

Uniform Instructions for First-Time Voters, Who Registered by Mail, but Did Not Previously Provide Proof of Residency State of Wisconsin

Wisconsin Statutes § 6.869 requires the development of uniform instructions for absentee voters, including information concerning the voter identification requirement, means for correcting errors in marking an absentee ballot and obtaining a replacement ballot. First-time Wisconsin voters who registered by mail and did not previously provide proof of residency must provide proof of residency with their completed ballot.

If you fail to send proof of residency (and proof of identification, if required) with your ballot, your ballot will be considered provisional. Your ballot will only be counted if the municipal clerk receives a copy of your proof of residency (and voter identification, if required) no later than 4:00 p.m. on the Friday after the election. A list of acceptable proof of residency and acceptable voter ID documents is listed at the end of these instructions.

Indefinitely Confined Voters

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

Absentee Ballots Requested via Fax or Email

If you requested your ballot by fax or email and did not include acceptable proof of ID with your request, proof of ID must accompany your voted ballot. *If you fail to provide proof of ID (if required) with your ballot, your ballot will be considered provisional. Your ballot will only be counted if the municipal clerk receives a copy of your proof of ID no later than 4:00 p.m. on the Friday after the election. A list of acceptable proof of ID documents is listed at the end of these instructions.*

Absentee Ballots Received via Fax or Email

If you have received your ballot by fax or email, please be sure you have received (and printed, if emailed) your ballot(s) and your absentee certificate. Please note the special “fax or email instruction” notations within the instructions.

Instructions

1. Read and follow the instructions for completing the ballot carefully. Mistakes may spoil your ballot.
2. Complete the ballot in the presence of one (1) witness. The witness cannot be a candidate at the election and must be an adult U.S. citizen. The witness must verify that the individual completed the absentee ballot, but should not view the voter’s choices.
3. Refold the ballot and place it, along with a photocopy of your proof of residency (and proof of identification, if required) inside the certificate envelope.
4. Seal the envelope
5. Complete the elector information section on the certificate envelope, and sign the certificate. One witness must sign the certificate and provide his/her address. If the municipal clerk has already completed the elector information, the elector must still sign the certificate, and one witness must sign the certificate and provide his/her address.

- **Fax or email note:** If you received your ballot by fax or email, you will only have a certificate, not an envelope.
 - **Fax or email instruction:** Complete the certificate, sign it and have a witness sign it and provide their address. Affix the certificate (with glue or tape) to the envelope containing the voted ballot and your proof of residency (and proof of ID, if required). Place the envelope with the certification attached into another, larger, envelope along with the required proof of residency (and proof of identification, if required). Seal the envelope, address it to your municipal clerk and apply adequate postage. *You may not return the voted ballot to the clerk by fax or email.*
6. If you make an error while marking your ballot, spoil your ballot, or require a replacement ballot, contact your municipal clerk immediately. You must return your original ballot and certificate envelope before a replacement ballot will be issued. No replacement ballots are mailed, emailed or faxed after the 5th day preceding Election Day. If you require a replacement ballot after the 5th day preceding Election Day, you must return the original ballot and certificate envelope in person to the municipal clerk before 5:00 p.m. on the Friday before the election. You will be required to vote your replacement absentee ballot in the municipal clerk's office. Or, you may vote at the polling place on Election Day.
7. Mail or physically return the ballot (in the certificate envelope) to the municipal clerk by Election Day, in time for distribution to the polling place.
- **Fax or email instructions:** Mail or physically return the envelope containing the sealed absentee ballot and completed absentee certificate to the municipal clerk by Election Day, in time for distribution to the polling place. *You may not return the voted ballot to the clerk by fax or email.*

Acceptable Forms of Proof of Residency

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 issued by an employer in the normal course of business and bearing a photo of the card 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 university, college or technical institute identification card (must include photo and be accompanied by a fee receipt issued to the cardholder not more than nine months before the election.).
7. A gas, electric or telephone service statement (utility bill) for the period commencing not earlier than 90 days before Election Day.
8. Bank statement.
9. Paycheck.
10. A check or other document issued by a unit of government.

Acceptable Forms of Proof of ID *(A valid proof of ID is not required to have a current address.)*

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

Identifications above must have an expiration date after the November 2, 2010 election.

5. A certificate of naturalization that was issued not earlier than two years before the date of an election at which it is presented
6. An unexpired driving receipt issued by Wisconsin DOT
7. An unexpired identification card receipt issued by Wisconsin DOT
8. An identification card issued by a federally recognized Indian tribe in Wisconsin

9. An unexpired identification card issued by a Wisconsin-accredited university or college that contains the following: Date of issuance -- Signature of student -- Expiration date not later than two years after date of issuance. Student must also provide a separate document that proves enrollment.

Examples of Proof of Enrollment

1. A tuition fee receipt
2. A university or college-issued letter that verifies the student's enrollment.
3. A certified housing list provided to the municipal clerk by the university or college. Contact your municipal clerk to make sure he or she has received a list.
4. Other documents issued by the college or university may also qualify as proof of enrollment.