2014-2015 Elections Administration Webinar Training Series

Election Duties and the Voter Photo ID Law

Wednesday, September 24, 2014

9:00 a.m. – 11:00 a.m.

Program Presenters

Wisconsin Government Accountability Board Staff

Agenda

- Recent Court of Appeals Decision
- UOCAVA Absentee Ballot Deadlines
- Type E Notice
- Absentee Ballot Guidance
- Absentee Ballot Application/Certificate Envelope
- Acceptable Forms of Proof of Identification
- Special Categories of Absentee Voters
- Polling Place Step-by-Step

State of Wisconsin \ Government Accountability Board

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JUDGE THOMAS H. BARLAND
Chairperson

KEVIN J. KENNEDY
Director and General Counsel

MEMORANDUM

DATE: September 12, 2014

TO: Wisconsin County Clerks
Wisconsin Municipal Clerks
City of Milwaukee Election Commission
Milwaukee County Election Commission

FROM: Michael Haas
Elections Division Administrator

SUBJECT: Voter Photo ID Requirement Reinstated for November General Election

This afternoon the Seventh Circuit Court of Appeals reinstated the requirement that most Wisconsin voters present photo identification in order to cast a ballot for the November 4, 2014 General Election. The Court of Appeals lifted an injunction against the requirement that had previously been issued by Judge Lynn Adelman of the Eastern District of Wisconsin federal court. A copy of the Court of Appeals order is attached.

The Government Accountability Board will communicate additional guidance to local election officials next week, which will include instructions regarding the processing of absentee ballots which have already been issued. In the meantime, please note the following:

1. The Court of Appeals order reinstates the photo identification requirement starting with the November election. Voters must not be asked to present photo ID for any local special election prior to the General Election.

2. Absentee ballots that are mailed will need to include uniform instructions depending upon the type of voter which incorporate directions about the photo ID requirement. For that reason, municipalities are directed not to mail out any additional absentee ballots until the G.A.B. issues those uniform instructions which will occur as soon as possible.

3. Military and permanent overseas voters are exempt from the photo ID requirement. Any ballots obtained through MyVote Wisconsin do not require a copy of photo ID when they are returned to the municipal clerk.

We understand that this change will require additional work and training on the part of clerks and election inspectors. G.A.B. staff will do all that we can to assist you in implementing the law and communicating with voters. If you have any questions, please contact the G.A.B. Help Desk at gabhelpdesk@wi.gov or (608) 261-2028. Thank you.

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MEMORANDUM

TO: Wisconsin Municipal Clerks
City of Milwaukee Election Commission
Wisconsin County Clerks
Milwaukee County Election Commission

FROM: Michael Haas
Elections Division Administrator

Meagan Wolfe
Election Specialist-Voter Services/MOVE Act

DATE: September 17, 2014

SUBJECT: UOCAVA Absentee Ballot Deadlines for the November 4, 2014

REMINDER
If a UOCAVA voter makes a request for a ballot on or before September 18, 2014, you MUST send them the requested ballot no later than
Thursday, September 18, 2014.

In the midst of all of your Photo ID Law efforts, we are providing this reminder that if you have an absentee ballot request from a UOCAVA voter (military and permanent overseas voters) that you received on or before Thursday, September 18, 2014 you must send the absentee ballot to the voter no later than tomorrow, **Thursday, September 18, 2014.** As we have previously stated, this is a priority for the U.S. Department of Justice to track and for our agency, and we know that issuing those ballots is a priority for you.

Example: **if a Military or Permanent Overseas voter made a calendar year request for ballots and you receive that request on or before Thursday, September 18, 2014, then you must send the ballot to the voter no later than Thursday, September 18, 2014.**

Example: **If Military or Permanent Overseas voter makes a request for a ballot for only November 4, 2014 and you received the request on or before Thursday, September 18, 2014, then you must send the ballot to the voter no later than Thursday, September 18, 2014.**

Active Military and Permanent Overseas voters are exempt from the Photo ID requirement. They do not need to provide a photo ID with their ballot request or with their returned ballot.

If you have not yet received absentee ballots from your County Clerk, please let us know. There may be an option to send your UOCAVA voter a PDF of the ballot so that the deadline is still met.

If you have any questions, or anticipate any problems with meeting the UOCAVA absentee ballot deadlines, please contact Meagan McCord Wolfe at Meagan.Wolfe@wi.gov

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 4th***** 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 4th***** 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 4th***** 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 ***3rd*** Tuesday preceding the primary or election. Wis. Stat. §§ 10.01(2)(e), 10.06(3)(f).

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.

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 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.

The first day to vote an absentee ballot in the clerk's office is:
Monday, October 20, 2014

The last day to vote an absentee ballot in the clerk's office:
Friday, October 31, 2014

John Smith, City of Heliotrope Clerk
1515 Purple Ave, Heliotrope
Phone: 111-555-1572
Hours: 8 a.m. to 5 p.m.

Mary Jones, Town of Hamburger Clerk
147 S. Ground Chuck Rd, Hamburger
Phone: 111-555-7400
Hours: Mon, Wed, Fri - 1 pm to 4:30 pm
Tues & Thurs – 9 am to noon

Wis. Stat. § 6.86(1)(b): …An application made in person may only be received Monday to Friday between the hours of 8 a.m. and 7 p.m. each day. A municipality shall *specify the hours* in the notice under s.10.01(2)(e)…(Type E Notice)

(This statutory cite does not go in the notice. It was placed here to call your attention to the wording of a particular statute.)

