

**Elections Administration Webinar Training Series  
Back to Basics**

**SPECIAL ELECTION TOPICS: SITUATIONS AND  
TROUBLESHOOTING**

This session will address the following topics relating to the election duties and responsibilities of local election officials.

**Wednesday, January 30, 2013**

**9:00 a.m. – 11:00 a.m.**

**Program Presenters**

Wisconsin Government Accountability Board Staff

**Agenda**

- **Voter Resources**
- **SVDs and Absentee Voting in Certain Care Facilities**
- **Issuing & Processing Absentee Ballots**
- **Election Day Registration**
- **Ineligible Voter List**
- **Electioneering**
- **Election Observers**
- **Reconciling Poll Lists**
- **Voting Equipment**
- **Websites/Election Night Postings**





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Open registration for the February 19, 2013 election occurs now until Wednesday, January 30, 2013. Remember you will need to provide some information when registering. If you have been issued a WI driver license and it is current and valid, you must provide the number and expiration date. If you have not been issued a WI driver license you must provide either your WI DOT-

# G.A.B. Voter Information Center

<http://gab.wi.gov/voters>

- I want to find my polling place
- I want to check my voting history
- I want to vote absentee (early voting)
- I want to see my sample ballot

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- I'm a first-time voter and want to register
- I'm a voter with a disability
- I'm a college student
- I'm a convicted felon or in jail
- I'm an experienced voter
- I'm a military voter
- I'm a U.S. citizen living overseas
- I'm an older Wisconsin voter



Photo by: Angela Richardson

**Voting 101 Back to Basics Video**

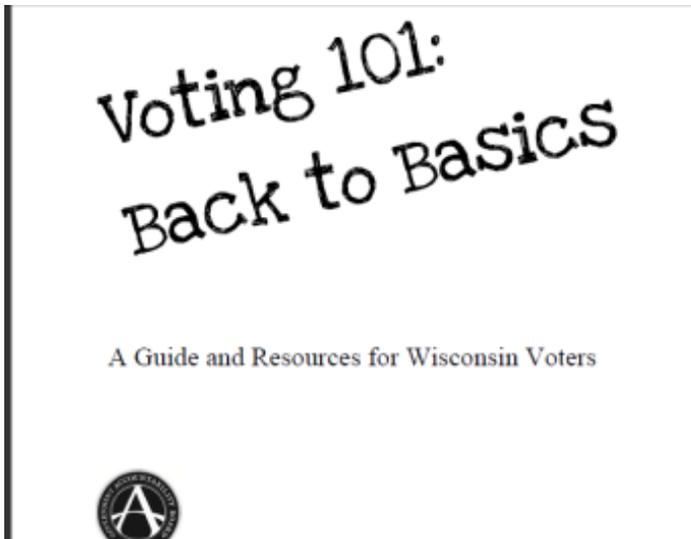


## Voter Guides and Brochures

<http://gab.wi.gov/voters/resources>

### Voting 101 Guide for Voters

<http://gab.wi.gov/node/2572>



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Resources

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Upcoming Events

#### Voter Information Guides

The documents below give voters more in-depth information about Wisconsin's election laws and procedures. Click on each title to open or download.

Title	Date
Absentee Deadlines for February 19, 2013 Spring Primary Election	January 15, 2013
Absentee Voting Guide	September 10, 2012
Elderly and Voters with Disabilities	September 14, 2012
Election Day Voting Guide	September 10, 2012
Ex-Felons and Incarcerated Voters	September 14, 2012
Homeless Voters	September 14, 2012
Hospitalized Electors and Sequestered Jurors	September 14, 2012
Name Changes	September 14, 2012
Proof of Residence for Voter Registration	September 10, 2012
Proof of Residence: List of Possible Documents	September 10, 2012
Registration Deadlines for February 19, 2013 Spring Primary Election	January 15, 2013



# Absentee Voting in Certain Care Facilities

February 2012



**Wisconsin Government  
Accountability Board**  
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## **Introduction**

The Wisconsin Legislature has determined that the vigorous exercise of our constitutional right to vote should be strongly encouraged. The Legislature recognizes that it is difficult for many individuals to get to the polling place on election day. This is particularly true for individuals residing in nursing homes, community-based residential facilities, retirement homes, residential care apartment complexes, and adult family homes. Wis. Stat. §§ 6.84(1), 6.875.

In order to meet this need, the Legislature has established the privilege of absentee voting as an extension of the right to vote on election day. The Legislature recognizes that the privilege of voting absentee is exercised wholly outside the traditional safeguards of the polling place. The privilege of absentee voting must be carefully regulated to prevent the potential for fraud or abuse, prevent overzealous solicitation of absent electors who may prefer not to participate in an election, and prevent undue influence on an absentee elector to vote for or against a candidate or referendum. Wis. Stat. § 6.84(1).

The purpose of this manual is to describe the procedures for absentee voting in Wisconsin nursing homes, community-based residential facilities, retirement homes, residential care apartment complexes, and adult family homes. These procedures have been developed in order to encourage residents of these facilities to participate in the process of choosing their elected representatives.

## **Definitions**

Nursing Home – a facility occupied by 10 or more unrelated individuals for the primary purpose of obtaining full-time personal or nursing care which is necessitated by their physical or mental conditions, but does not include a hospital. Wis. Stat. § 6.875(am).

Qualified Retirement Home – a facility occupied as a primary place of abode by 10 or more unrelated individuals, where it is determined by the municipal clerk or board of election commissioners that a significant number of the occupants lack adequate transportation to the appropriate polling place, need assistance in voting, are aged 60 or over, or are declared as indefinitely confined electors. Wis. Stat. §§ 6.875(1)(at), (c), (2)(b).

Qualified Community-Based Residential Facility (CBRF) – a facility licensed under Wis. Stat. § 50.01(lg), except that it must be occupied by at least 10 unrelated adults, and it is determined by the municipal clerk or board of election commissioners that a significant number of the occupants lack adequate transportation to the appropriate polling place, need assistance in voting, are aged 60 or over, or are declared as indefinitely confined electors. Wis. Stat. § 6.875(1)(a), (as), (2)(b).

Qualified Adult Family Home – a facility that is certified or licensed to operate as an adult family home under Wis. Stat. §§ 50.032 or 50.033, and it is determined by the municipal clerk or board of election commissioners that a significant number of the occupants lack adequate transportation to the appropriate polling place, need assistance in voting, are aged 60 or over, or are declared as indefinitely confined electors. Wis. Stat. § 6.875(1)(ap), (2)(d).

Qualified Residential Care Apartment Complex – a facility that is certified or registered to operate as an adult family home under Wis. Stat. § 50.034, and it is determined by the municipal clerk or board of election commissioners that a significant number of the occupants lack adequate transportation to the appropriate polling place, need assistance in voting, are aged

60 or over, or are declared as indefinitely confined electors. Wis. Stat. § 6.875(1)(asm), (2)(d).

### **Who May Vote Absentee**

Any qualified elector who for any reason is unable or unwilling to appear at the polling place on election day may vote absentee. Wis. Stat. § 6.85. A qualified elector is a United States citizen, age 18 or older on election day, who has resided in an election district 28 consecutive days before any election where the person offers to vote, and is not currently serving a felony sentence (including any term of extended supervision) or has not been adjudicated incompetent to vote. Wis. Stat. §§ 6.02(1), 6.03.

### **Voter Registration**

If a person is voting for the first time in Wisconsin, or has changed their name or address since the last time they voted, they are required to complete a registration form (GAB-131) before they vote. Before receiving an absentee ballot, the elector must be registered. Wis. Stat. § 6.86(1).

- Special Registration Deputies are appointed by the clerk to register individuals outside of the clerk's office until the third Wednesday before an election. Wis. Stat. § 6.28.
- A qualified elector may also register to vote by mail no later than the third Wednesday before an election. Wis. Stat. § 6.30(4). First-time voters registering to vote by mail, must provide "proof of residence." See Wis. Stat. § 6.34(3), for a list of acceptable forms of "proof of residence." Registration forms may be obtained by request from the municipal clerk or from the Government Accountability Board's website, <http://gab.wi.gov>.
- An elector may also register at the municipal clerk's office until the Friday before the election. Wis. Stat. § 6.29(2). When registering in the clerk's office *after* the third Wednesday before an election, the elector must provide "proof of residence." See Wis. Stat. § 6.34(3), for a list of acceptable forms of "proof of residence." An elector registering in the clerk's office *before* the third Wednesday before an election is not required to provide "proof of residence."
- Electors who vote at the polls may register at the polling place on election day. Wis. Stat. § 6.55(2). Electors registering at the polling place on election day must provide "proof of residence." See Wis. Stat. § 6.34(3), for a list of acceptable forms of "proof of residence."

**NOTE:** If the special voting deputies are also trained and appointed as Special Registration Deputies and are conducting absentee voting at a care facility on or before the third Wednesday before the election, they may register eligible electors to vote. If the special voting deputies are conducting absentee voting at a facility after the third Wednesday before the election, all prospective voters must already be registered to vote. After the third Wednesday before an election, registration may only occur in the office of the municipal clerk or at the polling place on election day.

### **How to Obtain an Absentee Ballot**

Any elector wishing to vote absentee at an election must make a written application to the municipal clerk or board of election commissioners. Wis. Stat. § 6.86(1). If made by mail, this written application must be received no later than 5:00 p.m. on the Thursday preceding the election. Applications from indefinitely confined electors must be received no later than 5:00 p.m. on the Friday preceding the election. The clerk will not accept absentee ballot

applications received after 5:00 p.m. or the close of business (whichever is later) the Friday preceding the election. However, if special voting deputies are visiting a care facility, they may accept an application for absentee ballot from a qualified voter and issue an absentee ballot while at the facility. Wis. Stat. § 6.875(6).

The application must be signed by the absentee elector. It cannot be signed by anyone else on behalf of the elector unless the absentee elector needs assistance in signing his or her name. If someone else signs the application for the elector, that person must include a statement that the individual was unable to sign their name. The application must be in writing; it cannot be made by telephone. An elector may request an absentee ballot for a single election or all elections in a calendar year with a single application.

Proof of identification is not required for indefinitely confined voters or voters in qualified care facilities. Wis. Stat. §§ 6.87(4)(b)2, 6.875(6)(c).

The Government Accountability Board has developed an Application for Absentee Ballot (GAB-121), which is available on the agency website (<http://gab.wi.gov>). An elector may also apply for an absentee ballot by sending a written request to the municipal clerk.

### **Application by Indefinitely Confined Elector**

Many residents of the facilities covered in this manual are confined to the facility and are unable to get to the polling place on election day. An elector indefinitely confined due to age, physical illness, infirmity, or disabled for an indefinite period may make a single request and be permitted to vote absentee automatically at each election. Wis. Stat. § 6.86(2). This request must be in writing. See Section 6 on the Application for Absentee Ballot (GAB-121).

The municipal clerk keeps a list of indefinitely confined electors and automatically sends or arranges for delivery of an absentee ballot to the indefinitely confined elector at each election. If an elector does not return a ballot sent under this provision, the clerk will inform the elector that he or she must reapply within 30 days of receiving the notice in order to automatically receive an absentee ballot at the next election. Wis. Stat. § 6.86(2).

### **Residence of Absentee Voter**

In Wisconsin an elector can maintain a voting residence, even if temporarily absent, so long as they continue to have intent to return. Wis. Stat. § 6.10(5). Electors residing in a care facility located in a municipality other than the municipality they were last registered to vote in, may wish to maintain their former residency, rather than voting in the municipality where the facility is located.

