etc.)</li> <li>• Provide the city name and ZIP code as it would appear on mail delivered to the home address.</li> <li>• <u>You may not enter a PO Box as a voting residence.</u> A rural route box without a number should not be used.</li> </ul>
4	<ul style="list-style-type: none"> <li>• 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.</li> <li>• A "Permanent Overseas elector" is a person who is a United States citizen, 18 years old or older, who resided in Wisconsin immediately prior to leaving the United States, who is now living outside the United States <u>and has no present intent to return</u>, who is not registered in any other location, or who is an adult child of a United States citizen who resided in this state prior to establishing residency abroad. Permanent Overseas electors receive ballots for federal offices only and must be registered to vote prior to receiving a ballot.</li> </ul>
5	<ul style="list-style-type: none"> <li>• Fill in the circle to indicate your preferred method of receiving your absentee ballot. <u>Only Military and Permanent Overseas voters may receive an absentee ballot by email or fax.</u></li> <li>• Military and Permanent Overseas voters may request and access their ballot directly at <a href="https://myvote.wi.gov">https://myvote.wi.gov</a>.</li> <li>• If no preference is indicated, your absentee ballot will be mailed to your residence address listed in Box 3.</li> <li>• If you are living in a care facility, please provide the name of the facility.</li> <li>• 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.</li> </ul>
6	<ul style="list-style-type: none"> <li>• Select the first option if you would like to receive a ballot for a single election or a specific set of elections.</li> <li>• 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).</li> <li>• 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.</li> </ul>
7	<ul style="list-style-type: none"> <li>• This section is only to be completed by an elector or the agent of an elector who is currently hospitalized.</li> <li>• An agent completing this form for a hospitalized elector must provide his/her name, signature and address on this application.</li> </ul>

<b>Assistant Signature:</b>	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.
-----------------------------	--

<b>Voter Signature:</b>	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.
-------------------------	--

# Federal Write-in Absentee Ballot (FWAB)

For absent Uniformed Service members, their families, and citizens residing outside the U.S.

For any questions about this form, consult the Voting Assistance Guide available in hard copy or on [FVAP.gov](http://FVAP.gov) or your Voting Assistance Officer.

## Instructions for Voter's Declaration/Affirmation

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. 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 may 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](http://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.

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. 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 your ballot is accepted. Indicate your preferred method for receiving future ballots: email, online download, or fax if requested. You can always get your absentee ballot by mail. Check your State's pages in the Voting Assistance Guide on [FVAP.gov](http://FVAP.gov) for anything your State may specifically require 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 for your State's requirements.

## Instructions for Official 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. If you submit the FWAB and later receive your State ballot you should make every reasonable effort to inform your local election office and return your State ballot.

Some States allow you to send your Federal Write-in Absentee Ballot electronically after printing, signing and scanning.

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 and the election date.
- Under "To," enter the name and mailing address of the local election official to whom you are sending the packet. It must be the same local election office where you sent your request for an absentee ballot.

## Agency Disclosure Statement

The public reporting burden for this collection of information is estimated to average 15 minutes per response, including the time for reviewing instructions, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to the Department of Defense, Washington Headquarters Services, Executive Services Directorate, Information Management Division, 4800 Mark Center Drive, East Tower, Suite 02G09, Alexandria, VA 22350-3100. [OMB CONTROL #0704-0502]. Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number. PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE ADDRESS ABOVE.

## 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 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.

Routine Use(s): There is no retention of this information by the Federal government. Completed forms are sent by you to an appropriate State election official.

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.

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

For any questions about this form, consult the Voting Assistance Guide available in hard copy or on [FVAP.gov](http://FVAP.gov) or your Voting Assistance Officer.

For absent Uniformed Service members, their families, and citizens residing outside the U.S.

Please print in black ink.

**Qualification & 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, or in a few States, by marking the box below. Check your State's pages in the Voting Assistance Guide on [FVAP.gov](http://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 an eligible spouse or dependent.

I am an activated National Guard member on State orders.

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

I am a U.S. citizen residing outside the United States, and my return is not certain.

I am a U.S. citizen and have never resided in the United States.

**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](http://FVAP.gov).

4

State Driver's License or I.D. \_\_\_\_\_

**OR** Social Security Number \_\_\_\_\_

Birth date    /    /    Sex  M  F Race \_\_\_\_\_

M M / D D / Y Y Y Y See Instructions

**Contact information**

Include international prefixes. No DSN numbers.

