A Guide to the MyVote Wisconsin Website for Voters and Clerks

The MyVote.wi.gov website is the official source for voting information in Wisconsin and is brought to you by the Wisconsin Elections Commission

September 2016

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Register to Vote

Voters can start the voter registration process on MyVote.wi.gov but will need to mail or deliver their signed, completed voter registration form to their municipal clerk by the registration deadline. Wisconsin does not yet have online voter registration, so all voters are required to submit a signed, paper registration form to their municipal clerk to complete the registration process. Voter registration forms cannot be submitted electronically. Voters must provide a proof of residence document with their voter registration form.

Do I Need to Register to Vote?

If a regular voter is voting for the first time, has changed their Wisconsin voting address, or has changed their name, they will need to submit a new voter registration form. Voters can also be inactivated if they have not voted in four years or have been determined to be ineligible to vote. If your voter status is showing as "inactive" you will need to submit a new registration before you can vote. You may need to register to vote if:

- **I am a First-time Wisconsin Voter**
- **My Address Has Changed**
- **My Name Has Changed**
- **I Have Not Voted in 4 Years**

When can I Register to Vote?

Deadline to Register by Mail
If you will be mailing your voter registration form to your municipal clerk, it must be postmarked at least 20 days prior to the election for which you are registering.

Deadline to Register in Your Municipal Clerk's Office
If you are registering to vote in-person in your municipal clerk's office, you may do so until 5:00 p.m., or the close of business, on the Friday before the election for which you are registering.

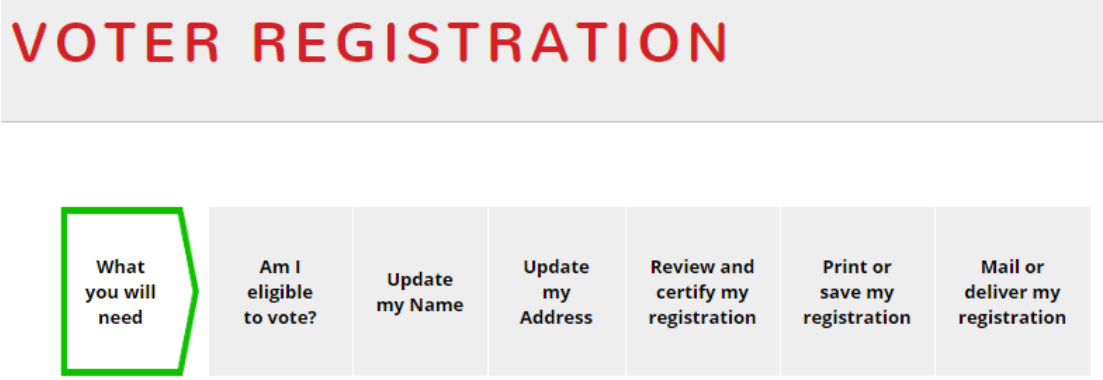
Deadline to Register at Your Polling Place on Election Day
If you are would like to register to vote on Election Day at your polling place; you may register to vote at your assigned polling place between 7:00 a.m. and 8:00 p.m. on Election Day.

Start the Voter Registration Process on MyVote

1. Click the Register to Vote button on the homepage.
2. Enter the first name, last name and date of birth in the search box, then click Search.
3. If a voter record is found, the voter's name and address will display.
4. If a voter record is not found and the voter is not registered, click the ***Register to Vote*** button to begin the registration process. The voter registration process is outlined in 7 steps below. Voter registration forms cannot be submitted electronically or through MyVote. After the form is completed it must be mailed or delivered to the municipal clerk along with an acceptable proof of residence document.

Step 1: What you Will Need

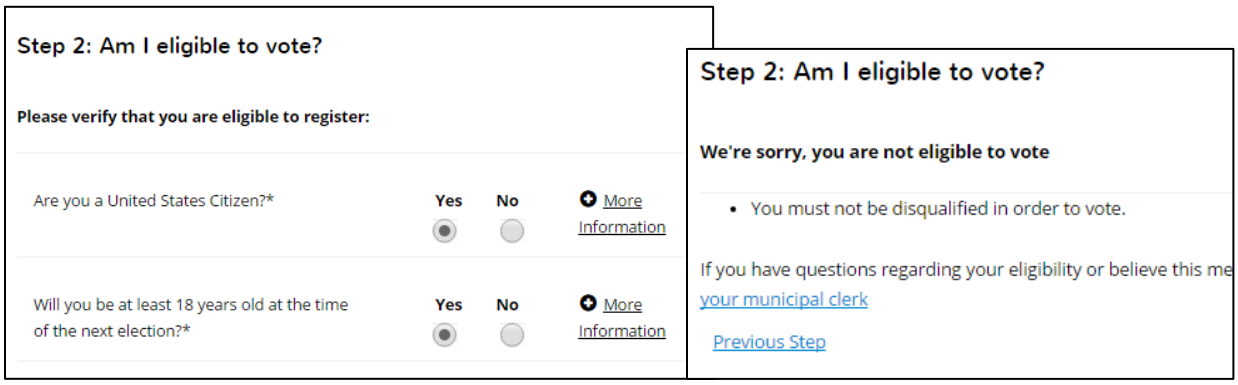
A progress bar at the top of the Voter Registration page will display and be highlighted on the current step. Review the information in Step 1. A printer and a proof of residence document are required as part of the voter registration process. After reviewing the directions, click Continue to Step 2.