If a clerk receives an absentee ballot application from a resident who now lives in a qualified care facility located in another municipality, the absentee ballot is sent to the municipal clerk where the facility is located for delivery to the voter by the Special Voting Deputies (SVDs) of the municipality where the facility is located. If an absentee ballot application is received from a voter living in a qualified care facility located in the municipality, but who is a resident of another municipality, the clerk must, as soon as possible, notify the clerk of the municipality in which the elector resides, and request that an absentee ballot be issued to the voter living in the facility for delivery by the SVDs of the municipality where the facility is located. Wis. Stat. § 6.875(3). The SVDs must return the ballot to the proper clerk before noon on election day. Any person living in a care facility for at least 28 consecutive days before any election where the person offers to vote, and is not currently serving a felony sentence (including any term of

extended supervision) or has not been adjudicated incompetent to vote may vote in the municipality in which the facility is located. The resident must be registered to vote in addition to meeting the other qualifications of an elector. Wis. Stat. §§ 6.02(1), 6.03.

### **Delivery and Voting of Absentee Ballots in Qualified Care Facilities**

Municipal clerks are only required to use Special Voting Deputies (SVDs) for nursing homes. Other qualified care facilities (see Definitions above) may be included if the municipal clerk determines that a significant number of the occupants lack adequate transportation to the appropriate polling place, need assistance in voting, are aged 60 or over, or are declared as indefinitely confined electors. However, once the clerk has made this determination, the facility will be included for SVD service for all elections until the clerk makes a contrary formal determination as to the facility's eligibility for future SVD service. Clerks should NOT switch a facility's SVD eligibility in the middle of an election cycle. Clerks are also strongly recommended to advise the administrator of any facility of the clerk's determination so that the administrator can properly advise the facility's residents regarding the change in status. Residents who live in facilities visited by special voting deputies are no longer eligible to request a traditional by-mail absentee ballot, but instead must vote via SVD and follow the procedures included in this manual.

Absentee ballots are brought to the care facility by SVDs appointed by the municipal clerk. These SVDs represent the two major political parties whenever they are appointed with regard to party affiliation. No person who is or was in the last two years employed or retained at a qualified facility, or a member of the immediate family of such an individual may serve as a special voting deputy. Wis. Stat. § 6.875(4). These SVDs take a special oath of office (Oath of Special Voting Deputy - GAB-155). Wis. Stat. § 6.875(5).

Special Voting Deputies shall arrange one or more convenient times with the administrator of the facility to conduct absentee voting for the election. These SVDs shall contact the administrator of the facility as soon as possible, but no later than 5:00 p.m. on the Friday before an election. Absentee voting may be conducted no earlier than the fourth Monday before the election and no later than 5:00 p.m. on the Monday before the election. As soon as possible after arrangements are made for the visit, but not less than 24 hours before the visit, the municipal clerk shall post a notice at the facility indicating the date and time that absentee voting will take place at that facility. At the designated time, two SVDs shall visit the facility. Wis. Stat. § 6.875(6)(a).

The municipal clerk or board of election commissioners shall issue a supply of ballots sufficient to provide for the proper applications received, and also an additional number of ballots and application forms. The municipal clerk or board of election commissioners is required to keep a careful record of all ballots issued to the SVDs and require the SVDs to return every ballot. Wis. Stat. § 6.875(6)(b).

Both SVDs, together, shall personally offer each absentee elector who has filed the proper application an opportunity to cast his or her ballot. The voter does NOT need to provide proof of identification. The SVDs shall assist the elector in marking the absentee ballot if requested. No one other than a SVD or relative of an elector may assist the elector. Wis. Stat. § 6.875(6)(c)1. Upon the request of a relative of an occupant of a facility, the administrator of the facility may notify the relative of the time or times at which special voting deputies will conduct absentee voting and permit the relative to be present in the room where the voting is conducted. Wis. Stat. § 6.875(6)(c)2.

**NOTE:** The SVDs may accept an application for absentee ballot from a qualified voter and issue an absentee ballot while at the qualified care facility. Wis. Stat. § 6.875(6)(c)1.

If the municipal clerk receives another absentee application after the first visit to the facility, the clerk must attempt to schedule another visit. If the resident is unable to vote at the scheduled time, the clerk must arrange for a second visit. If the requesting resident is still unable to vote after two SVD visits, the municipal clerk may mail the absentee ballot to the resident of the facility in the same manner as other absentee ballots are mailed. The absentee ballot must be returned for delivery to the proper polling place before the polls close on election day. Wis. Stat. § 6.875(6)(e).

Absentee ballots must be voted only by the absent elector, unless the voter needs assistance. If an elector asks, a relative of the elector who is present may assist the elector in marking the absentee ballot. No individual other than a special voting deputy or a relative of an elector may provide voting assistance. The person providing the assistance must sign in the space provided for the assisting elector on the ballot. Wis. Stat. §§ 6.82(2), 6.875(6)(c)1.

After marking the ballot in the presence of the special voting deputies, the voter places the marked ballot(s) in the certificate envelope (GAB-122) and seals the envelope. The voter completes and signs the certification on the envelope. Both of the special voting deputies must sign as witnesses on the certificate envelope. Wis. Stat. § 6.875(6)(c)1.

### **Return of Ballots**

Upon completion of voting, the deputies shall promptly deliver, either personally or by first class mail, the sealed certificate envelopes containing each ballot to the municipal clerk of the municipality for which the elector casting the ballot resides within such time as to permit delivery to the polling place before election day. A special voting deputy may personally deliver the ballots to the polling place no later than noon on election day. Wis. Stat. § 6.875(6)(d). The municipal clerk initials each certificate envelope containing the ballot of a care facility resident who has voted by SVD indicating that the voter has satisfied the ID requirement.

### **Party Observers**

One observer from each of the two recognized political parties whose candidate for governor or president received the greatest number of votes in the municipality at the most recent general election may accompany the deputies to each facility where absentee voting will take place. The observers may observe the public aspects of the process in the common areas of the facility. The special voting deputies may exercise the authority granted to the chief inspector under Wis. Stat. § 7.41 to regulate the conduct of observers. For the purposes of the application of Wis. Stat. § 7.41, the facility shall be treated as a polling place. Each party wishing to have an observer present shall submit the name of the observer to the clerk no later than the close of business on the last business day prior to the visit. Wis. Stat. § 6.875(7).

### **Special Precautions**

In order to ensure the integrity of the absentee voting process, the Government Accountability Board recommends that the personnel in care facilities familiarize themselves with the absentee voting process. Administrators of these facilities should communicate regularly with the municipal clerk concerning the status of absentee voters at their facility. The administrator should also make an effort to ensure that any resident who desires to vote is properly registered.

Persons who are found by a court to be incapable of understanding the electoral process are not permitted to vote. Wis. Stat. §§ 6.03(1)(a), (3). The facility should have a social worker available who may be consulted regarding any competency determinations made by a court for a resident.

The administrator, all personnel, and residents of care facilities should be aware that failure to comply with these requirements may result in invalidation of the votes of residents. See Wis. Stat. § 6.84(2).

In order to encourage an informed electorate, we recommend that care facility administrators make candidate literature available and provide the opportunity for candidates to present their positions to residents of these facilities. However, the same restrictions on electioneering apply to the facility while SVDs are conducting absentee voting (no candidates and no campaign activity in the facility or within 100ft of the entrance) as a polling place on Election Day.

Any questions concerning any aspect of voting in Wisconsin should be directed to the Government Accountability Board. (See contact information below).



# Wisconsin Application for Absentee Ballot

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

SVRS ID #  
(Office Use Only)

Instructions

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

- Please use uppercase (**CAPITAL**) letters only. Fill in circles as appropriate.
- You must be registered to vote before you can receive an absentee ballot. You can confirm your voter registration at <https://vpa.wi.gov>

## VOTER INFORMATION

1	Municipality	<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.)	
	Phone		Fax		Date of Birth <small>(MM/DD/YYYY)</small>
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"/> Permanent Overseas				

## 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			
		Apt. Number		City	State & ZIP
	<input type="radio"/> CLERK'S OFFICE	Nursing Home Name (if applicable)			
		C / O (if applicable)			
	<input type="radio"/> FAX	Fax Number	<b>Military and Permanent Overseas only</b>		
<input type="radio"/> EMAIL	Email Address	<b>Military and Permanent Overseas only</b>			

## 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.				
Assistant Signature	X	Today's Date		

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

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



# Wisconsin Application for Absentee Ballot Instructions

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

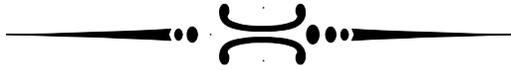
- This form should only be completed by registered voters; if you are not a registered voter or military elector, please submit a Voter Registration Application (GAB-131) with this form.

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

**Assistant Signature:** In the situation where the elector is unable to sign the Voter Declaration / Certification due to a physical disability, the elector may authorize another elector to sign on his or her behalf. Any elector signing an application on another elector's behalf shall attest to a statement that the application is made on request and by authorization of the named elector, who is unable to sign the application due to physical disability

**Voter Signature:** By signing and dating this form, you certify that you are a qualified elector, a U.S. citizen, at least 18 years old, having resided at your residential address for at least 28 consecutive days immediately preceding this election, not currently serving a sentence including probation or parole for a felony conviction, and not otherwise disqualified from voting.

# Oath of Special Voting Deputy



STATE OF WISCONSIN  
\_\_\_\_\_, County } ss.

I, \_\_\_\_\_, having been appointed to the office of special voting deputy in and for the (town, village, city) of \_\_\_\_\_, swear (or affirm) that:

I will support the constitution of the United States and the constitution of the State of Wisconsin and will faithfully and impartially discharge the duties of a special voting deputy to the best of my ability.

I am qualified to act as a special voting deputy pursuant to §6.875, Wis. Stats.; I have read the statutes governing absentee voting; I understand the proper absentee voting procedure; I understand the penalties set out in §12.13, Wis. Stats., for noncompliance with the absentee voting procedure.

I understand that my sacred obligation is to fully and fairly implement the absentee voting law and to seek to have the intent of the electors ascertained. I realize that any error in conducting the absentee voting procedure may result in invalidation of an elector's vote under §7.51(2)(e), Wis. Stats. I realize that absentee voting is a privilege and not a constitutional right.

\_\_\_\_\_  
(Signature of Special Voting Deputy)

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
(Signature of person authorized to administer oaths)

My commission expires \_\_\_\_\_, or is permanent

Notary Public  or \_\_\_\_\_  
(Official title, if not a notary)



# Overview of Absentee Voting Rules

## Indefinitely Confined Electors

### Definition

Voters indefinitely confined in their home or in a qualified facility [Community Based Residential Facility (CBRF), retirement home, residential care apartment complex, or adult family home] that is **NOT** served by special voting deputies. Elector must have applied for absentee ballots as an indefinitely-confined elector.

### Application Requirements

- Voter registrations that are postmarked after the 20<sup>th</sup> day before the election cannot be accepted.
- Absentee applications must be received no later than 5:00 p.m. on the Friday prior to the election.
- Voter must check the box or otherwise indicate on the absentee application that they are indefinitely confined.

### Duration of Requests

- Receive ballots automatically for as long as they return them (“permanent” status)
- If a ballot is not returned, send 30-day notice
  - Send 30-day notice after general elections only
  - If voter responds to notice, keep on permanent list
  - If voter does not respond to notice, cancel absentee application (remove from permanent list)

### Deadline for Ballot Return

Friday 4:00 p.m. after the election if postmarked by Election Day

# Overview of Absentee Voting Rules

## Electors Served by Special Voting Deputies (SVDs)

### Definition

Voters residing at a nursing home or in a qualified facility [Community Based Residential Facility (CBRF), retirement home, residential care apartment complex, or adult family home] that is served by special voting deputies.

### Application Requirements

- If SVDs are conducting absentee voting at a facility prior to the 20<sup>th</sup> day before the election, the SVDs may register the individual to vote.
  - SVDs may register voters using their pre-nursing home address if the voter has an intent to return. These registrations must be forwarded to the respective municipal clerk.
- Absentee applications must be received by the respective deadline, 5:00 p.m. on Thursday for regular voters, 5:00 p.m. Friday for indefinitely confined voters.
  - Voter must check box or otherwise indicate on the absentee application that they are indefinitely confined.
  - SVDs may accept written absentee applications in-person from registered electors at the facility, if before the applicable deadline.