5

Telephone \_\_\_\_\_

Fax \_\_\_\_\_

Email \_\_\_\_\_

Alternate Email \_\_\_\_\_

**Political party**

6 Your State may require you to specify a political party to vote in primary elections: \_\_\_\_\_

**Voting residence address**

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 \_\_\_\_\_

**Where to send my voting materials**

This is your current mailing address and should be different from above. If required, place a forwarding address in Box 9.

8

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Additional requirements for your State**

Such as: future ballot receipt preference, mail forwarding address, additional phone, or other State required information. See your State's pages in the Voting Assistance Guide on [FVAP.gov](http://FVAP.gov).

9

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

- The information on this form is true, accurate, 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.
- 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 am not disqualified to vote due to having been convicted of a felony or other disqualifying offense, nor have I 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 United States, except the jurisdiction cited in this voting form.
- In voting, I have marked and sealed this ballot in private and have not allowed any person to observe the marking of this ballot, except those authorized to assist voters under State and Federal law.

**Signature** X

**Today's date**

You must sign and send in.

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
M M / D D / Y Y Y Y

Witness signature / date if required by your State.

Signature \_\_\_\_\_

Date \_\_\_\_\_

# Official Federal Write-in Absentee Ballot

Vote by writing the name and/or party affiliation of the candidate for whom you wish to vote. Some States allow the Federal Write-In Absentee Ballot to be used by military and overseas voters in elections other than general elections or for offices other than Federal offices. Consult the Voting Assistance Guide to determine your State's policy.

**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

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.). You may also indicate the ballot initiative and your vote for the initiative.

**Office / Ballot Initiative**

**Candidate Name, Party Affiliation,  
or Initiative Vote**



Detach here, fold and insert into security envelope

(Use reverse side for additional space)

# OFFICIAL FEDERAL WRITE-IN ABSENTEE BALLOT

## SECURITY ENVELOPE

**(PUT ONLY THE VOTED BALLOT INSIDE THIS ENVELOPE)**

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

---

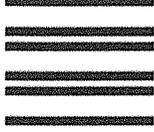
---

---

---

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

**Ballot Enclosed for \_\_\_\_\_ Election.**  
(MM/YY)



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  
(Your local election office in the United States. Check your State's pages in the  
Voting Assistance Guide on FVAP.gov for contact information.)

---

---

---

---

---

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

For any questions about this form, consult the Voting Assistance Guide available in hard copy or on [FVAP.gov](http://FVAP.gov) or your Voting Assistance Officer.

For absent Uniformed Service members, their families, and citizens residing outside the U.S.

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 an eligible spouse or dependent.
- I am an activated National Guard member on State orders.
- I am a U.S. citizen residing outside the United States, and I intend to return.
- I am a U.S. citizen residing outside the United States, and my return is not certain.
- I am a U.S. citizen and have never resided in the United States.

## Political party

2

Your State may require you to specify a political party to vote in primary elections: \_\_\_\_\_

## 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](http://FVAP.gov).

4

State Driver's License or ID \_\_\_\_\_  
 OR Social Security Number \_\_\_\_\_  
 Birth date \_\_\_\_\_ Sex  M  F Race \_\_\_\_\_  
M M D D Y Y Y Y See instructions

## Contact information

Include international prefixes. No DSN numbers.

5

Telephone \_\_\_\_\_  
 Fax \_\_\_\_\_  
 Email \_\_\_\_\_

## Ballot receipt

6

Rank from 1-3 in order of preference; be sure appropriate contact information is provided above.

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

## Voting residence address

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 \_\_\_\_\_

## Where to send my ballot

This is your current mailing address and should be different from above. If required, place a forwarding address in Box 9.

8

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

## Additional requirements for your State

Such as: mail forwarding address, additional email address/phone number, or other State required information. See Voting Assistance Guide.

9

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

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

- The information on this form is true, accurate, 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.
- 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 am not disqualified to vote due to having been convicted of a felony or other disqualifying offense, nor have I 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 United States, except the jurisdiction cited in this voting form.

Signature **X**

You must sign and send in.  
 Today's date \_\_\_\_\_  
M M D D Y Y Y Y

Witness signature / date if required by your State.  
 Signature \_\_\_\_\_  
 Date \_\_\_\_\_

# Instructions for Federal Post Card Application Voter Registration and Absentee Ballot Request

For any questions about this form, consult the Voting Assistance Guide available in hard copy or on **FVAP.gov** or your Voting Assistance Officer.