Wayne Spud, Village of Potato
311 3rd St, Potato
Phone: 111-555-8712
Hours: Contact clerk for appointment each day between the hours of 9 a.m. and 1 p.m.

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.

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Chairperson

KEVIN J. KENNEDY
Director and General Counsel

MEMORANDUM

DATE: September 16, 2014

TO: Wisconsin County Clerks
Wisconsin Municipal Clerks
City of Milwaukee Election Commission
Milwaukee County Election Commission

FROM: Michael Haas
Elections Division Administrator

SUBJECT: Voter Photo ID and Absentee Ballots for 2014 General Election
Voter Photo ID Guidance 2014-1

This memorandum provides guidance and direction to local election officials regarding the processing of absentee ballots which have already been mailed by municipal clerks, and absentee ballot requests which have been received without the elector's photo identification. This guidance takes into consideration the applicable law and the unique circumstances involving the reinstatement of the photo ID requirement after General Election ballots had already been distributed to satisfy requests prior to last Friday's decision of the Seventh Circuit Court of Appeals. At the time, the requests were not required to include the elector's photo ID, and clerks were permitted under existing Statutes to send ballots as soon as they were printed and available.

Neither the Photo ID Law nor the court decisions reinstating the Law specifically addressed how clerks should handle either ballots that have already been issued or absentee requests that have been submitted without a photo ID when the requirement was enjoined. It is necessary, therefore, for the G.A.B. to provide guidance to local election officials that is not specifically outlined by the Statutes. In doing so, the G.A.B. is guided by the principles of adhering as closely as possible to the language and intent of the Photo ID Law, to facilitate the ability of all qualified electors to cast ballots, and to promote orderly processes for both local election officials and voters to the extent possible when the rules have changed in the midst of an ongoing election.

These instructions ensure that the law's basic requirement is upheld so that a ballot will not be counted unless a photo ID has been submitted by each elector who is required to provide a photo ID.

Absentee Ballots Issued Prior to G.A.B. Directive to Cease Ballot Transmission

Late on Friday, September 12, 2014, following the Seventh Circuit Court's Order, the Government Accountability Board issued a communication to local election officials advising

that the G.A.B. would be providing specific instructions regarding the processing of absentee ballots that had already been issued. In the meantime, the G.A.B. advised that local clerks should not send any additional absentee ballots. After reviewing the relevant statutory provisions and considering the related procedures and the factors described above, G.A.B. staff is directing that local election officials process ballots that have already been issued as follows:

1. Determine whether any ballots sent out (including those returned) involve electors who have either submitted photo ID as part of a mail, fax, or email absentee ballot request at the February 2012 election, or who are exempt from the requirement to provide a copy of the photo ID. This latter category includes active military electors, permanent overseas electors, and confidential electors. Additionally, indefinitely confined electors satisfy the photo ID requirement simply by including the witness verification on the absentee certificate envelope.

   The clerk needs to indicate on the absentee certificate envelope and the absentee ballot log for each of these electors that photo ID is not required so that election inspectors may determine whether to check for a photo ID. No further communication is required for these voters and the ballots are handled according to the regular procedures for processing absentee ballots.

2. For ballots that have been issued to electors who are required to present photo ID, the clerk must immediately contact the elector and provide notice that a copy of their photo ID must be submitted before the ballot can be processed. The elector may submit their photo ID by email or fax, or by mail with the ballot or separately, or in person at the clerk's office. The G.A.B. has drafted the attached template correspondence to be used for this purpose which will encourage electors to submit the photo ID separately from the ballot so that the clerk may record its submission, simplifying the process for election inspectors at the polling place.

   The G.A.B. instructs that the notice should be delivered in writing (by mail, email, or fax), and that as an additional measure the clerk should follow up with a telephone contact. Clerks should also follow up at regular intervals before Election Day with those electors who have not submitted a photo ID for a ballot that has already been issued.

3. Regardless of the method of submission, the clerk is required to retain a copy of the photo ID in the voter's file when the request is made by mail, email or fax. The clerk must also indicate on the absentee certificate envelope and the absentee ballot log that the elector has submitted photo ID and is not required to do so in the future when requesting an absentee ballot by mail, fax, or email, unless the elector moves or changes their name.

   The clerk must also keep a record that the photo ID has been submitted for that voter, by using either the Statewide Voter Registration System or other documentation. Attached are more detailed instructions regarding SVRS procedures and tools relating to the absentee ballot process.

4. For the limited number of ballots which have already been issued, G.A.B. staff has determined that the elector should have the ability to submit photo ID with the ballot or after the ballot has already been submitted. This will avoid the need for the clerk to cancel ballots that have already been sent to electors and issuing new ballots, which would result in a significant number of extra ballots being issued and needing to be tracked and accounted for.

However, if the photo ID is not submitted by 8 p.m. on Election Day, the ballot should be processed as a provisional ballot and the elector shall be required to submit the photo ID in person by 4 p.m. on the following Friday rather than by mail, email or fax. Municipal clerks will need to contact any absentee voter that had their ballot processed as a provisional to inform them of the deadline and the requirement to provide their photo ID in person at the clerk's office.