### Duration of Requests

- As specified in the request (specific elections, calendar year, or permanent if indefinitely confined).
- If an elector on the permanent list does not vote an absentee ballot, the SVDs should ask them to either:
  - Sign a separate statement indicating they still want to receive ballots, *OR*
  - Enclose a blank ballot in the certificate envelope and sign the certification.
  - If the elector does not do either of the above, send them a notice via mail that their absentee application will be canceled.
    - The elector has 30 days to respond
    - Send notice after general elections only
    - If the elector does not respond to the notice, cancel the absentee application.

# Overview of Absentee Voting Rules

## Electors Served by Special Voting Deputies (SVDs), Continued

### Time frame for conducting absentee voting in qualified facilities

- Between the 4<sup>th</sup> Monday before the election and the Monday before the election
  - Notice of date and time posted at facility no less than 24 hours before visit
  - Registered voters may request to vote absentee on the day the SVDs visit
    - Must use absentee application, not just certificate envelope.

### Special Procedures

- If a voter is registered in another municipality, the clerk of the municipality where the voter is registered must forward an absentee ballot to the municipal clerk where the care facility is located.
  - The SVDs from the municipality where the nursing home is located administer the absentee ballot for that voter.
  - The municipal clerk where the nursing home is located then forwards the voted absentee ballot back to the municipal clerk where the voter is registered.
- Only SVDs may witness the absentee certification.
- No person other than a SVD or a relative of the elector may assist that person in voting.
  - Request for assistance must come from the elector.
- SVDs must visit the facility twice if any voter who has requested an absentee ballot was not available to vote during the first visit.
- Only if an absentee elector is not available to cast his or her ballot on two separate visits by the SVDs to the facility may the clerk mail the ballot to the elector.
  - Must transmit the ballot no later than 5:00 p.m. on the Friday preceding the election.
- See “Absentee Voting in Nursing Homes” Manual for details.

# Overview of Absentee Voting Rules

## Electors at Special Voting Deputy-Eligible Facilities

### Definition

Voters residing in a qualified facility [Community Based Residential Facility (CBRF), retirement home, residential care apartment complex, or adult family home] that is NOT served by special voting deputies. Also, does NOT include voters who are indefinitely confined.

- Use the indefinitely confined elector procedures for indefinitely confined electors who may reside at an SVD-eligible facility.

### Application Requirements

- Voter registrations that are postmarked after the 20<sup>th</sup> day before the election cannot be accepted.
- Absentee applications must be received by 5:00 p.m. on Thursday.

### Duration of Requests

As specified on absentee ballot application but no longer than a calendar year

### Deadline for Ballot Return

Friday 4:00 p.m. after the election if postmarked by Election Day

# Overview of Absentee Voting Rules

## Military Voters

### Definition

U.S. military service (at home or away), members of the merchant marine, civilian employees of the United States serving outside the U.S., peace corps volunteers, and their spouses or voting-age dependents.

### Application Requirements

- No voter registration form is required.
- Must have resided in municipality immediately before entering the military.
- Absentee application must be received no later than 5:00 p.m. on the Friday preceding the election. However, for federal elections, military electors who are away from their residence due to active duty have until 5:00 p.m. on Election Day.
- The Federal Post Card Application (FPCA) is a common alternative form that is used by military electors. It counts as both a voter registration and absentee ballot application.
- The Affirmation/Declaration that accompanies the Federal Absentee Write-In Ballot (FWAB) also serves as an absentee application.

### Duration of Request

- One calendar year, if not otherwise specified
  - Receive ballots for all offices

### Deadline for Ballot Return

- Friday 4:00 p.m. after the election if postmarked by Election Day

# Overview of Absentee Voting Rules

## Federal Write-In Absentee Ballot (FWAB)

- Available at military bases, embassies, and online at FVAP.gov. (This is not a ballot sent by the clerk.)
- May be used by both overseas and military electors.
  - A FWAB from a military elector may be accepted without a separate absentee application.
  - A FWAB from an overseas elector must be accompanied by a valid absentee request.
  - A FWAB typically contains a signed affirmation/declaration which serves as an absentee application for military electors, but must be received no later than the respective absentee request deadline to count as an application.
  - The affirmation/declaration must accompany the FWAB in order for the ballot to be counted. The affirmation/declaration must be completed and contain the signature of both the voter and the witness. It serves as the absentee certification.

## Military Voters, Continued

### Multiple Ballots - Priority

- Count whatever ballot you have received by Election Day
- If more than one ballot received by Election Day, all ballots are sent to the polling place for processing. Only one ballot is counted and the rest are rejected. The order of priority is:
  1. Official Ballot
  2. FWAB
- If ballots come in after Election Day, but before the deadline, and you have already counted a ballot on Election Day, reject the second ballot.

### Special Procedures

- Requests are valid for up to 28 days after the date of discharge from military service.
- All military voters absentee ballots must be tracked in SVRS.
- See the Election Administration Manual and SVRS manual for further details on the administration and tracking of military ballots.

# Overview of Absentee Voting Rules

## Overseas Voters

### Definition

An elector who is permanently outside of the U.S. with no intent to return to their residence.

- A person outside the U.S. for a finite period of time (vacation, work, education) with an intent to return is NOT an overseas voter.
  - May only vote for federal offices (President, U.S. Senate, U.S. Congress).

### Application Requirements

Standard “by-mail” rules apply:

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

### Duration for Request

One calendar year, if not otherwise specified

- Receive ballots for federal offices only

### Deadline for Ballot Return

Friday 4:00 p.m. after the election if postmarked by Election Day

### Federal Write-In Absentee Ballot (FWAB)

- Available at military bases, embassies, and online at FVAP.gov. (This is not a ballot sent by the clerk.)
- Cannot be accepted unless the election has an absentee application on file.

### Multiple Ballots - Priority

- Count whatever ballot you have received by Election Day
- If more than one ballot received by Election Day, all ballots are sent to the polling place for processing. Only one ballot is counted and the rest are rejected. The order of priority is:
  1. Official Ballot
  2. FWAB

### Special Procedures

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

# Overview of Absentee Voting Rules

## Regular Absentee Voters – By Mail

**Definition**

Any otherwise qualified elector who for any reason is unable or unwilling to appear at the polling place.

**Application Requirements**

- Voter registrations that are postmarked after the 20<sup>th</sup> day before the election cannot be accepted.
- Absentee applications must be received by 5:00 p.m. on Thursday.

**Duration of Request**

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

**Deadline for Return of Ballot**

Friday 4:00 p.m. after the election if postmarked by Election Day

# Overview of Absentee Voting Rules

## Fax/Email/Online

### Definition

Only military and permanent overseas electors may receive their ballot by fax or email or may access their absentee ballot online at <http://myvote.wi.gov>. The clerk must honor the requested method of transmission.

### Application Requirements

- Voter registrations may not be faxed/mailed. Voter registrations that are postmarked after the 20<sup>th</sup> day before the election cannot be accepted.
- Absentee applications must be received by the respective deadlines for all electors. See military and overseas sections above.
- Any registered voter may submit their absentee ballot request by email or fax.

### Special Notes

- Only military and permanent overseas electors may receive a ballot by fax/email, please see those specific instructions for more details.
- An original application with “wet” signature must be received.
  - If you are using the combination application/certification certificate envelopes, the signature on the envelope suffices as an original application with “wet” signature.
- When emailing or faxing a ballot to a military or overseas voter:
  - Transmit the initialed ballot and face of the certificate envelope along with instructions for voting and returning the ballot.
  - The voted ballot can NOT be returned by fax/email.
  - On Election Day (if using optical scan systems), remake the ballot so it can be processed through the voting equipment.
    - See Election Day manual or the GAB-104 for specific instructions on remaking ballot.

# Overview of Absentee Voting Rules

## In-Person Absentee Voting in Clerk's Office

### Definition

Any eligible elector may request to vote an absentee ballot in person at the office of the municipal clerk.

### Application Requirements

- Voter registration may occur in-person at the office of the municipal clerk up until 5:00 p.m. on the Friday preceding the election.
  - No in-person absentee voting may occur on the Saturday, Sunday, or Monday immediately preceding the election.
- In-person absentee voting begins on the 3<sup>rd</sup> Monday before Election Day and ends at 5:00 p.m. on the Friday preceding the election.
- If the voter only wishes to vote absentee at a single election, the combination application/certification certificate envelope will suffice as the absentee application.
- If the voter wishes to receive ballots for future elections, they must fill out the standard absentee ballot request.
- Ballots requested in-person may NOT be removed from the clerk's office by the voter.

# Overview of Absentee Voting Rules

## Provisional Ballots

**Definition**

If the absentee elector was required to provide proof of residence with their absentee ballot and does not, the election officials are to treat that absentee ballot as a provisional ballot.

**Procedure**

The clerk should attempt to contact the absentee voter as quickly as possible to inform them that their ballot was treated provisionally and advise them of how to provide the necessary information.

**Deadline for voter to supply missing information**

4:00 p.m. on the Friday after the election

**Special Notes**

- Make sure all appropriate canvassing boards (county and municipality) are informed if the elector provides the missing information.
- All provisional ballots must be recorded in SVRS on Election Night. See the SVRS Application Training manual for directions.
- Please see the Election Administration manual, Post-Election Activities chapter for more information.

# Overview of Absentee Voting Rules

## New & Former Residents – Presidential Only

### Definition

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

### Application Requirements

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

### Deadline for Return of Ballot

Friday 4:00 p.m. after the election if postmarked by Election Day

# Overview of Absentee Voting Rules

## Hospitalized Electors

### Definition

Any qualified elector may register and request an absentee ballot by agent if hospitalized.

### Application Requirements

- The absentee ballot application may not be filed earlier than 7 days before the election and no later than 5:00 p.m. on Election Day.
- If not already registered to vote, the hospitalized elector may register to vote by agent up to 5:00 p.m. on Election Day.
- Must submit a signed absentee application (GAB-121) which indicates that the elector is hospitalized.
- The agent must provide a proof of identification to the clerk when delivering the absentee application.

### Procedure

- Upon receiving a valid application, the clerk provides the agent with an initialed absentee ballot and certificate envelope.
- The agent delivers the ballot to the hospitalized elector.
- The hospitalized elector votes the ballot in the presence of the agent, seals it in the certificate envelope, and signs the certificate envelope.
- The agent signs the certificate envelope as the witness and returns it to the clerk.
- Fax/Email requests may be used in combination with this procedure.

### Deadline for Ballot Return

- The agent may return the absentee ballot to the polling place, municipal clerk or mail the absentee ballot.
- If the absentee ballot is mailed it must be received by 4:00 p.m. on the Friday after the election if postmarked by Election Day

# Overview of Absentee Voting Rules

## Sequestered Jurors

### Definition

Any eligible registered elector who indicates that the reason they are requesting an absentee ballot is because they are a sequestered juror.

### Application Requirements

Must submit an absentee application to the clerk that indicates that the elector is a sequestered juror no later than 5:00 p.m. on Election Day.

### Procedure

- If the application is received before 5:00 p.m. on the Friday preceding the election:
  - The clerk may transmit the ballot as requested by mail
- If the application is received after 5:00 p.m. on the Friday preceding the election:
  - The municipal clerk shall immediately take the ballot to the court in which the elector is serving as a juror and deposit it with the judge.
  - The judge shall recess court, as soon as convenient, and give the elector the ballot.
  - The judge shall then serve as witness and shall deliver the ballot to the clerk who shall deliver it to the polling place.