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

- 1 The classification you choose may determine 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 that you provide here if you request it and your State allows it. Include an alternate email or 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. 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 email address and 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.

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.

## Agency Disclosure Statement

The public reporting burden for this collection of information is estimated to average 15 minutes per response, including the time for reviewing instructions, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to the Department of Defense, Washington Headquarters Services, Executive Services Directorate, Information Management Division, 4800 Mark Center Drive, East Tower, Suite 02G09, Alexandria, VA 22350-3100. [OMB CONTROL # 0704-0503]. Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number. PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE ADDRESS ABOVE.

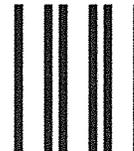
## Privacy Act Statement

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.

Routine Use(s): There is no retention of this information by the Federal government. Completed forms are sent by you to an appropriate State election official.

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.



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  
(Your local election office in the United States. Check your State's pages in the Voting Assistance Guide on FVAP.gov for contact information.)

---



---



---



---

## Absentee Ballot Request Deadlines

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

<i>Applicant</i>	<i>How received</i>	<i>Type of Election</i>	<i>Deadline</i>
Regular – Specific Election Request	Mail/Email/Fax	All	Received by 5:00 p.m. on the 5 <sup>th</sup> day before the election – Wis. Stat. § 6.86(1)(b)
Regular – Calendar Year Request	Mail/Email/Fax	All	5:00 p.m. on the Friday before the election – Wis. Stat. §§ 6.86(1)(b), (2m)
Regular	In-person	All	As indicated in the Type E notice. Not earlier than 8:00 a.m. on the 3 <sup>rd</sup> Monday before the election and not later than 7:00 p.m. on the Friday before the election. No weekend or holiday hours permitted. – Wis. Stat. § 6.86(1)(b)
Hospitalized	Mail/Email/Fax (By agent only)	All	Not earlier than 7 days before an election and not later than 5:00 p.m. on Election Day – Wis. Stat. § 6.86(3)(c)
Indefinitely confined	Mail/Email/Fax	All	5:00 p.m. on the Friday before the election – Wis. Stat. §§ 6.86(1)(b), (2)
Military (Not Away)	Mail/Email/Fax	All	5:00 p.m. on the Friday before the election – Wis. Stat. § 6.86(1)(c)
Military (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)
Military (Away)	Mail/Email/Fax	All elections for national office	5:00 p.m. on Election Day – Wis. Stat. § 6.86(1)(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)
Sequestered Juror	Mail/Email/Fax	All	5:00 p.m. on Election Day – Wis. Stat. § 6.86(1)(b)
SVD facility occupant	By Special Voting Deputy	All	Received as part of a facility visit starting no later than 5:00 p.m. on the Monday before the election. Wis. Stat. § 6.875(6)(a)



## SAMPLE TYPE E NOTICE - VOTING BY ABSENTEE BALLOT

### **VOTING BY ABSENTEE BALLOT**

Any qualified elector who is unable or unwilling to appear at the polling place on Election Day may request to vote an absentee ballot. A qualified elector is any U.S. citizen, who will be 18 years of age or older on Election Day, who has resided in the ward or municipality where he or she wishes to vote for at least 28 consecutive days before the election. The elector must also be registered in order to receive an absentee ballot. Proof of identification must be provided before an absentee ballot may be issued.

#### **You must make a request for an absentee ballot in writing.**

Contact your municipal clerk and request that an application for an absentee ballot be sent to you for the primary or election or both. You may also submit a written request in the form of a letter. Your written request must list your voting address within the municipality where you wish to vote, the address where the absentee ballot should be sent, if different, and your signature. You may make application for an absentee ballot by mail or in person.

#### **Making application to receive an absentee ballot by mail**

**The deadline for making application to receive an absentee ballot by mail is:**  
5 pm on the fifth day before the election, (*insert actual date of deadline*).

**Note:** Special absentee voting application provisions apply to electors who are indefinitely confined to home or a care facility, in the military, hospitalized, or serving as a sequestered juror. If this applies to you, contact the municipal clerk regarding deadlines for requesting and submitting an absentee ballot.

#### **Voting an absentee ballot in person**

You may also request and vote an absentee ballot in the clerk's office or other specified location during the days and hours specified for casting an absentee ballot in person.