Absentee Ballot Requests Submitted Without Photo ID

Local election officials have received many absentee ballot requests that did not include the elector's photo ID, consistent with the applicable law at the time, but not complying with the reinstated Photo ID Law. Absentee ballot requests have been encouraged by independent efforts of campaigns, political parties, and other organizations. In order to conform these requests to the photo ID requirement and procedures as early in the process as possible, the G.A.B. directs that local election officials must implement the following procedures:

1. No additional ballots may be sent without the elector first submitting an acceptable photo ID. Clerks must follow the same analysis as outlined in paragraph 1.A above to determine which electors are required to submit a photo ID and mark the certificate envelopes and absentee ballot log accordingly.

2. For ballot requests that have been submitted by electors who are required to present photo ID, the clerk must immediately contact the elector and provide notice that a copy of the photo ID must be submitted before the ballot can be issued. The elector may submit the photo ID by email, fax, mail, or in person at the clerk's office. The G.A.B. has drafted the attached template correspondence to be used for this purpose.

   The G.A.B. instructs that the notice should be delivered in writing (by mail, email or fax) and that as an additional measure the clerk should follow up with a telephone contact. Clerks should also follow up at regular intervals before Election Day with those electors who have not submitted a photo ID for an absentee ballot application that has already been submitted.

3. Regardless of the method of submission, the clerk is required to retain a copy of the photo ID in the voter's file. The clerk must also indicate on the certificate envelope and the absentee ballot log that the elector has submitted photo ID and is not required to do so in the future when requesting an absentee ballot by mail, fax, or email unless the elector moves or changes their name.

   The clerk must also keep a record that the photo ID has been submitted for that voter, by using either the Statewide Voter Registration System or other documentation. Attached are more detailed instructions regarding SVRS procedures and tools relating to absentee ballot.

When processing absentee ballots, please keep in mind that the certificate envelopes are to be opened by election inspectors at the polling place or central count location, not by the clerk before the election.

The G.A.B. is updating forms and information as quickly as possible and will post them as soon as we can. The uniform instructions that are enclosed with the absentee ballot are undergoing

final editing and will be posted tomorrow morning. We will also continue to provide more specific reminders and guidance regarding issues related to the Photo ID Law. If you have any questions regarding these procedures, please contact the G.A.B. Help Desk at gabhelpdesk@wi.gov or (608) 261-2028. Thank you.

Insert your municipal letterhead here

Date

Dear (voter name and address):

This letter contains important information about your absentee ballot application for the November 4, 2014 election. The 7th Circuit Court of Appeals in Chicago has stayed the injunction against the voter photo ID provisions of 2011 Wisconsin Act 23.

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

- ☐ **You received an absentee ballot from the municipal clerk and have not yet provided acceptable proof of identification. Your ballot will not be counted until you provide proof of identification. We recommend that you provide the proof of identification separately from your ballot to assist in the processing of your ballot, but it may be enclosed with the ballot.**

- ☐ **You have an absentee ballot request on file with the municipal clerk and have not yet provided acceptable proof of identification. Your absentee ballot will not be sent to you until you provide proof of identification.**

Failure to submit a valid form of proof of identification will result in your absentee ballot not being counted for the November 4, 2014 election.

Valid forms of proof of identification must include the voter's name, which conforms to the voter's name on the poll list (i.e. Mike for Michael, etc.) and a photograph that reasonably resembles the voter. The address on the document does not have to be current to be used as proof of identification.

The following photo IDs are acceptable for voting purposes, **and can be unexpired or expired after the date of the most recently general election (currently, the November 6, 2012):**

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

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

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

- The university or college ID must be accompanied by a separate document that proves enrollment

This information must be received by the municipal clerk by November 4, 2014, and can be provided by mail, fax, or email. After that date, proof of identification must be delivered in-person to the municipal clerk's office by 4:00 p.m. on November 7, 2014. If you are unable to submit proof of identification by these deadlines, your absentee ballot will not be counted for the November election. **Please submit an acceptable form of photo ID as soon as possible to ensure that your ballot is counted.**

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

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

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

Sincerely,
Clerk's name
Contact information

State of Wisconsin\Government Accountability Board

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KEVIN J. KENNEDY
Director and General Counsel

MEMORANDUM

TO: Wisconsin Municipal Clerks
City of Milwaukee Election Commission
Wisconsin County Clerks
Milwaukee County Elections Commission

FROM: Michael Haas
Elections Division Administrator

David Buerger
Elections Specialist

DATE: September 17, 2014

SUBJECT: Updates to Absentee Forms for Voter Photo ID Implementation
Voter Photo ID Guidance 2014-2

The Government Accountability Board has updated the following forms related to absentee voting to reflect the new Voter Photo ID requirement. The use of old forms is only acceptable where indicated below.

Uniform Absentee Ballot Instructions

These instruction sheets are required to be sent with all absentee ballots. While all absentee voters must either be exempt from the photo ID requirement or have already provided photo ID before being sent a ballot, these instructions also indicate which voters are subject to the photo ID requirement to address any concerns voters may have about the photo ID requirement.

Municipal clerks may use up existing stock of the old uniform instructions, but should transition to the new instructions once all existing stock is used.

The revised uniform instructions can be found at: http://gab.wi.gov/forms/voters-uniform-military

Absentee Certificate Envelope (GAB-122)

The Absentee Certificate Envelope (GAB-122) is the certificate-side of the envelope the voter will use to return their voted ballot. The following revisions were made to accommodate the provisions of the photo ID law:

- A line was added in the upper right corner for the clerk or deputy clerk to initial when the voter has met the photo ID requirement.
- The section titled "Certification of Care Facility Authorized Representative" was added in the lower left corner for voters who reside in care facility that is eligible for service by Special Voting Deputies (SVDs), but where SVDs were not sent.