## Processing Absentee Ballots at the Polls

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

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

2. All absentee ballots must be processed in the same room the votes are cast or at an alternate absentee canvassing location so that any interested observer is able to hear the public announcement of the names of the absentee electors.
  - a. Any observer, including an election inspector can challenge an absentee elector's ballot the same as if the elector were voting in person.
  - b. The procedures for challenging an elector's ballot are the same as the challenge procedure in person.
  - c. See the "Challenging Electors" section of this manual for the complete challenge procedure.
3. The election inspectors may process absentee ballots at any time between the opening and closing hours of the polling place, except absentee certificate envelopes marked "To Be Rejected."
  - a. "To Be Rejected" envelopes are envelopes which are missing signatures of either the voter or the witness, signatures of both special voting deputies, or contain no certification language. These envelopes should be set aside and not processed until 8 p.m. on Election Day to give the voter an opportunity to correct any errors.
    - i. A voter may correct the certificate envelope at the polling place/central count site.
    - ii. The election inspectors shall issue a new certificate envelope to the voter.
    - iii. The voter must open the original certificate envelope, verify their ballot, and seal the ballot in the new certificate envelope.
    - iv. The voter may NOT remove the ballot from the voting area.

- v. The election inspectors may NOT serve as the witness (the original witness must be present).
  - vi. The original certificate envelope is then destroyed.
  - vii. The election inspector should document that a correction was made and the ballot accepted on the Absentee Ballot Log (GAB-124).
- b. Absentee ballots may not be counted until after the polls close.
  - c. Processed absentee ballots are placed in the ballot box or optical scan equipment and are counted\* when all the other ballots are counted.
- \*It is considered counting once the polls have closed and all ballots are tabulated, either by equipment or by a hand tally.
- 4. If the election inspectors have reliable proof that an elector has died before Election Day, the absentee ballot should be rejected.

### *Procedure*

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

- 1. Open the large carrier envelopes or containers (GAB-125) containing the absentee ballots.
- 2. Remove an Absentee Certificate Envelope (GAB-122) and announce the absentee elector's name and address.
- 3. Carefully review the certificate envelope to determine that:
  - a. The envelope is not open.
  - b. The envelope has not been opened and then resealed.
  - c. The signature of the elector appears on the certificate.
  - d. The certificate contains the signature of one witness who is an adult US citizen.

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

- 4. If the Absentee Certificate Envelope (GAB-122) is found to be **insufficient**:
  - a. Do not open the envelope.

- b. Mark the envelope “Rejected ballot #\_” (beginning with the number 1). Write the reason for rejection on the envelope.
  - c. List the elector’s name, identifying serial number of the rejected ballot (see “b.” above), and the reason for rejection on the Inspectors' Statement (GAB-104).
  - d. Record the reason for rejection next to the elector’s name on the Absentee Ballot Log.
  - e. Place the unopened certificate envelope in the Certificate of Rejected Absentee Ballots (GAB-102) brown carrier envelope.
5. If the Absentee Certificate Envelope (GAB-122) is found to be **sufficient**:
- a. Carefully remove the ballot from the certificate envelope.
  - b. Examine the contents of the envelope to assure that:
    - i. No more than the proper number of ballots is enclosed.
      - 1. If more than one of the same type of ballot is marked in a single envelope, both ballots must be rejected.
        - a. Mark each of those same type ballots “rejected.”
        - b. Return the rejected ballots to the absentee voter’s certificate envelope and mark it “Rejected Ballot #\_” (beginning with ‘1’) and list the reason.
        - c. Note on the Inspectors' Statement (GAB-104) that these ballots were rejected because the absentee voter marked more than one ballot. If hand-count, paper ballots are used, indicate the type of ballot, i.e. state & county, municipal, school district.
        - d. Place the rejected certificate envelope in the Certificate of Rejected Absentee Ballots (GAB-102) brown carrier envelope.
      - 2. If only one marked type of ballot is in the envelope (i.e. the other ballots is blank), the marked ballot CAN be accepted.
        - a. Place the marked ballot in the ballot box.

- b. Write “Unused ballot #\_\_” (beginning with ‘1’) on the unmarked ballot and place it in the absentee voter’s certificate envelope.
- c. Note on the Inspectors’ Statement (GAB-104) that there was more than one ballot of the same kind, but only one of the “same type” ballots was marked. Indicate the serial number (see “b.” above) issued for the unused ballot.
- d. Place the Absentee Certificate Envelope (GAB-122) in the Used Certificate Envelopes of Absentee Electors (GAB-103) white carrier envelope.

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

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

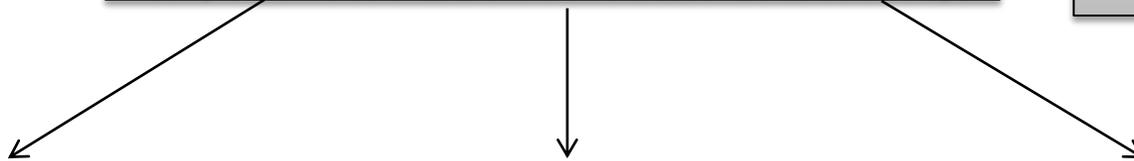
- iii. If the voter list or the absentee certificate envelope have the notation “POR Required,” the inspector should verify that a copy of proof of residence was enclosed. If not, process as a provisional ballot.
- c. Record the voter number on the voter list. Confirm that the elector voted “absentee” and that this is recorded in the “notation section” on the voter list. Also, record the voter’s name and information on the absentee ballot log.
- d. Place the ballots in the appropriate ballot box or voting equipment.
- e. Place the used certificate envelope in the Used Certificate Envelopes of Absentee Electors GAB-103 white carrier envelope.

# Incomplete or No Certificate Envelopes

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

**Contact the voter.**  
Provide info to voter about opportunity to correct the absentee ballot envelope in the clerk's office, by mail or at the polling place/central count location on Election Day.  
  
The original witness must **always** be present to correct **any** incomplete or no certificate errors on the absentee ballot envelope.

Document incomplete or no certificate envelopes on the Absentee Ballot Log (GAB-124).  
  
Do not process or reject uncorrected certificate envelopes until 8 p.m. on Election Day.  
  
Please group absentee ballots with incomplete or no certificate envelopes.



**Correct by mail**  
If time permits, clerks should send the envelope containing the ballot and a new absentee ballot envelope to the voter and remind the voter that they and the original witness must both execute the new envelope.  
  
The voter must personally deliver a corrected envelope by 8 p.m. on Election Day to their polling place or central count. or by mail if postmarked by Election Day and received by 4 p.m. the Friday after the election.

**Correct in the clerk's office**  
Voters may correct and submit absentee ballots on site. Ballots may not be taken from clerk's office.  
  
Inform the voter that the original witness **must** accompany them to the clerk's office.

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

**Correct at the polling place/central count**  
Voters may correct and submit absentee ballots on site. Ballots may not be taken from the polling place/central count location. Replacement absentee envelopes should be available to voters at polling places or central count locations.  
  
Inform the voter that the original witness **must** accompany them to the polling place or central count location.

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

# Spoiled or Damaged Ballots

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

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

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.

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

# Absentee Voters and the Polling Place

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

Voter has absentee designation in the poll book.



Check the absentee ballot log to see if the absentee ballot was received.

**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, spoiled ballot was cancelled and a second ballot was issued.

If it was received, the voter cannot vote at the polling place.

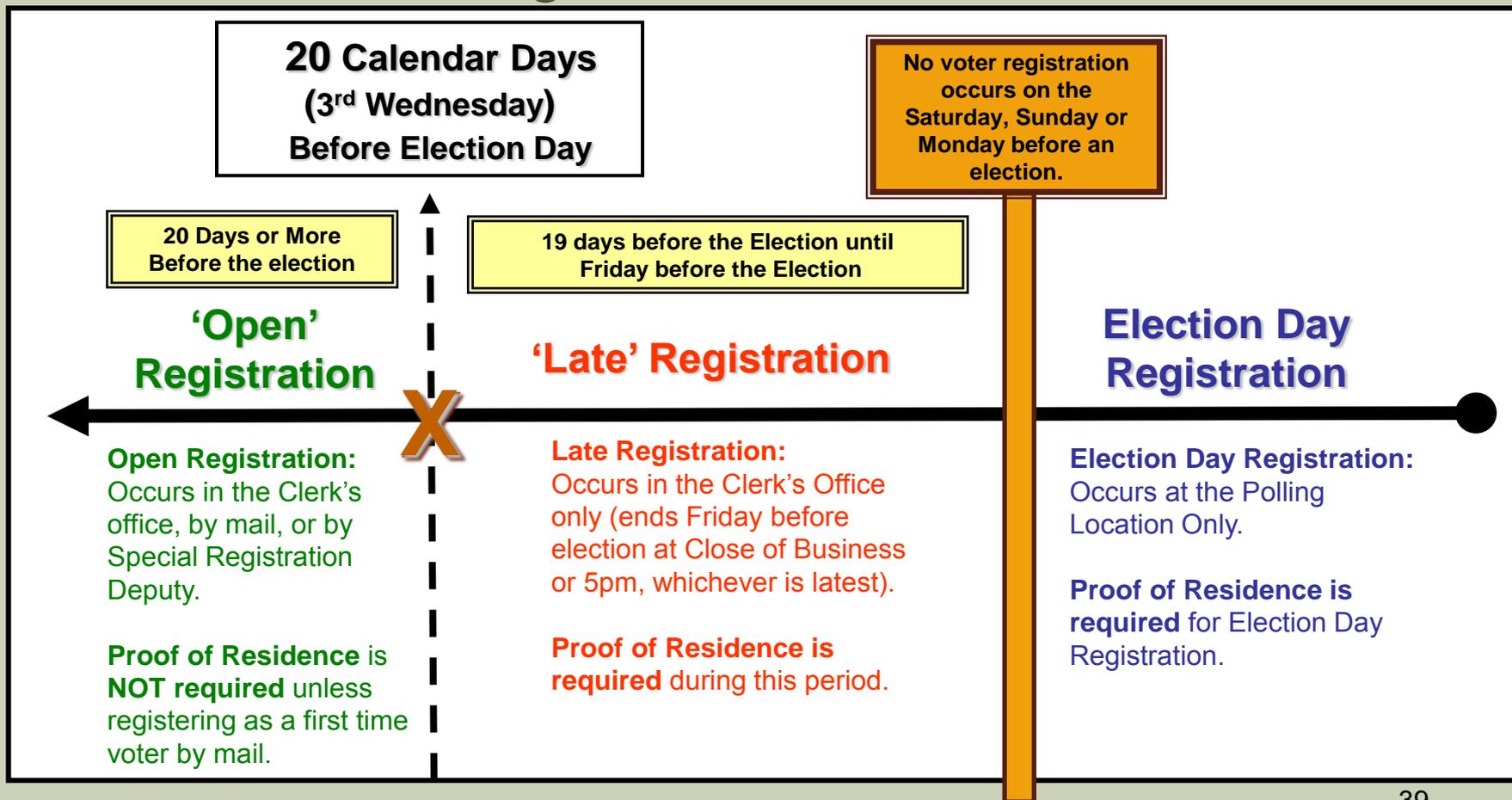
If not received, the election inspector asks voter,  
“Did you mail or personally deliver your absentee ballot to the clerk’s office?”

Yes.  
Voter cannot vote at the polling place.

No.  
Voter gets a ballot.

# Acceptable Proof of Residence

## Registration Timelines







# Wisconsin Voter Registration Application

Submitted by Mail  
(Official Use Only)

Confidential Elector ID#  
(HINDI - sequential #) (Official Use Only)

SVRS ID #  
(Official Use Only)

Instructions

**Instructions for completion are on the back of this form. Return this form to your municipal clerk, unless directed otherwise.**

- Please use uppercase (**CAPITAL**) letters only. Fill in circles as appropriate.
- If you have not previously voted in WI and are submitting this form by mail, you must also provide a copy of your proof of residence (see reverse).
- NOTE: If this is a change of address, then upon completion of this application your voting rights will be cancelled at your previous residence.