*(Name of municipal clerk) (telephone number)*  
*(address of clerk's office or alternate location for applying for and casting absentee ballots)*  
*(clerk's hours of availability for receiving absentee ballot applications)*

**The first day to vote an absentee ballot in the clerk's office is:**  
(Insert date which is the third Monday before the election.)

**The last day to vote an absentee ballot in the clerk's office:**  
(Insert date which is the Friday before the election.)

No in-person absentee voting may occur on a weekend or legal holiday.

The municipal clerk will deliver voted ballots returned on or before Election Day to the proper polling place or counting location before the polls close on (*insert date of primary or election*). Any ballots received after the polls close will be counted by the board of canvassers if postmarked by Election Day and received no later than 4:00 p.m. on the Friday following the election.

---

**(Note:** The Type E Notice is published by the municipal clerk on the 4<sup>th</sup>\* Tuesday before each primary and each election held in the municipality. If a weekly paper is used for publication, the notice is published in the closest preceding issue to the 4<sup>th</sup>\* Tuesday before each primary and each election. If a municipality chooses to post this notice in lieu of publication, the notice must be posted no later than the 4<sup>th</sup>\* Tuesday before the primary or the election.)

\* The Type E Notice for a special primary or election for national state, county or municipal or special district office, not held concurrently with the spring or general election, is published on the 3<sup>rd</sup> Tuesday preceding the primary or election. Wis. Stat. §§ 10.01(2)(e), 10.06(3)(f).

**OFFICIAL ABSENTEE BALLOT APPLICATION/CERTIFICATION**

*Note: With certain exceptions, an elector who mails or personally delivers an absentee ballot to the municipal clerk at an election is not permitted to vote in person at the same election on Election Day. Wis. Stat. § 6.86(6).*

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

**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.

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

**REQUIRED OF MILITARY AND OVERSEAS VOTER ONLY:** I further certify my birth date is \_\_\_\_\_ month \_\_\_\_\_ day \_\_\_\_\_ year of birth

**CERTIFICATION OF WITNESS (Required!)**

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

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

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

**CERTIFICATION OF CARE FACILITY AUTHORIZED REPRESENTATIVE (if applicable)**

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

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

(CERTIFICATION OF WITNESS section must also be completed.)

GAB-122 | Rev 2015-05 | Government Accountability Board, P.O. Box 7984, Madison, WI 53707-7984 | 608-261-2028 | web: gab.wi.gov | email: gab@wi.gov

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

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

Date of Election (month, day, year) \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ County \_\_\_\_\_

Municipality (check type and list name) Town  Village  City  of \_\_\_\_\_

Ward # \_\_\_\_\_ District (if applicable) \_\_\_\_\_ (Official Use Only)  
 Voted in clerk's office

Name (Last, First, Middle) including suffix \_\_\_\_\_

Street Address – include street number or fire number and name of street, or rural route and box No. \_\_\_\_\_

City, State, Zip \_\_\_\_\_

**▲ Signature of Assistant** ▲

**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.

**MUNICIPAL CLERK MARKS THIS SECTION IF REQUIRED**  
 Attention Election Inspectors: If the box is checked, one of the following is required:  
 ✓ A copy of photo ID must be enclosed in this envelope **OR**  
 ✓ The Certification of Care Facility Authorized Representative section of this envelope must be completed (as well as the Certification of Witness section).  
**\*If neither are included, this ballot must be rejected.\***



# Spoiling Ballots

In the municipal clerk's office:

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.

Clerk does NOT 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)

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).