  - If the voter is not indefinitely confined, the voter may either provide photo ID or have an authorized representative of their care facility sign in this section to meet the photo ID requirement.
  - If the voter is indefinitely confined, the signature of the witness is sufficient to meet the photo ID requirement.
  - If used, this section must be completed in addition to the voter and witness sections.

- A section was added to the lower left corner for the municipal clerk to use to indicate to election inspectors when either photo ID must be enclosed or the "Certification of Care Facility Authorized Representative" section is required to be completed.
  - If this section is marked and the voter does not enclose photo ID or have an authorized representative of the care facility sign, the ballot is rejected.

Municipal clerks may use up existing stock of the old Absentee Certificate Envelope for all absentee voters except voters residing in care facilities not visited by Special Voting Deputies as these voters will need the "Certification of Care Facility Authorized Representative" section. If using the prior envelope, the clerk must write "ID provided" or "ID exempt" in the upper right corner as appropriate. This should also be tracked on the absentee ballot log.

The revised GAB-122 can be found at: http://gab.wi.gov/forms/gab-122

Application for Absentee Ballot (GAB-121)

The Application for Absentee Ballot (GAB-121) is the recommended form for registered electors to use to request an absentee ballot. Electors are not required to use the GAB-121 and may apply for an absentee ballot via any written statement. The following revisions were made to accommodate the provisions of the photo ID law:

- An instructional bullet was added to the front page informing voters of the photo ID requirement.
- The instructions on the reverse side were expanded to include the various categories of voters who are either exempt or have alternatives to providing a photo ID.
- Some instructional bullets on the reverse side were removed to keep the instructions to a single page.

Municipal clerks should discontinue distribution of the old GAB-121 as it may lead voters to erroneously submit absentee applications without proof of identity.

The revised GAB-121 can be found at: http://gab.wi.gov/forms/gab-121-english

Type E Notice

The Type E Notice is to inform voters of the process and deadlines for obtaining and casting an absentee ballot. This notice has been updated to include the requirement for voters to submit a proof of identification with their absentee request. The revised Type E Notice can be found at: http://gab.wi.gov/publications/election-notices/type-e

Contact Information

If you have any further questions regarding the above information or other issues that arise, please contact the G.A.B. Help Desk at (608) 261-2028, or gabhelpdesk@wi.gov.

Thank you.

cc:

Kevin J. Kennedy
Director and General Counsel

Ross Hein
Elections Supervisor

Wisconsin Application for Absentee Ballot

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

Instructions

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

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

VOTER INFORMATION

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

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

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

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

6

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

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

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

TEMPORARILY HOSPITALIZED VOTERS ONLY (please fill in circle)

7

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

Agent Last Name		Agent First Name		Agent Middle Name	

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

Agent Signature	X	Agent Address	

ASSISTANT DECLARATION / CERTIFICATION (if required)

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

Agent Signature	X	Today's Date	

VOTER DECLARATION / CERTIFICATION (required for all voters)

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

Voter Signature	X	Today's Date	

Wisconsin Application for Absentee Ballot

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

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

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

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

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

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

OFFICIAL ABSENTEE BALLOT APPLICATION/CERTIFICATION

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

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

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

CERTIFICATION OF VOTER

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** ▲ **Today's date**: month day year

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

month day year of birth

CERTIFICATION OF WITNESS

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

1._____ 2._____

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

_____ _____

Address(es) of Witness(es) (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 and verify that the name and address of the voter described above is correct.

_____ _____

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

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

Date of Election (month, day, year)	County
_____ / _____ / _____	

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

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

Name (Last, First, Middle) including suffix

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

City, State, Zip

CERTIFICATION OF ASSISTANT (if applicable)

(assistant may also be witness)

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

X _____

▲ **Signature of Assistant** ▲

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

Attention Election Inspectors! 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 should be rejected.

GAB-122 | Rev 2014-09 | Government Accountability Board, P.O. Box 7984, Madison, WI 53707-7984 | 608-261-2028 | web: gab.wi.gov | email: gab@wi.gov

OFFICIAL ABSENTEE BALLOT APPLICATION/CERTIFICATION

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

(*Official Use Only*) Voter has met or is exempt from the photo ID requirement. Municipal Clerk initial here: _____

Date of Election (month, day, year)	County	
Municipality (check type and list name) Town ❒ Village ❒ City ❒ **of**		
Name (Last, First, Middle) including suffix		
Street Address – include street or fire number and name of street, or rural route and box number		
City, State, Zip		
Ward #	District (if applicable)	(*Official Use Only*) Voted in clerk's office ❒

CERTIFICATION OF VOTER

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 ▲ **Today's Date**

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

CERTIFICATION OF WITNESS

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

1. **X** _____

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

_____

▲Address(es) of Witness(es)▲

_____

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

2. **X** _____

CERTIFICATION OF ASSISTANT (if applicable)

(assistant may also be witness)

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

X _____

▲Signature of Assistant▲

CERTIFICATION OF CARE FACILITY REPRESENTATIVE

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

_____ _____

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

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

MUNICIPAL CLERK MARKS THIS SECTION IF REQUIRED

If the box to the right is checked, one of the following is required: ❒

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

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

Uniform Instructions for Wisconsin Absentee Voters
State of Wisconsin

Wisconsin Statute § 6.869 requires the development of uniform instruction for absentee voters, including information concerning the proof of identification requirement, means for correcting errors in marking an absentee ballot, and obtaining a replacement ballot.