1	<input type="radio"/> New WI Voter	Municipality	<input type="radio"/> Town
	<input type="radio"/> Name Change		<input type="radio"/> Village
	<input type="radio"/> Address Change	County	<input type="radio"/> City

2	WI Driver License or WI DOT-issued ID <b>(DL # required if issued)</b>	Expiration Date	I have neither a WI Driver License/ ID nor a Social Security Number.
	Social Security Number - Last Four Digits (if driver license not issued or not current and valid)	X X X - X X -	

3	Last Name		First Name	
	Middle Name	Suffix (e.g. Jr, II, etc.)	Phone #	
	Date of Birth (M/D/YYYY)	Email Address		

If you are a military or permanent overseas elector, fill in the appropriate circle (see instructions for definitions):  Military  Permanent Overseas

4	Residence Address: Street Number & Name			
	Apt. Number	City	State & ZIP	

5	Mailing Address: Street Number & Name			
	Apt. Number	City	State & ZIP	

6	Last Name		First Name	
	Middle Name	Suffix (e.g. Jr, II, etc.)		

7	Previous Address: Street Number & Name			
	Apt. Number	City	State & ZIP	

8	Accommodation needed at poll location (e.g. wheelchair access):	If you do not have a street number or address, use the map to show where you live. • Mark crossroads • 'X' where you live • Use dots for landmarks	Example
	<input type="radio"/> I am interested in being a poll worker.		

9	Please answer the following questions by filling in "Yes" or "No":		<input type="radio"/> Yes <input type="radio"/> No	<b>If you filled in "No" in response to EITHER of these questions, do <u>not</u> complete this form.</b>
	1. Are you a citizen of the United States of America?	2. Will you be 18 years of age or older on or before election day?	<input type="radio"/> Yes <input type="radio"/> No	

10 I hereby certify, to the best of my knowledge, that I am a qualified elector, a U.S. citizen, at least 18 years old or will be at least 18 years old at the time of the next election, having resided at the above residential address for at least 28 consecutive days immediately preceding this election, with no present intent to move. I am not currently serving a sentence including incarceration, parole, probation, or extended supervision for a felony conviction, and not otherwise disqualified from voting. I certify that all statements on this form are true and correct. If I have provided false information I may be subject to fine or imprisonment under State and Federal laws. **If completed on Election Day:** I further certify that I have not voted in this election. **Please sign below to acknowledge that you have read and understand the above.**

11	Signature of Elector	X	Today's Date (M/D/YYYY)
			Election Day Voter # <small>(Official use only)</small>

**Falsification of information on this form is punishable under Wisconsin law as a Class I felony.**

12	Assistant Signature:	Assistant Address:	Proof of Residence type <small>(Official use only)</small>
			Proof of Residence # <small>(Official use only)</small>

Official's Signature:		SRDs printed name and SRD#:	
-----------------------	--	-----------------------------	--

Ward	Sch. Dist.	Alder	Cty. Supr.	Ct. of App.	Assembly	St. Senate	Congress
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# Wisconsin Voter Registration Application Instructions

Each section on the front side of this document corresponds to the sections below (1-12)

<p><b>These documents constitute proof of residence if they:</b></p> <p><b>Contain the voter's current and complete first and last name and residential address, and are valid on the day used to register to vote.</b></p>	<ul style="list-style-type: none"> <li>• A current and valid WI Driver License / ID Card</li> <li>• Any other official identification card or license issued by a Wisconsin governmental body or unit</li> <li>• An employee ID card with a photograph, but not a business card</li> <li>• A real property tax bill or receipt for the current year or the year preceding the date of the election</li> <li>• A residential lease (<u>Does not count as proof of residence if elector submits form by mail</u>)</li> <li>• A picture ID from a university, college or technical college coupled with a fee receipt</li> <li>• A picture ID from a university, college or technical college coupled with an on-campus housing listing provided by the university, college or technical college to the municipality that denotes US Citizenship</li> <li>• A utility bill for the period commencing not earlier than 90 days before the day registration is made</li> <li>• (Homeless voters only) A letter from an organization that provides services to the homeless that identifies the voter and describes the location designated as the person's residence for voting purposes</li> <li>• A bank statement      • A paycheck      • A check or other document issued by a unit of government</li> </ul>
1	<ul style="list-style-type: none"> <li>• Fill in the circle (New WI Voter, Name Change, Address Change) describing why you are completing this form.</li> <li>• A "New WI Voter" is anyone who is not currently registered to vote in Wisconsin. You can check your voter registration status at Wisconsin's Voter Public Access website (<a href="https://vpa.wi.gov">https://vpa.wi.gov</a>)</li> <li>• Indicate your county and municipality of residence (e.g. Village of Cambridge, Dane County).</li> </ul>
2	<ul style="list-style-type: none"> <li>• If you have been issued a WI driver license and it is current and valid, you must provide the number and expiration date.</li> <li>• If you have been issued a WI driver license or WI DOT-issued ID and it is currently revoked, suspended, or expired, please provide the number and the last 4 digits of your Social Security number.</li> <li>• If you have not been issued a WI driver license, you must provide either your WI DOT-issued ID number or the last 4 digits of your Social Security number.</li> <li>• If you do not have a WI driver license, a WI DOT-issued ID, or a Social Security number, indicate that fact by filling in the appropriate circle.</li> <li>• If you are registering to vote on Election Day and have been issued a WI driver license, but are unable or unwilling to provide the number, your vote will not be counted unless you provide the number to the election inspectors by 8:00 p.m. on Election Day or to your municipal clerk by 4:00 p.m. the Friday following Election Day.</li> </ul>
3	<ul style="list-style-type: none"> <li>• Provide your current and complete name including your last name, first name, middle name or initial, and suffix (Jr, Sr, etc), if any. Please verify you have provided your name as it appears on the document, the number of which you provided in Box 2, if that document is still your current and complete name.</li> <li>• Provide your month, day and year of birth.</li> <li>• Providing your phone number and/or email address is optional and is subject to open records requests.</li> <li>• A "military elector" is a person, or the spouse or dependent of a person who is a member of a uniformed service or merchant marine, a civilian officially attached to a uniformed service and serving outside the United States, or a Peace Corp volunteer. Military electors are not required to register as a prerequisite to voting at any election.</li> <li>• A "permanent overseas elector" is a US citizen, at least 18 years old, who does not qualify as a resident of this state, but who was last domiciled in this state or whose parent was last domiciled in this state immediately prior to the parent's departure from the United States, and who is not registered to vote in any other state.</li> </ul>
4	<ul style="list-style-type: none"> <li>• Provide your home address (legal voting residence) in Wisconsin.</li> <li>• Provide your full street name, including the type (St, Ave, etc) and any pre- and/or post-directional (N, S, etc.).</li> <li>• Provide the city name and zip that appears on mail delivered to your home address.</li> <li>• <u>You may not enter a PO Box as a residential address.</u> A rural route box without a number should not be used.</li> </ul>
5	<ul style="list-style-type: none"> <li>• If your mailing address is different from your home address, provide it here. A PO Box is acceptable as a mailing address. Overseas electors should provide their complete overseas address here.</li> </ul>
6	<ul style="list-style-type: none"> <li>• Provide your previous first, last and middle names, along with a suffix, if any.</li> </ul>
7	<ul style="list-style-type: none"> <li>• Provide the most recent address where you were previously registered to vote, if any.</li> </ul>
8	<ul style="list-style-type: none"> <li>• If you need assistance when voting, you may describe the assistance required (e.g. curbside voting, braille materials).</li> <li>• If you are interested in being a poll worker for your municipality, you may fill in the circle to indicate your interest.</li> <li>• If you do not have a street address, use the map to show where you live.</li> </ul>
9	<ul style="list-style-type: none"> <li>• If you answer "No" to either question in this section, you are not eligible to vote in Wisconsin.</li> <li>• Please note, for question 2, you must either be at least 18 years old, or will be at least 18 years old at the time of the next election to be eligible to vote. If you are completing on election day you must be 18 years old today.</li> </ul>
12	<ul style="list-style-type: none"> <li>• <b>Assistant:</b> If you are unable to sign this form due to a physical disability, you may have an assistant do so on your behalf. That assistant must provide his or her signature and address in the space provided. By signing, the assistant certifies that he or she signed the form at your request.</li> </ul>

## **Election Day Registration**

Ensuring that all eligible electors are properly recorded and registered on Election Day builds confidence in the election process. All electors must be registered before being issued a ballot and all electors who cast a ballot must be recorded on the poll or supplemental list.

If an elector has not registered prior to Election Day, he or she may register at his or her polling place. The Elections Division recommends that a separate table be set-up at the polling place to register voters. This practice can reduce waiting times for many electors and better manage the flow of traffic.

To register at the polling place on Election Day:

1. The elector must complete a Voter Registration Application (GAB-131).
2. The elector must provide proof of residence.

(For more detailed instructions on Election Day voter registration, please see the *Election Day Registration Manual* available on the agency website.)

**Note:** The Voter Registration Application (GAB-131) has detailed instructions on the back of the form that can serve as a guide for proper completion. Proper completion of the GAB-131 will reduce the amount of work for the municipal clerk after Election Day and ensure the voter will appear on the poll list for future elections.

### *Ineligible Voter List*

Each polling place must have a list of ineligible voters. This list is generated by the Department of Corrections and lists all individuals in that municipality or county who are currently out of prison but still completing the terms of their felony sentence. The individuals on this list are not eligible to vote.

The election inspectors must compare the name of each person that registers on Election Day to the ineligible voter list. If an elector's name appears on the ineligible list, the election inspectors should inform the elector that their name appears on the list of ineligible electors still serving a felony sentence. If the elector agrees that they are still serving the terms of their felony

sentence, the election inspectors shall NOT give the elector a ballot. If the elector claims that they are not a felon or have completed the terms of their felony sentence, then the election inspectors shall follow the challenge process which allows the elector to vote after completing documentation and marking the ballot.

The names on the poll list have already been compared to an ineligible list by the municipal clerk and do not need to be compared to the ineligible list on Election Day.

### *Voter Registration Application (GAB-131)*

A registrant must complete all required fields and sign the Voter Registration Application (GAB-131). A sample GAB-131 is available at the end of this manual.

To complete the Voter Registration Application (GAB-131), the elector must provide an identification number in Box 2. This **does not** require visual confirmation by an election inspector and the elector may write down or recite the number if he or she chooses. An elector cannot be required to show his or her driver license, Department of Transportation-issued ID card, or Social Security card as a condition of registration. After the registration process is complete, the elector will have to provide an acceptable form of identification in order to receive a ballot, however during the registration process identification is not required.

The identification number provided must be as follows:

1. If the registrant has been issued a Wisconsin driver license, he or she **must** provide this number in Box 2 of the Voter Registration Application (GAB-131). *The voter does not have to show the election official the driver license in order to complete the form.*

Important note: For purposes of completing the GAB-131, if a voter has a WI driver license that is revoked, expired or suspended, he or she should be asked to provide the driver license number on the registration form and must list the last 4 digits of his or her Social Security number.

If an individual has been issued a WI driver license, but cannot provide the number (i.e., forgot to bring it and does not know the number or is unwilling to provide it), he or she may vote provisionally. The provisional ballot will not be counted until the individual provides the license number to an

election inspector before the polls close, or delivers the information to the municipal clerk by 4:00 p.m. on the Friday after the election.

2. If the registrant has not been issued a Wisconsin driver license, he or she may register using either their Wisconsin DOT-issued identification card number OR the last four digits of his or her social security number. (The voter should be *encouraged* to provide the state ID card number rather than the last four digits of the Social Security number.) **Note:** The last four digits of the Social Security number may only be provided if the individual has **not** been issued a current and valid WI driver license.
3. If the registrant has not been issued a Wisconsin driver license/DOT-issued ID card, or a Social Security number, he or she must indicate this by filling in the bubble provided for this purpose in Box 2.

**Note:** If a registrant has been issued a current and valid Wisconsin driver license but is unable or unwilling to provide the number, he or she may **NOT** use the last four digits of his or her Social Security number instead. If the elector is unable or unwilling to provide their current and valid Wisconsin driver license number, he or she may be allowed to vote provisionally.