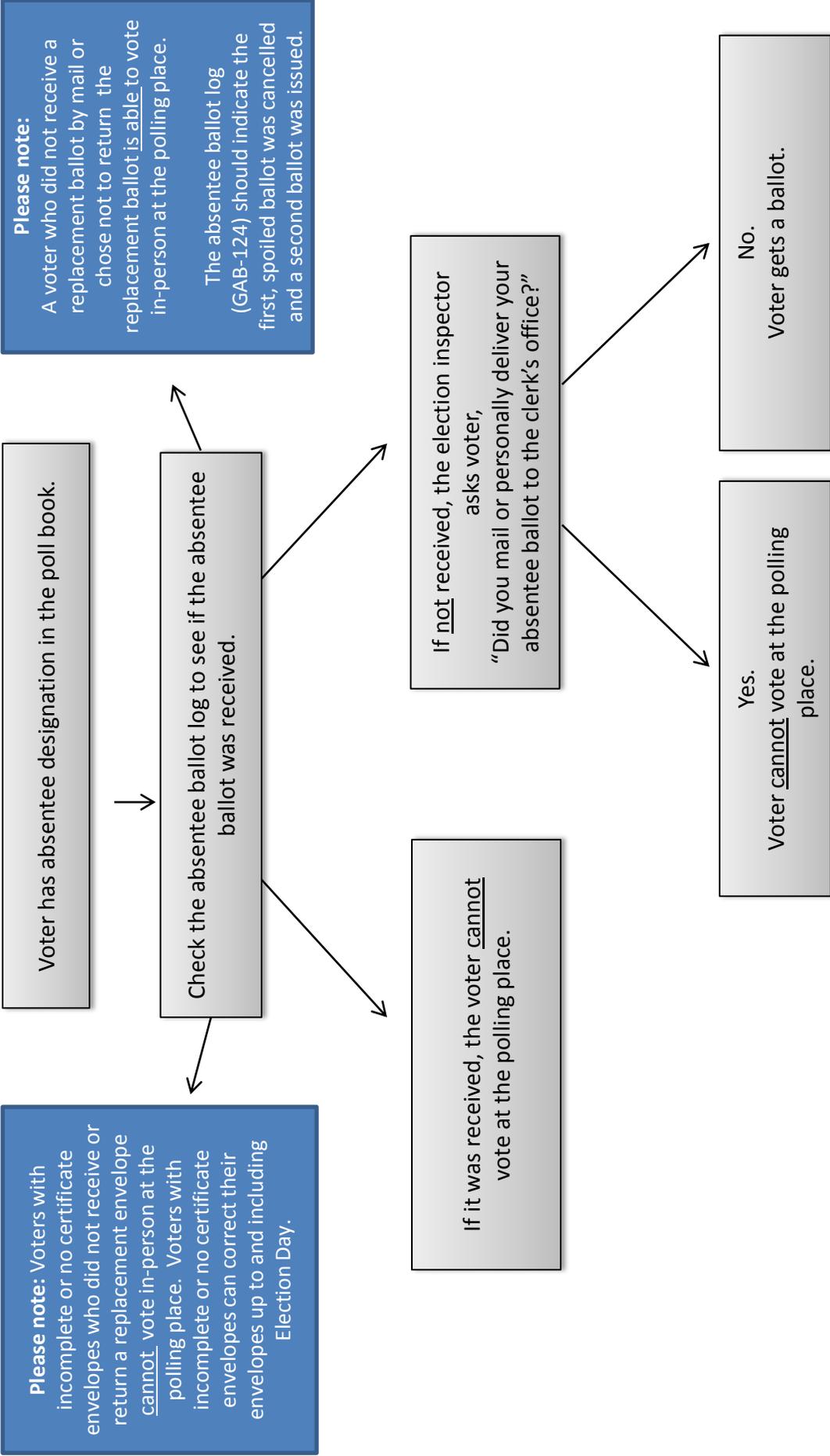
**Please note:** A voter who did not receive a replacement ballot by mail or chose not to return the replacement ballot is able to vote in-person at the polling place.  
The absentee ballot log (GAB-124) should indicate the first ballot was cancelled and a second ballot was issued.

**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.

**Municipality:** \_\_\_\_\_ **Election Date:** \_\_\_\_\_

Voter Information		Misc.		Application			Ballot			Comments
		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)	
_____	_____									
_____	_____									
_____	_____									
_____	_____									
_____	_____									
_____	_____									
_____	_____									
_____	_____									
_____	_____									

# Absentee Voters and the Polling Place



## **Spoiling Ballots**

At the polling place on Election Day:

- If a voter makes an error while marking his or her ballot, the voter may request another ballot.
  - The first ballot must be returned to the election officials and spoiled (torn so as to make it unusable).
  - The spoiled ballot should be kept in an envelope to be returned to the municipal clerk with the other election materials.
  - Up to three ballots may be issued to a voter. A notation (2<sup>nd</sup> or 3<sup>rd</sup> ballot issued) should be made on the Inspectors' Statement (GAB-104) and poll list for each additional ballot issued.
- The voter then places his or her voted ballot into the tabulating device or appropriate ballot box. Or, if using direct recording electronic equipment (DRE), the voter casts his or her ballot and closes out the voting session.
- The voter should then leave the polling place unless he or she intends to stay as an observer.