

# State of Wisconsin \ Government Accountability Board

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**DATE:** August 16, 2012

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

**FROM:** Nathaniel E. Robinson  
Elections Division Administrator  
Government Accountability Board

**SUBJECT:** Processing and Counting Late-Arriving Absentee and Provisional Ballots

Based on your feedback, the Government Accountability Board has developed additional instructions for the processing and counting of late-arriving absentee and provisional ballots, a function of the Municipal Board of Canvassers (MBOC).

The Election Administration Manual has been updated with these instructions. Please refer to the "Post Election Activities" section, pages 155-174. An electronic copy of the updated Election Administration Manual is posted here: <http://gab.wi.gov/clerk/education-training/election-administration-manual>.

The instructions in the updated Election Administration Manual reference two new forms: GAB-104AP and GAB-106-AP. These new forms were developed based on your comments about this process. You may use these forms as you process and count late-arriving absentee and provisional ballots from the August 14, 2012, Partisan Primary and future elections. It is your discretion whether to use these new forms.

The GAB-104AP (<http://gab.wi.gov/forms/gab-104AP>) is the MBOC Record of Activity. It is a diary of the activities of the MBOC.

The GAB-106AP (<http://gab.wi.gov/forms/gab-106AP>) is the Statement of the MBOC. It is the reconciliation of late-arriving absentee and provisional ballots processed. It may also serve as the statement that confirms that the election night returns have not changed.

We are providing this additional information at this time, based on requests we received today from clerks. If you have questions about the MBOC instructions and/or the two new forms, please contact the G.A.B. Help Desk at 608-261-2028 or [GABhelpdesk@wisconsin.gov](mailto:GABhelpdesk@wisconsin.gov).

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