After the registrant completes all required fields of the Voter Registration Application (GAB-131), he or she must sign the form in the presence of an election official. Failure to complete any required field of the GAB-131, will result in the registrant being unable to register and, therefore, unable to vote.

Once the registrant signs the form, the election official inspects the form for completeness. The election official must print his or her name and sign the form indicating that it has been accepted. The registrant must then provide proof of residence.

### *Proof of Residence*

When a registrant presents a valid form of proof of residence, the election official must view the proof of residence and record the type (i.e. license, tax bill, etc.) and any unique number (such as an account or a license number) on the bottom of the Voter Registration Application (GAB-131). The registrant's name, address and type of proof of residence shall then be recorded on the supplemental poll list, and the registrant shall then be issued a ballot like every other voter.

Important Note: The proof of residence may be in an electronic format, but municipalities are not required to provide Internet access, computers or smartphones in their offices or at the polling place to facilitate voter registration but may do so if they choose.

The following constitute acceptable proof of residence if the document contains the elector's current and complete name and current and complete residential address:

1. A current and valid Wisconsin driver license.
2. A current and valid Wisconsin identification card.
3. Any other official identification card or license issued by a Wisconsin governmental body or unit.
4. 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.
5. A real estate tax bill or receipt for the current year or the year preceding the date of the election.
6. A residential lease which is effective for a period that includes Election Day (Not for first-time voters registering by mail).
7. A university, college or technical college identification card (must include photo) **ONLY** valid if the voter provides a fee receipt dated within the last 9 months.
8. A university, college or technical college identification card (must include photo) **ONLY** valid if the institution provides a certified housing list to the municipal clerk that indicates citizenship.
9. A utility bill (gas, electric, phone, etc.) for the period commencing not earlier than 90 days before Election Day.
10. A bank statement.
11. A paycheck.
12. A check or other document issued by a unit of government.
13. A document on public or private social service agency letterhead identifying a homeless voter and describing the individual's residence for voting purposes.

## KENOSHA COUNTY - Ineligible Voter List - TOWN OF PARIS



### *Ineligible Voter List Instructions* *For Use At the Polling Place* *For Elections Held On 08/14/2012*

#### **Instructions for election inspectors (poll workers) and special registration deputies**

##### **What is this list?**

The Ineligible Voter List is a list of all felons who have addresses in your county and are currently under Department of Correction supervision. These individuals are on probation, parole, or extended supervision. The voting rights of these individuals have not been restored as of the date this list was issued and will not be restored until the individual completes the terms of his or her sentence. The information on this list is provided by the Department of Corrections (DOC).

##### **What is the layout of the list?**

The Ineligible Voter List information is organized by the person's last name. The list includes last name, first name, middle initial, last known address, date of birth, and separation date. You may notice what appear to be duplicate names. This can happen when a record has slightly different information from another similar record, e.g. one record indicates middle initial and the next does not or some are alias names. In some cases, the separation date is replaced by status information. The status information is provided to clarify that the person's right to vote has not been restored.

##### **What does the separation date mean?**

The separation date is the date when the individual has served their sentence and is no longer under supervision. Beginning with the separation date, the individual's civil rights are restored and he/she is eligible to vote. Note that in rare cases, the separation date noted on this list is a date before Election Day. This individual is eligible to vote on Election Day.

##### **What is this list used for?**

You will use this list to assist in identifying persons who are ineligible to vote under Wisconsin state statutes.

##### **When do I use this list?**

ONLY use this list during the election day registration process and when processing absentee ballots. Do not use or review this list for those voters whose names appear on the poll list.

##### **How do I use it?**

###### **For Election Day Registration**

1. When a person appears at the polling place to register to vote on Election Day, ask the person for his or her name and date of birth.
2. Compare the person's name and date of birth against the Ineligible Voter List.

## KENOSHA COUNTY - Ineligible Voter List - TOWN OF PARIS

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3. If there is no match with the Ineligible Voter List, the person follows the Election Day voter registration process.
4. If the name and date of birth are identical to an entry on the list, check the separation date. If the separation date is before Election Day, the person is eligible to vote. If the person's separation date is after the Election Day, you must inform that person that he or she is ineligible to vote based on the information before you.
  - Use your best judgment. If a voter states his name is Jim John Smith, and the Ineligible Voter List has a Jim J. Smith and the date of birth is the same, this is good reason to challenge. Use the address as further corroborating information.
  - If you find a matching name with a different date of birth, this is not a good reason to challenge. There are many common names and poll workers must exercise due care when determining whether they have a match with an ineligible voter.
5. If a person who matches a record on the list maintains that he or she is eligible to vote, the registration form should be marked "ineligible to vote per DOC." and the ballot should be challenged.

### **How do I challenge a voter?**

Challenge a voter by using the Challenge Documentation form (GAB-104c). A sample is available in your Election Day Manual at pages 49 and 50. You will complete sections A, B, C and D.

### **What about already registered voters?**

On election day, if an already registered voter's name appears on the poll list with the clerk's notation as "Ineligible per DOC", the poll worker should inform the voter of this fact. If the person insists that he or she is eligible to vote, the ballot should be challenged, by using the **Challenge Documentation** form (GAB-104c). A sample is available in your Election Day Manual at pages 49 and 50. You will complete sections A, B, C and D. Again, the Ineligible Voter List is only to be used on election day for same-day registration. The list is not to be reviewed or used by poll workers for already registered voters. Already registered voters may be informed about potential ineligibility only to the extent the voter is already marked as "Ineligible per DOC" on the poll list.

### **For Absentee Ballot Processing**

When you are processing absentee ballots, you must review this list to determine if any absentee ballot was cast by any elector whose name appears on the list. If there is a match, then the absentee ballot must be treated as a challenged ballot.

### **When do I refuse to let a person vote?**

You may refuse to let a person register and vote only if the person agrees that he or she is ineligible to vote or if any answers given by the challenged voter on the Challenge Documentation form indicate he or she is not qualified to vote.

PO Box 7984  
Madison, WI 53707-7984

Fax: 608-267-0500

Website: <http://gab.wi.gov>  
E-mail: [gab@wi.gov](mailto:gab@wi.gov)

GAB Help Desk: 608-261-2028

## KENOSHA COUNTY - Ineligible Voter List - TOWN OF PARIS

LAST NAME	FIRST NAME	M.I.	Address	City	Zip	Date of Birth	Separation
MARTINEZ	VICTOR		18825 FIRST ST	UNION GROVE	53182	04/01/1979	09/11/2012
MARTINEZ	VICTOR	J	18825 FIRST ST	UNION GROVE	53182	04/01/1979	09/11/2012
NELSON	PETE		4510 200TH AVE APT 10	BRISTOL	53104	07/08/1960	01/01/9000
NELSON	PETER	T	4510 200TH AVE APT 10	BRISTOL	53104	07/08/1960	01/01/9000
NELSON	SR PETER	T	4510 200TH AVE APT 10	BRISTOL	53104	07/08/1960	01/01/9000
NELSON SR	PETER	T	4510 200TH AVE APT 10	BRISTOL	53104	07/08/1960	01/01/9000
RAMIREZ	JUAN		18825 FIRST ST	UNION GROVE	53182	04/01/1979	09/11/2012
TAPIA	JUAN		18825 FIRST ST	UNION GROVE	53182	04/01/1979	09/11/2012
TAPIA RAMIREZ	JUAN		18825 FIRST ST	UNION GROVE	53182	04/01/1979	09/11/2012
TAPIA RAMIREZ	JUAN	P	18825 FIRST ST	UNION GROVE	53182	04/01/1979	09/11/2012
TAPIARAMIREZ	JUAN		18825 FIRST ST	UNION GROVE	53182	04/01/1979	09/11/2012
TAPIARAMIREZ	JUAN	P	18825 FIRST ST	UNION GROVE	53182	04/01/1979	09/11/2012
TAPIA-RAMIREZ	JUAN		18825 FIRST ST	UNION GROVE	53182	04/01/1979	09/11/2012
TAPIA-RAMIREZ	JUAN	P	18825 FIRST ST	UNION GROVE	53182	04/01/1979	09/11/2012
WILLKOMM	PATRICK		17203 BURLINGTON RD	UNION GROVE	53182	03/11/1960	08/15/2012
WILLKOMM	PATRICK	J	17203 BURLINGTON RD	UNION GROVE	53182	03/11/1960	08/15/2012



## **Electioneering**

Electioneering is any activity intended to influence voting at an election. Electioneering is prohibited on public property within 100 feet of any entrance to a building containing a polling place. This does not apply to private property.

Some circumstances to consider:

### 1. Vehicles

- a. There is an exception for election-related bumper stickers on vehicles parked within 100 feet of an entrance to a polling place for the length of time it takes for the occupants to vote.
- b. Employees who work in the building containing the polling place may have stickers on their cars but if complaints are made, the employee should be asked to move his or her vehicle.
- c. If it appears that the primary purpose of parking a vehicle within 100 feet of an entrance to a polling place is to influence voting, then election inspectors should contact a law enforcement officer.

### 2. Election Materials

- a. Campaign signs or flyers may not be posted or distributed within the polling place or within 100 feet of any entrance to a polling place.
- b. This prohibition does not apply to campaign activity on private property within 100 feet of an entrance to a polling place.

The placement of election signs on private property within the 100-foot radius is permissible.

### 3. Solicitations

Solicitations are not allowed in the voting area as they can interfere with the orderly conduct of the election. However,

they do not have to be outside the 100 feet electioneering zone. Refer to the “Exit Polls” section below for more information.

#### 4. Members of the Media

- a. Members of the media may be present at the polling place but cannot interfere with voters waiting in line to cast their ballots.
- b. Members of the media should notify the chief election inspector at each polling place where they intend to observe an election. The chief election inspector needs to keep a list of members of the media, noted on the Inspectors’ Statement (GAB-104).
- c. Members of the media may use video or still cameras at the polling place if there is no objection from the chief election inspector or a voter who may be photographed. Cameras may not be used to record how any voter has voted.
- d. Contact with electors in the voting area should be limited.
- e. Media should conduct the majority of their activities outside the room where voting is being conducted.
- f. Interviews should be held outside the polling place to ensure doors and entrances are not blocked and the voting process is not disrupted.
- g. It is the responsibility of the election inspectors to deal directly with any media person who is harassing voters entering or leaving the polls.
- h. The municipal clerk should make sure that media is briefed about acceptable conduct at the polls.

#### 5. Exit Polls

- a. Exit polls are permitted by Wisconsin law but must not interfere with the orderly conduct of the election.
- b. Exits polls should be conducted outside of the polling place and persons conducting exit polls must not interfere with

the access of voters entering and leaving the polling place.

- c. Electors should not be given the impression that their participation is required, and the exit poll should not resemble a sample ballot or otherwise imply that it is part of the election process.
- d. Persons conducting exit polls are encouraged to contact the municipal clerk to discuss the conduct of exit polls, in order to take into consideration any unique circumstances created by the layout or configuration of a particular polling place.
- e. Wisconsin election officials are authorized to remove anyone from the polling place who interferes with or distracts voting at the election. If any person refuses to obey the lawful commands of an election inspector or is disorderly in the presence or hearing of the inspectors, interrupts or disturbs the proceedings, a law enforcement officer may remove the person from the voting area.

## 5. Bake Sales

Bake sales and other activities not related to the election are permitted but not encouraged. If held, they should be set up in a separate room, or in a remote location, so that the orderly conduct of the election is not disrupted.

## **Election Observers**

Observers are individuals who wish to exercise their right to be present at the polling place on Election Day. One of the primary objectives of observers is to keep track of voters so that they can determine that supporters of their candidate or issue have made it to the polls on Election Day. Additionally, members of the public may simply be interested in observing the conduct of the election.

The Government Accountability has established Administrative Rule GAB Chapter 4, establishing a set of rules for election observers.