Regular Voters (including Temporary Overseas Voters)

Regular absentee voters, including those temporarily overseas, are required to provide a photo ID before being sent an absentee ballot. However, once photo ID is provided, an absentee voter does not need to resubmit photo ID when requesting an absentee ballot by mail for future elections, as long as they have not moved or changed their name. If you have received this ballot without providing photo ID with a prior absentee application, please contact your municipal clerk at the information below to confirm your status.

Indefinitely Confined Voters

Indefinitely confined voters are persons who, because of age, physical illness, infirmity, or disability, are eligible to receive ballots automatically for all elections. If you requested absentee ballots as an indefinitely-confined elector, you are not required to provide photo ID.

Confidential Voters

Confidential Voters are exempt from the photo ID requirement. If you are currently qualified for a confidential listing, you are not required to provide photo ID.

Instructions

1. Read and follow the instructions for completing the ballot carefully. Mistakes may spoil your ballot.

2. Complete the ballot in the presence of one (1) witness. The witness cannot be a candidate at the election and must be an adult U.S. citizen. The witness must verify that the individual completed the absentee ballot, but should not view the voter's choices.

3. Refold the ballot and place it inside the certificate envelope.

4. Seal the envelope.

5. Complete (or verify, if clerk has provided) the elector information section on the certificate envelope. If you have moved from the address listed on the certificate envelope, contact your municipal clerk. *Do not cross out the address*. Sign the certificate. One witness must sign the certificate and provide his/her address. If the municipal clerk has already completed the elector information, the elector must still sign the certificate, and one witness must sign the certificate and provide his/her address.

6. If you make an error while marking your ballot or otherwise require a replacement ballot, contact your municipal clerk immediately to spoil your ballot. You must return your original spoiled ballot and certificate envelope before a replacement ballot will be issued. No replacement ballots are mailed after the 5th day preceding Election Day. (For indefinitely confined voters, no replacement ballots are mailed after the 4th day preceding Election Day.) If you are not an indefinitely confined voter and you require a replacement ballot after the 5th day preceding Election Day, you must return the original ballot and certificate envelope in person to the municipal clerk before 5:00 p.m. on the Friday before the election. You will be required to vote your replacement absentee ballot in the municipal clerk's office. Alternatively, you may vote at the polling place on Election Day.

7. Mail or physically return the ballot (in the certificate envelope) to the municipal clerk by Election Day, in time for distribution to the polling place, or mail the ballot postmarked no later than Election Day. Ballots postmarked by Election Day and received no later than 4:00 p.m. on the Friday after the election will be counted.

State Election Official Contact Information:

Wisconsin Government Accountability Board

Fax: 608-267-0500

Email: gab@wi.gov

Local Election Official Contact Information:

_____
(Name of Municipal Clerk)

_____
(Name of Municipality)

Fax : _____

Email:_____

Acceptable Photo IDs

Information Provided by the Wisconsin Government Accountability Board

What do voters need to know about Photo ID in Wisconsin?

You probably already have a Photo ID for voting!

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

What can I use as Photo ID to vote?

You can use these IDs to vote:

The following photo IDs are acceptable for voting purposes, and can be unexpired or expired after the date of the most recent general election (currently, the November 6, 2012 election):

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

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

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

What needs to be on my Photo ID?

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

- **Elector's Photograph**

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

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

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

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

Acceptable Photo IDs

Information Provided by the Wisconsin Government Accountability Board

Are there any Photo IDs I cannot use to vote?

You can NOT use these IDs to vote:

The following photo IDs are NOT acceptable for voting purposes:

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

Are there any Photo IDs that can be used for voting that do NOT have a photo on them?

These IDs without photos may be used for voting:

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

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

Is there anyone who does not need to show Photo ID?

These electors do NOT need to show Photo ID:

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

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

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

Acceptable Photo IDs

University / College

WI State ID

WI Driver or State ID Receipt

Tribal ID

WI Driver License

US Passport Book & Card

US Uniformed Services

Certificate of Naturalization

Absentee Voting

Information provided by the Wisconsin Government Accountability Board.

What is new with absentee voting and Photo ID?

You need Photo ID to vote absentee:	○ A valid Photo ID must be provided when voting by absentee ballot, unless you are part of a group which is either exempted by statute or may have an alternative process to verify their identity.

Who does NOT have to show Photo ID when voting absentee?

These voters are exempt from showing a Photo ID:	**Groups that are exempt from providing Photo ID:** ○ **Military voters.** This includes any member for the U.S. Army, Navy, Air Force, Marine Corps or Coast Guard, the Commissioned Corps of the Federal Public Health Service or the Commissioned Corps of the National Oceanic and Atmospheric Administration, member of the merchant marine, peace corps volunteers, civilian employees of the U.S. serving outside the U.S., and their spouses and dependents. ○ **Permanent Overseas voters.** Overseas voters are persons who resided in your municipality and have left the United States permanently with no intent to return. This may include dependents over the age of 18 whose parents' last residence was in Wisconsin. Note that <u>if you are temporarily overseas</u>, and you have intent to return, you are not considered an overseas voter, and <u>you must provide Photo ID</u> with your absentee application or ballot. ○ **Confidential Electors.** Confidential electors have presented a court order, a letter from law enforcement, a letter from the staff of a domestic abuse shelter, or a letter from the staff of an agency assisting victims of domestic abuse, to their municipal clerk.