Anyone, other than a candidate up for election, has the right to be present at the polling place to observe the conduct of the election. At the polling place, an observer must notify the chief election inspector that he/she is at the polling place to observe. The observer must follow the directions of the chief election inspector, sign an election observer form and wear a name tag provided by the chief inspector. After the election, the election observer form shall be attached to the Inspectors' Statement (GAB-104). There is no requirement for observers to obtain a permit.

It is recommended that the election inspectors promote a friendly, open relationship with individuals who wish to observe. However, the chief election inspector is in charge of the polling place. All observers, regardless of affiliation, shall be accorded the same respect.

### *Observer Area*

A designated observation area at the polling place should permit observers to hear instructions and to readily observe all public aspects of the voting process.

1. An observation area should always be established when setting up the polling place on Election Day.
2. When physically feasible within the polling place, the observation area shall be not less than 6 feet nor more than 12 feet from the table at which electors are announcing their name and address and being issued a voter number.

3. To ensure the orderly conduct of the election, the chief election inspector may reasonably limit the number of observers representing a particular organization or candidate.

### *Conduct of Observers*

While observers are present at the polling place, they are prohibited from electioneering or interfering with the orderly conduct of the election. Any observer who engages in loud, boisterous, or otherwise disruptive behavior that the chief election inspector believes threatens the orderly conduct of the election or interferes with voting shall receive a warning from the chief election inspector. If a warning has been issued, and the offending observer continues the disorderly behavior, the chief election inspector shall order the offending observer to depart the polling place. If the offending observer declines or otherwise fails to comply with the chief election inspector's order to depart, the chief election inspector shall summon local law enforcement to remove the offending observer.

Observers may examine the poll list so long as they do not interfere with election inspectors' responsibilities. Observers shall not be permitted to handle an original version of any official election document.

1. Observers may examine the poll list but the poll list must remain under the control of the election inspectors at all times. The poll lists may not be handed to the observers.
2. The chief election inspector can determine whether it is an appropriate time to allow an observer to examine the poll list.

If voters are standing in line to have their names recorded and receive a ballot, it would not be an appropriate time to allow observers to view the poll lists.

3. All observers, regardless of affiliation, should be accorded the same treatment with respect to examining the poll lists
4. Election observers NEVER have the right to view the confidential portion of the poll list.

5. Observers shall not be permitted to make a photocopy of or take photographs of the poll list on Election Day.

Additionally, election observers may not conduct any of the following disorderly activities while observing the conduct of the election.

1. Have conversations about candidates, parties or ballot questions.
2. Make calls / use cell phones for voice calls inside the polling area.
3. Wear clothing or buttons related to candidates, parties or referenda.
4. Use video or still cameras inside the polling area during the voting hours.
5. Interact with voters.
6. Handle or view any electronic devices used by a voter to provide proof of residence.

## At the Polling Place, an Election Observer must:

√ Notify the chief election inspector that she/he is at the polling place to observe.

√ Follow the directives of the chief election inspector.

√ Sign an election observer form.

√ Wear a name tag.

A document titled "Election Observer Form" with various fields for recording observations and signatures.

## Remember:

- The chief election inspector is in charge of the polling place. All inquiries should be made of the chief election inspector.
- Challenges to voters must be filed with the chief election inspector. Follow the process outlined by Wisconsin Administrative Rule GAB Chapter 9.
- Candidates are allowed in the polling place only after it has closed at 8:00 p.m.
- Polling places in Wisconsin are open from 7:00 a.m. until 8:00 p.m.

## Election Observers may not:

• Engage in electioneering, which is any activity intended to influence voting at an election. § 12.03 Stats.

• Handle official election documents.

• Have conversations about candidate parties or ballot questions.

• Make calls / use cell phones for voice calls inside the polling area.

• Wear clothing or buttons related to candidates, parties or referenda.

• Use video or still cameras inside the polling area during the voting hours.

• Interact with voters.

• View confidential information on the poll list, or take photos or make photocopies of the poll list on Election Day.



## Communications Media:

Members of the communications media must notify the chief election inspector at each polling place where

they intend to observe an election. The chief election inspector will keep a list of members of the media. Members of the media, as defined in § 11.01(5) Stats., may use video or still cameras at the polling place if they do not record how any voter has voted, interfere with voting, or disrupt the orderly conduct of the election.

## Polling Place Accessibility Assessments:

Individuals may assess accessibility requirements in Wisconsin polling places if the following rules are observed:

- Assessors should notify the municipal clerk in advance.
- Assessors may wear identifying name tags or shirts.
- Assessors may work outside the observers area unless their work is judged to be disruptive.
- Assessors may take still photos or videotape for documentation.
- Election officials - clerks, chief election inspectors and poll workers - should facilitate the work of accessibility assessors. 57

## Election Observation at Other Locations:

### Municipal Clerk's Office, Absentee Ballot Canvass, or Central Count

Observers may be present during absentee voting in the clerk's office (if it's in a public location), an absentee ballot canvass, or centralized vote counting. The municipal clerk is in charge, and observers shall follow the clerk's directives. Video and still cameras are allowed.

### Nursing & Retirement Home, Community-Based Residential Facility

Only observers appointed by the two major political parties may be present during absentee voting in nursing and retirement homes, and community-based residential facilities. The special voting deputies are in charge, and observers shall follow the deputies' directives. Video and still cameras are not allowed.

### Recounts

Observers may be present during election recounts, including candidates and their counsel. The board of canvassers is in charge, and observers shall follow the board's directives. Video and still cameras are allowed.

## Contact Information

### Government Accountability Board

#### TELEPHONE

G.A.B. Main Desk: 608-266-8005  
G.A.B. Fax: 608-267-0500

Ethics & Accountability Division  
608-266-8123  
Fax: 608-264-9319

Elections Division Help Desk  
608-261-2028  
Fax: 608-261-2035

#### STREET ADDRESS

212 East Washington Avenue, Third Floor  
Madison, Wisconsin 53703

#### MAILING ADDRESS

Government Accountability Board  
Post Office Box 7984  
Madison, Wisconsin 53707-7984

#### INTERNET ADDRESS

<http://gab.wi.gov>

#### E-MAIL ADDRESS

[gab@wi.gov](mailto:gab@wi.gov)

#### MEMBERS OF THE BOARD

Judge Gordon Myse, Chair  
Judge Thomas Barland, Vice Chair  
Judge Gerald C. Nichol, Secretary  
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#### DIRECTOR & GENERAL COUNSEL

Kevin J. Kennedy

Wisconsin Government  
Accountability Board

# Wisconsin Election Observers

## Rules-at-a-Glance

### Wisconsin Administrative Rule GAB Chapter 4 Election Observers

The State of Wisconsin permits individuals to observe voting and the election administration process at polling places on Election Day. It also permits observers to view the absentee voting process in the municipal clerk's office, the absentee vote canvass, central count processes, recounts, and voting in nursing and retirement homes, and community-based residential facilities.

These Rules-at-a-Glance should be viewed in conjunction with the companion Wisconsin Administrative Rule GAB Chapter 4 brochure, which is available at [gab.wi.gov](http://gab.wi.gov).

## Reconciling Poll Lists

After all voters have cast their ballots and the polls are closed, the election inspectors must reconcile the voter lists to make sure that the lists contain identical information and notations. Inspectors will find this process easier if they have periodically reconciled the voter lists during the day. If there are more than two voter lists, the comparisons have to agree for all lists.

1. Compare voter numbers and notations on the poll lists.
  - a. The Elections Division recommends comparing the first and last number on each page, and every 3<sup>rd</sup> or 5<sup>th</sup> number to make sure they match.
  - b. Compare notations beside the name of each voter to determine if they match.
  - c. The last voter number on both lists should be circled in red.

**Note:** If there is a difference between the lists, it needs to be reconciled. If it cannot be reconciled, the election inspectors should describe the problem on the Inspectors' Statement (GAB-104).

2. Reconcile the supplemental lists.

Reconcile the supplemental lists of individuals registering at the polling place and new voters casting a presidential only ballot. These voters should be included in the determination of the total number of voters.

3. Enter the total number of voters, the number of absentee voters and the number of provisional voters in the spaces provided on the certification page of the Inspectors' Statement (GAB-104).

The total number of voters is the number of people who have a voter number next to their names on the poll list and supplemental list. **If there were no numbers skipped or used twice and all**

**electors handed a voter number received a ballot**, this should be the last voter number you gave out and/or wrote on the poll list.

4. After comparing and reconciling, the voter lists are signed by the chief inspector and the election inspectors who maintained the lists.

## Voting Equipment

### *Pre-Election Testing*

Wisconsin statutes require that all municipalities test the software of electronic voting equipment for correctness and accuracy. The purpose of testing electronic voting equipment is to ensure that the equipment will correctly tabulate votes for all offices and referenda.

### *Public Notice*

The testing of electronic voting equipment, either DRE or optical scan equipment, shall be open to the public.

1. The test may not be conducted earlier than ten days before Election Day.
2. Public notice of the time and location of the testing shall be given by the clerk at least 48 hours before.

### *Procedure*

In order to conduct a pre-election test for accuracy, the municipal clerk must create a test deck, which is a plan detailing a predetermined number of valid votes for each candidate and on each referendum. The test deck should reflect all of the required testing components described in this section.

1. Optical Scan Equipment
  - a. Ballots should be marked to reflect a pre-determined number of valid votes for each candidate and referendum.
  - b. Pre-marked ballots shall be run through the optical scan voting unit.
  - c. The actual tabulation of the pre-marked ballots shall then be compared to the pre-determined number to verify the voting equipment is tabulating properly.

## 2. Direct Recording Electronic (DRE) Equipment

- a. Votes shall be cast on the DRE unit in a manner reflecting a pre-determined number of valid votes for each candidate and referendum.
- b. The print out of the tabulation of the votes cast shall then be compared to the pre-determined number to verify the voting equipment is tabulating properly.
- c. At least two individuals should participate in the DRE test to ensure votes selected on the test deck are entered correctly in the voting system.

## 3. Errorless Count Requirement

- a. If an error is detected during the testing, the municipal clerk shall determine the cause and correct the error.
- b. The clerk must make an errorless count before the electronic tabulating equipment is approved by the clerk for use in the election.

**Note:** The G.A.B. recommends that municipalities formulate a test desk that is unique to the municipality, and refrain from using test desks provided by the manufacturer/programmer. This is to ensure any errors not discovered by the programmer will be uncovered by the clerk during the test.

### *Testing Components Requirement*

1. Each candidate for every office, for every party, needs to be tested.
2. Overvotes need to be tested for every office and ballot measure on the ballot.
  - a. Overvotes are votes in excess of the number allowed by law.
  - b. Overvotes shall be rejected by the voting equipment.

### 3. Blank Ballots

- a. Blank ballots are ballots that have no votes recorded.
- b. A blank ballot shall be tested to ensure that they are rejected by the voting equipment and notify the elector that no votes have been recorded.

### 4. Write-in votes

- a. On DRE equipment, the write-in function for each office shall be tested to ascertain that it is functioning properly.
- b. On optical scan voting equipment it shall be tested to determine that ballots containing write-in votes for each office are properly separated into the write-in bin.

### 5. Partisan Primary

The clerk shall test for one or more ballots that have votes cast for a candidate of more than one recognized party are rejected.

### 6. General Election

Straight party voting is only allowed for military and overseas voters on write-in absentee ballots.

**Note:** Straight party ballots may also be remade by election inspectors on Election Day in order to be tabulated by voting equipment or may be counted by hand.

#### *Election Day Zero-Count Requirement*

Before any ballots on Election Day have been cast on the electronic voting equipment, the election officials shall witness a test of the tabulation component by engaging the printing mechanism and securing a printed result showing a zero count for every candidate and referendum.

## Security Procedures for Electronic Voting Systems

The G.A.B. has developed a series of security procedures for electronic voting systems. These procedures should be followed for each election, recount, or for any other situation in which voting systems or memory cards must be accessed. These procedures apply to all memory devices, including, but not limited to, prom packs, memory cards, and any other removable memory devices that can be programmed or function to store and transfer ballot images or tabulation data. These procedures are intended to protect against malicious breaches to electronic voting equipment components as well as provide transparency of justifiable access.