Who may have an alternative to providing a copy of their Photo ID?

What groups may provide a substitute document instead of a Photo ID?	**Groups that may have their witness verify their identity rather than provide a copy of their Photo ID:** ○ **Indefinitely confined voters** may provide a copy of their photo ID, but may also choose to have their absentee witness verify their identity. These electors must indicate on their application form that they are indefinitely confined because of age, illness, infirmity, or disability. ○ **Voters residing in facilities visited by Special Voting Deputies** (usually **nursing homes**) may provide a copy of their photo ID, but may also have the Special Voting Deputies verify their identity before signing as witnesses to the absentee ballot. ○ **Voters residing in other facilities** that are eligible for Special Voting Deputy procedures, but are **not visited by Special Voting Deputies**, may provide a copy of their photo ID or ask an authorized representative of the facility to verify their identity by signing the absentee certificate envelope. If the voter is indefinitely confined, the signature of an authorized representative is not required, but a witness must still sign the certificate envelope (see above).

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

Absentee Voting

Information provided by the Wisconsin Government Accountability Board.

Do I need to provide Photo ID when voting absentee?

These absentee voters MUST provide Photo ID:

Groups that MUST provide Photo ID with their absentee applications:

- **In-person voters in the clerk's office** must show their Photo ID to the clerk or staff. The staff member will record on the absentee certificate envelope that the voter provided Photo ID.
- **Regular absentee voters requesting a ballot be sent to them by mail** must provide a copy of their Photo ID with their absentee ballot request. Once Photo ID is provided, the voter no longer has to provide Photo ID with any absentee ballots, until they re-register (their name or address changes).
- **Regular absentee voters requesting a ballot by email or fax** must provide a copy of their Photo ID with their absentee ballot request. Once Photo ID is provided, the voter no longer has to provide Photo ID with any absentee ballots, until they re-register (their name or address changes.
- Voters may request absentee ballots by fax or e-mail but **clerks are no longer able to transmit ballots to regular voters by fax or e-mail.**
- **Electors that have moved within Wisconsin less than 28 days before the election** must vote from their previous address. They may vote at the polling place for their previous address, or by absentee ballot in the municipality of their previous address.
- **Presidential-only electors, hospitalized electors, and sequestered jurors** have special absentee voting requirements. They will need to show a Photo ID, but should also contact their municipal clerk for assistance.

What if I don't submit ID with my absentee application?

If you do not submit Photo ID, you need to:

- Voters who are required to submit Photo ID with their absentee application, and do not, will not be sent an absentee ballot.
- Voters who have alternatives to providing a copy of the Photo ID will be sent a ballot, but must either return a copy of Photo ID with their ballot or meet any alternative requirements. Failure to do so may result in the ballot being rejected or treated as a provisional ballot. Provisional voters have until 4:00 p.m. on the Friday after the election to submit the required Photo ID to their municipal clerk. If the Photo ID is received by the deadline, their ballot will be counted. If Photo ID is not received by the deadline, the ballot will not count. Voters can check the status of their provisional ballots by contacting their municipal clerk, or checking the Voter Public Access website at http://myvote.wi.gov.

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

Absentee Voting

Information provided by the Wisconsin Government Accountability Board.

Can I vote by absentee ballot?

- Any eligible, registered, Wisconsin elector can vote by absentee ballot. You do not need a reason. Whether you have a hard time getting to the polls due to a disability or if it is just more convenient for you to vote by mail, all qualified Wisconsin elections are eligible to vote by absentee ballot.

When can I vote by absentee ballot?

- Absentee ballots are available by mail 47 days before the partisan primary and Presidential elections and 21 days before state, local, and other elections.

- Wisconsin law restricts absentee voting *in the clerk's offi*ce to a two week period, beginning the third Monday before the election and ending the Friday before the election. Voters may no longer register, or vote absentee, on the weekend or the Monday before the election.

How do I vote by in-person absentee ballot?

- You can complete your absentee ballot in-person in the clerk's office or you can request an absentee ballot be sent to you by mail.
- In-person absentee voting only occurs during a two week period, beginning the third Monday before the election and ending the Friday before the election.

How to I vote in-person in my municipal clerk's office?

- When absentee voting in-person in your municipal clerk's office, you will complete your ballot and then insert the ballot into an absentee ballot envelope/certificate. You will need to complete all the required fields and sign the certification on the envelope in order for your ballot to be counted. To view a sample absentee ballot envelope visit: **http://gab.wi.gov/forms/gab-122**. You must show Photo ID when absentee voting in-person.

How do I get an absentee ballot by mail?

- To request an absentee ballot be sent to you by mail, you may send a request to your municipal clerk by mail, fax, or e-mail. The absentee ballot request form is available at: **http://gab.wi.gov/forms/gab-121-english.** Don't forget to include a copy of your Photo ID with the request.
- Regular absentee ballot requests by mail must be received by your municipal clerk no later than 5:00 p.m. the Thursday before an election to receive a ballot for that election.

Can I request a ballot for more than one election?

- On your absentee ballot application, you can select to receive your ballots for one specific election, or for all elections in a calendar year.
- If you are indefinitely confined (meaning it is difficult for you to get to the polls) due to age, illness, infirmity, or disability you may request that an absentee ballot be sent to you automatically for every election.
- When you choose this option, an absentee ballot will be sent to you for every election and will only discontinue if you fail to return a ballot.

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

Absentee Voting

Information provided by the Wisconsin Government Accountability Board.

How do I return my absentee ballot?

You must return your absentee ballot in the COMPLETED absentee ballot envelope/certification that was provided to you with your ballot by your municipal clerk. If your absentee ballot envelope/certification is not complete, your ballot will not be counted.

You may return your ballot either by mail or through personal delivery to your municipal clerk's office.

- If you are returning your absentee ballot to your municipal clerk by mail, it must be postmarked no later than Election Day and received by the clerk no later than 4:00 p.m. on the Friday after the election.

- If you are delivering your completed absentee ballot to your municipal clerk's office, it must be received no later than Election Day.

What if I voted by absentee ballot, then change my mind and wish to vote at the polls instead?

- Wisconsin Act 227 mostly prohibits a voter who has voted and returned an absentee ballot from voting at the polling place on Election Day, ask your municipal clerk or poll work if you are unsure.

How do I find my municipal clerk's contact information?

- Visit the Wisconsin Government Accountability Board's Voter Public Access website: **http://myvote.wi.gov**

Are there special absentee rules for Military and permanent overseas voters?

- Yes, military and permanently overseas voters can receive their absentee ballot by e-mail, fax, or mail.
- Some deadlines are different for military and permanent overseas voters. Visit **http://myvote.wi.gov** and click on the "military voter" or "permanent overseas voter" icon for more information.

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

University or College Student ID

Accepted Voter Identification

Who is included?

Accredited Wisconsin University or College Students

- All State 2 and 4-year Universities and Colleges in the Wisconsin System
- Accredited Private 2 and 4-year University or Colleges
- A list of accredited Wisconsin institutions which may issue acceptable student ID cards can be found on the G.A.B. Website – http://gab.wi.gov

Required Elements of a Valid Student ID

The University or College ID must contain:

The student's name

The student's signature

The student's photo

The date the card is issued

The date the card expires*

The card must not be expired

*which cannot be more than 2 years after the date the card is issued.

Any student ID must also be accompanied by a separate document that proves enrollment to be valid for voting purposes. Examples of proof of enrollment include:

- Tuition Fee Receipt
- A University or College-issued letter that verifies the Student's enrollment
- A university or college housing list provided by the school to the municipal clerk. The clerk or election officials can use this list (if it has been provided) to verify a student's proof of enrollment.
- Other documents issued by the college or university may also qualify as proof of enrollment

Voter ID Law

WHEN USING A VALID UNIVERSITY OR COLLEGE ID TO VOTE, A SEPARATE WI STATE ID IS NOT REQUIRED.

What does it look like?

Who can I contact?

Contact the Department of Academic Affairs or the Dean of Students at your institution.

What if the student ID does not comply?

If your college or university ID does not qualify as acceptable photo ID, you can use any of the following as a photo ID for voting purposes:

- WI Driver License or State ID Card
- US Passport
- Armed Forces ID Card
- Indian Tribal ID Card
- Certificate of Naturalization
- WI Driver License or State ID Card Receipts

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

Proof of Residence for College and University Students

What is the difference between proof of residence and photo ID?

- Proof of residence documents show your current address. A variety of documents can be used, and they do not always have to have a photo. Proof of residence is required to register before you vote
- Photo identification shows you are who you say you are. Photo ID documents must have a picture, but do not have to include a current address. Photo ID is required to receive a ballot and vote
- Some documents have both a photo and a current address, and qualify as proof of residence and photo ID

The University or College ID can be used as Proof of Residence as long as it is accompanied with one of the following documents:

- A fee receipt issued by the institution that includes the student's address and is issued no earlier than nine months before the date of the election
- A certified housing list provided by a public institution to local election officials as long as the list contains the student's address & verifies U.S. citizenship

A letter issued by a public university or public college which verifies the student's campus residence is valid proof of residence without university or college ID.

These other documents also can be used as Proof of Residence:

- Paycheck
- Bank Statement. Electronic statements are acceptable only if printed

  A current and valid Wisconsin Driver License or Wisconsin Identification Card
- A University, College or Technical Institute fee card or Identification card (must include photo)
- A gas, electric, or telephone service statement (Utility bill) for the period commencing not earlier than 90 days before Election Day. Electronic Statements are acceptable only if printed
- Any identification card or license issued by an employer in the normal course of business that contains a photo of the cardholder or license holder, but not including a business card
- A real estate tax bill or receipt for the current year or the year proceeding the date of the election.
- A check or other document issued by a unit of government
- Any other official identification card or license issued by a Wisconsin Governmental body or unit
- An affidavit on public or private social service agency letterhead identifying a homeless voter and describing the individual's residence for voting purposes
- Residential lease (Not valid if registering by mail)

GAB-UID-201409

Polling Place Voting Step-By-Step for the November 2014 General Election

1. Voter Appears at Polling Place

If the Voter **IS NOT** Registered

- If the voter has been issued a current and valid Wisconsin-issued driver license or identification card, the voter must provide the number. The voter is not required to present the driver license or identification card to election officials unless they are also using that document as proof of residence or proof of identification.