### *Procedures*

The complete list of Security Procedures for Electronic Voting Systems is available on the agency website. These procedures encompass activities from pre-election to Election Day to post-election. Generally, these procedures provide:

1. Chain-of-custody documentation for storage, access, and transport of memory devices and access keys (if applicable).
2. Use of securing mechanisms, such as serialized and tamper-evident tags or seals for voting equipment components.
3. Procedures for ensuring the accuracy of programmed components once installed on the equipment.
  - a. For each election the municipal clerk shall record on the Inspectors' Statement (GAB-104) which memory devices the tamper-evident seals are assigned to particular voting stations or units.
  - b. Before any ballots are cast, the chief election inspector shall verify the integrity of the tamper-evident seals by matching the tamper-evident seal serial number on the Inspectors' Statement (GAB-104) with the tamper-evident seal serial number contained on the electronic voting equipment. This verification is also done after the polls close.
4. Documentation of authorized access to secured components by election officials.

### *Ballot Security*

1. The municipal clerk of board of election commissioners shall securely maintain all ballots from the time of receipt from the printer or county clerk through delivery to the polling place.
2. A ballot container shall be considered “sealed” or “locked,” only if no voted ballot may be removed from or deposited into the container, and no other form of access to the ballots inside may be gained without leaving evidence of that entry or access into the container.
3. Ballot bags shall be sealed with a tamper-evident, serialized numbered seal. The serial number shall be recorded on the signed Ballot Container Certification (GAB-101) attached to the bag. Serial numbers of the seals shall also be recorded on the Inspectors’ Statement (GAB-104).

### *General Electronic Voting System Security Procedures*

1. Throughout the life of the electronic voting system, the municipal or county shall maintain control of all memory devices and keys to the voting systems in a secure manner at all times.
2. For each election, there shall be a separate, written chain-of custody record for each programmed memory devices (each memory device shall have a unique and permanent serial number) used with an electronic voting system. Each transfer shall be logged in the written chain-of-custody record.
3. For each election, the municipal clerk shall record on the Inspectors’ Statement (GAB-104) or other G.A.B. approved security documentation record which memory devices and which serialized tamper-evident seals are assigned to particular voting stations or units.

### *Election Day Procedures*

1. Before any ballots are cast on any voting system, the integrity of the tamper-evident seals shall be verified by the chief election inspector verifying that the tamper-evident seal serial number on the Inspectors’ Statement (GAB-104) matches the tamper-evident seal serial number

contained on the electronic voting equipment. Once the polls have closed, the chief election inspector shall perform the same verifications.

2. After the polls have closed, election officials shall print a results report before breaking any seal on the voting system and before the removal of the memory device from any piece of voting equipment.
3. Following the printing of the results report, the memory device shall be secured in a separate, tamper-evident sealed container or envelope by the chief election inspector. Alternatively, the device may remained sealed in the voting system.

### *Alternative Security Procedures*

The G.A.B. recognizes the need for flexibility when implementing these security procedures, and acknowledges that alternative means may be used to achieve and ensure the same level of security. Therefore, the G.A.B. will consider requests from municipalities and counties to implement alternative security procedures. The request shall describe the proposed security procedures in detail and include any documentation such as logs, flow charts, and certification forms.

### Post-Election Audit

Wisconsin statutes require a post-election audit of the performance of each voting system used in the state of Wisconsin. The audit is designed to assess how electronic voting systems performed on Election Day through a hand-count of electronically tallied ballots. The audit is required following each General Election. However, nothing in these procedures prevents a municipality or county from conducting an audit after other elections or from auditing a larger number of voting machines or reporting units than those selected by the G.A.B. or required under these procedures.

### *Selection*

1. Fifty reporting units will be randomly selected by the Government Accountability Board, through the use of a random-number generator, the Wednesday following the November general election.

- a. At least five reporting units for each type or version of voting system used throughout the state will be selected.
  - b. If five reporting units are not represented in the original fifty, additional reporting units will be selected until all types or versions are represented. For example, in 2008, sixty-six reporting units were selected for audit.
2. A portion of the reporting units selected to be audited will be performed by G.A.B. staff.
    - a. The G.A.B. staff will audit different reporting units than those identified to be audited by the municipal clerk.
  3. Four contests on the ballot will be selected, including the highest office on the ballot (president or governor).

The remaining three will be drawn by lot from all other contests on every ballot statewide.

### *Notification*

1. Municipalities with reporting units selected for audit will be notified the day following the election.
  - a. The affected county clerks will also be notified.
  - b. It is the responsibility of the municipal clerk to make arrangements with the county to have election materials returned for the purpose of the audit following the county canvass.
  - c. Materials needed for conducting the audit include voter lists, inspectors' statement, tally sheets, reports printed or generated by the voting systems, ballots, and any other required materials.
2. The municipal clerk and county clerk may choose to have the county conduct the audit and the county may choose to conduct the audit following the county canvass.

3. The audits must be completed within two weeks following certification by the county board of canvassers.
4. The audit is considered a public meeting and proper notice shall be posted or published no later than 48 hours in advance.

### *Procedure*

A list of procedures, instructions, and documentation forms will be provided to municipalities selected for audit at the time of notification. Generally, the procedure for conducting a post-election audit is as follows:

1. Two individuals shall conduct independent counts of the ballots from the voting system.

Note that for direct recording electronic systems, the official ballots are the voter verified paper audit trail.

2. The individual tallies shall be compared to each other and any discrepancies shall be resolved to an agreed upon final hand-count tally total.

If the hand counts differ from each other, the paper records/ballots must be recounted.
3. The final hand-count tally total shall then be compared to the Election Night results tally tape and discrepancies noted.
4. Each municipality conducting an audit must submit the designated reporting form(s) and supporting documents from the audit, including tally sheets, to the G.A.B. to indicate that the audit was completed and whether any discrepancies were found.
5. The G.A.B. staff will request that the vendor investigate and explain the reasons for any unexplained differences between the voting equipment tally and the paper record tally.
  - a. Should the vendor fail to provide a sufficient written explanation, including recommendations for preventing future occurrences, within 30 days of notification, the G.A.B. will

suspend approval of all voting systems manufactured or serviced by the vendor in Wisconsin.

- b. This suspension will be implemented immediately, pending an appeal by the manufacturer to the Board, which must be filed within 30 days.
  - c. Investigations of discrepancies shall be open and transparent, with active involvement of interested parties.
6. Based upon the results of the audit, the G.A.B. may, at its sole discretion, choose to re-test the voting system per GAB Chapter 7 of the Wisconsin Administrative Code. The test is a condition of continuing approval of the voting system.

## Remaking Ballots

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

### *Procedure*

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

1. Describe on the Inspectors’ Statement (GAB-104) why the ballot had to be remade.
  - a. Use a code of “D” to identify defective ballots.
2. These ballots are labeled “Original Defective Ballot # (serial number)” and “Remade Defective Ballot # (same serial number).”
  - a. Remade ballots should be issued a sequential number regardless of the reason ballot was determined to be defective.
3. The “remade” ballots are inserted into the tabulating device.
4. The “defective” ballots are bundled together, marked and placed in the **Original Ballots Envelope**.
5. The **Original Ballots Envelope** is placed in the ballot container.

# Ineligible Voter List Dashboard



The Ineligible Voter List Dashboard is an online searchable database of all felons in your county or municipality that are currently under Department of Correction's supervision. These individuals are on probation, parole, or extended supervision.

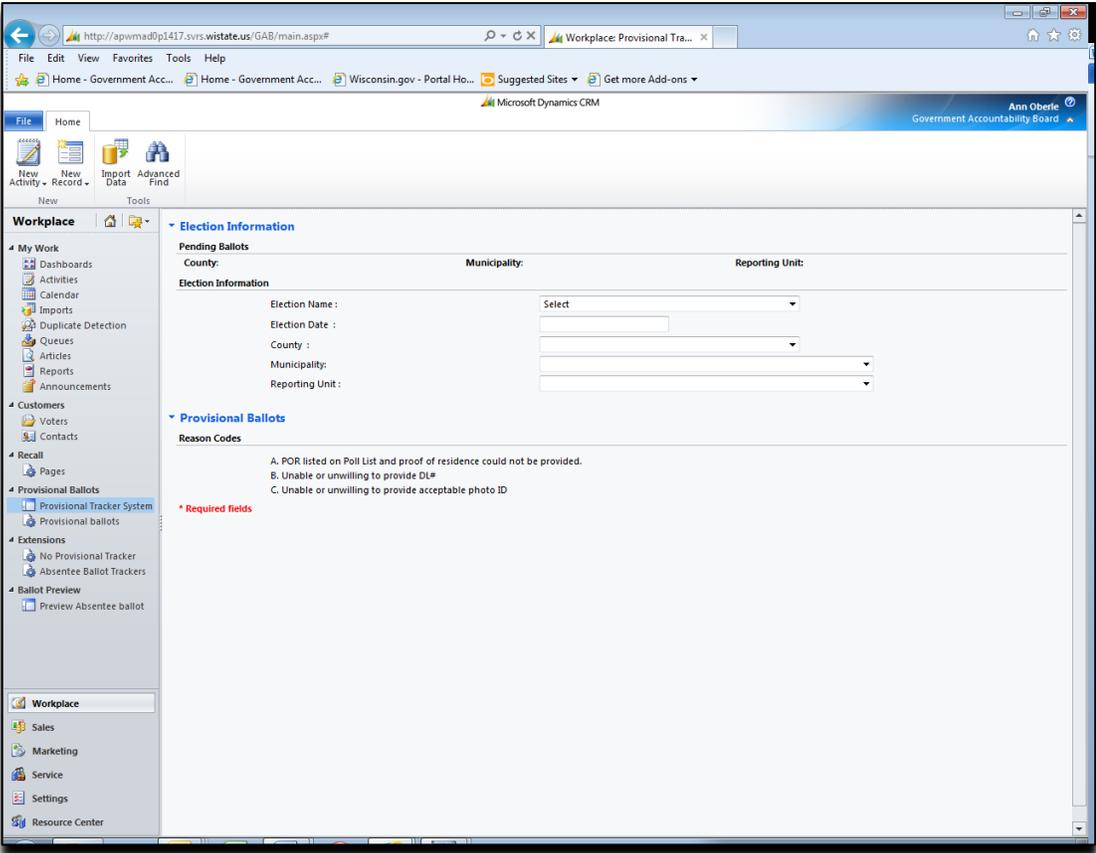
The screenshot shows the 'Ineligible Voter List' dashboard. The table contains the following data:

Suffix Text	Last Name	First Name	Middle Na...	Street Address ...	Street Address ...	City	Zip Code	Date of Birth	Date
	AABYE	POLLY	A	18468 IRVING ST		WHITEHALL	54773	8/7/1969	
	AABYE	ROBERT	A	1009 ASPEN		SOUTH MILWA...	53172	12/15/1967	
	AARON	KIEL		7329 TIMBERLA...		MADISON	53719	10/21/1982	
	AASEN	MICHAEL	W	5434 BAUER DR		MADISON	53718	5/8/1985	
	ABADIA	ALDEMAR						12/13/1990	
	ABARCA-GUERRERO	JUAN	C					6/4/1970	
	ABBOTT	BENJAMIN	F	MARATHON CO... 500 FOREST ST		WAUSAU	54403	2/7/1987	
	ABBOTT	DAVID	M	2074 WILDWO...		GREEN BAY	54304	6/30/1984	

Below the table, there is a search and filter section with the following fields:

- County Name: <Select a Value>
- Municipality Name: <Select a Value>
- ward Name: <Select a Value>
- Election Held On: <Select a Date>
- View Report button

# Provisional Ballot Tracker



# Outstanding Absentee Ballot Tracker