    - If the voter cannot or does not wish to provide the number, they must vote provisionally (assuming they have otherwise completed the GAB-131, presented acceptable proof of residence, and also provided acceptable proof of identification). The driver license or identification card number must then be provided no later than 4:00 p.m. on the Friday following the election.

- If the voter has a Wisconsin-issued driver license or identification card, when the voter completes the GAB-131, the voter must include the driver license expiration date in Box 2. If the voter does not have the license or know the expiration date, the election inspector should ask the voter if the license is current and valid. If the voter indicates that the license is current and valid, the election inspector should write "voter affirmed" in the expiration date field on the application. If voter indicates the license is not current and valid, the voter should be requested to list the driver license number for matching purposes, but must list the last four digits of his or her Social Security number.

- Election Day registrants must provide proof of residence (a photo is not required on most proof of residence documents). **Documents that constitute acceptable proof of residence have not changed.**

    - A current and valid Wisconsin driver's license or receipt for license.
    - A current and valid Wisconsin identification card or receipt for identification card.
    - Any other official identification card or license issued by a Wisconsin governmental body or unit.
    - Any identification card issued by an employer in the normal course of business and bearing a photo of the card holder, but not including a business card.
    - A real estate tax bill or receipt for the current year or the year preceding the date of the election.
    - A residential lease.
        - A residential lease should contain:
            - Landlord Name
            - Tenant Name
            - Address Subject to Lease
            - Term
            - Rent
            - Landlord Signature
            - Tenant Signature

- A university, college or technical institute identification card (must include photo, address not required) with one of the following:
    - A fee payment receipt issued to the cardholder by the university, college, or technical college dated no earlier than 9 months before the date of the election.
    - A certified and current list of students who reside in housing sponsored by the university, college, or technical college, who are U.S. citizens, and showing the current address of the students.
        - This list should be provided by the university, college, or technical college and the election official must verify that the student presenting the card is included on the list.
- A utility bill (gas, electric, water, sewer, telephone/mobile, cable/satellite TV, internet, etc.) for the period commencing not earlier than 90 days before Election Day.
- Bank statement
    - Statement should reflect an account where funds are deposited.
    - Credit card statements are NOT acceptable, even if issued by a bank.
- Paycheck or paystub documentation of direct deposit.
- A check or other document issued by a unit of government.
    - Units of government include: federal, state, county, municipal, school district, tribal, etc.
    - Examples of government documents (not an exhaustive list):
        - Vehicle registration
        - BadgerCare/Medicare statements (if issued by gov't agency)
        - Social Security statements (if issued by gov't agency)
        - Public school correspondence
        - Federal student loan notices (if issued by gov't agency)
- A signed letter on public or private social service agency letterhead identifying a homeless voter and describing the individual's residence for voting purposes.

- If the voter is attempting to register on Election Day and does not have proof of residence, the voter may not register and may not vote a provisional ballot.

<u>If the Voter **IS** Registered or After Registration is completed</u>

- The voter announces his or her name and address.

- If the voter's name is not on the voter list, ask if the voter has a Certificate of Registration (GAB-133). If so, you may accept the Certificate of Registration as their voter registration without requiring the voter to provide proof of residence.

- If the voter is marked "POR REQ" on the poll list (because the voter registered for the first-time by mail before April 4, 2014 and did not provide proof of residence), the voter must produce acceptable proof of residence at this time.

- The inspector asks the voter to show proof of ID. Please see below for a list of documents that constitute acceptable proof of ID:

- Valid forms of proof of identification must include the voter's name, which conforms to the voter's name on the poll list (e.g. Mike for Michael, etc.) and a photograph that reasonably resembles the voter. The address on the document does not have to be current to be used as proof of identification.

- The following photo IDs are acceptable for voting purposes, **and can be unexpired or expired after the date of the most recently general election (currently the November 6, 2012 election):**

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

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

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

2. Providing Proof of ID

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

- The inspector verifies that the name on the ID conforms to the name on the poll list. The name on the proof of ID may be a variation of the name on the poll list. For example, "Robert" vs. "Bob," variations of initials or upper or lower case letters, hyphenated names, etc.

- The inspector verifies that any photograph on the ID reasonably resembles the voter.

- The inspector verifies that the proof of ID is unexpired or, if expired, meets the expiration specifications listed above.

- If the election inspectors do not believe that either the name conforms to the name of the registered voter or the photograph does not reasonably resemble the person in front of them, they may refuse to accept the proof of identification.

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

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

3. Signing the Poll List

- The voter signs the poll list next to his or her name. If the voter refuses, a ballot may not be issued.
  - If another person signed the voter's registration form because the voter was unable to sign due to disability, the inspector writes the word "Exempt" on the signature line.
  - If the above situation does not apply, but the voter claims to be unable to sign due to physical disability, and the inspectors concur, the inspectors shall enter the words "exempt by order of inspectors" on the signature line. If both inspectors do not waive the signature requirement, the voter shall be allowed to cast a ballot and the inspector or inspectors who did not waive the requirement shall challenge the ballot and document the situation on the Inspectors' Statement (GAB-104).
  - Election officials are NOT required to examine the voter's signature to ensure it matches the signature on the proof of identification provided, but should be watchful for individuals who may attempt to sign a different signature than their usual mark (e.g. signing as Mickey Mouse). In those situations, the inspectors may insist that the voter sign their actual signature before being issued a ballot.
  - Signature stamps may be used for signatures for voters with disabilities.
- A voter number and ballot are issued after the poll list is signed.