Step 2: Am I Eligible to Vote?

Six questions will be displayed to determine if the voter is eligible to vote. Answer yes or no to each question. Click the More Information link for an explanation of each question. After answering the questions, click Continue to Step 3.

If the voter is determined to be ineligible to vote based on their answers to the questions on Step 2, a page that explains that they are not eligible to vote and the reason why will display. If the Voter is eligible to vote based on the answers to the questions, they will be directed to Step 3.



Start the Voter Registration Process on MyVote (continued)

Step 3: Verify My Name

The name that was entered into the search page will display. Verify that the name is correct and make changes if needed. If a voter has a previous name, select the "***I have a previous name other than the name listed above,***" checkbox and enter the previous name. After the name has been verified click Continue to Step 4.

Step 4: Enter My Contact Information

Enter the Wisconsin home address in the Street Address, Apartment/Unit Type (if applicable), City and Zip Code fields. The voters home address is the address where the voter has lived for at least 28 days. A PO Box or out-of-state address does not qualify as a Wisconsin home address.

Select the, "***I have a mailing address that is different from the address above***" check box to enter a separate mailing address. The mailing address can be a U.S. Mailing Address (in or out-of-state), a Foreign Mailing Address or a P.O. Box.

If you were previously registered to vote at another address (either in Wisconsin or in another state) check the box next to "**I was previously registered to vote at another address than is listed above**." You will then enter the address where you were previously registered to vote.

Enter the optional email address or phone number. Select the "I am interested in becoming a poll worker" check box for more information about becoming a poll worker. Enter any accommodations needed at the polling place in the field provided. After completing the required information on the page, click Continue to Step 5 to validate the home address and continue the voter registration process. If the system cannot validate the address, try again or Contact Us.

Step 5: Review and Certify My Registration

Confirm the information you have entered on the registration form. If any information needs to be edited, click the Edit button next to the field you would like to change. After the information is verified to be correct, read and affirm the Voter Certification. If the statement is true, select the "I certify that the above information is true and correct" checkbox. Complete the system verification then click Continue to Step 6.

Step 6: Print or Save My Registration

Print or download the voter registration application form. The voter registration form includes detailed instructions on how to sign, and mail or deliver the voter registration form to the municipal clerk.

Step 7: Mail or Deliver My Registration

Step 7 reminds voters that they are not yet registered to vote and need to send or deliver the signed voter registration form to their municipal clerk. Follow the instructions included with the voter registration form. Don't forget to provide a proof of residence document with the voter registration form.

Military Voters

Military voters are not required to register to vote, however military voters are welcome to enter their voter information for the first time, or change their voter name or address at any time on MyVote without submitting a voter registration form. Military voters are not required to provide a proof of residence document to register to vote, or a photo ID to receive an absentee ballot. Because Military voters do not need to be registered to vote, they do not need to use the registration form on MyVote.wi.gov. If a military voter would like to update their voter information, they may do so on MyVote.wi.gov.

Definitions

Military Voter: A "military voter" includes any of the following: (1) members of a uniformed service, (2) members of the merchant marine of the United States, (3) civilian employees of the United States and civilians officially attached to a uniformed service who are serving outside the United States, (4) Peace Corp volunteers, and (5) spouses or voting age dependents of the aforementioned categories who are residing with or accompanying them.

How do Military Voters Add or Update their Voter Record on MyVote?

There are three main ways military voters can navigate to the voter information page to update their voter information on MyVote:

1. **"Military and Permanent Overseas" button at the top of the homepage**
2. **"Military Voters" promo section on the homepage**
3. **"Register to Vote" button on the homepage**

Add a Voter Record – Military Voters

1. Click the Military and Permanent Overseas button on the homepage.
2. On the Military and Permanent Overseas page, click Update Information
3. Enter the first name, last name and date of birth, then click Search.
4. If a voter record is not found and the voter is in the military, select the "If you are a military voter, you do not need to register. Click here to vote absentee" link. Military voters can receive absentee ballots without being registered to vote.
5. If a voter record is found, the voter's name and address will display.
6. On the Voter Information page, select the ***I am an active military voter*** checkbox.
7. Select the absentee ballot preference. To decline, select "I do not wish to request an absentee ballot at this time."
8. In the Voter Information section, verify the first name, last name and date of birth fields are correct.
9. Enter the last 4 digits of the social security number and email address.
10. Enter the Wisconsin home address (the most recent address the voter resided at for at least 28 days).

11. To enter a separate mailing address, click the, "I have a mailing address that is different from the address above" checkbox.
12. Review the certification to determine voter eligibility, if the voter is eligible to vote, select the checkbox and click the Submit button.
13. A confirmation message will display.

Update My Voter Record – Military Voters

1. Click the Military and Permanent Overseas button on the homepage.
2. On the Military and Permanent Overseas page, click Update Information
3. Enter the first name, last name and date of birth, then click Search.
4. If a voter record is found, the voter's name and address will display.
5. On the Voter Information page, select the ***I am an active military voter*** checkbox.
6. Select the absentee ballot preference. To decline, select "I do not wish to request an absentee ballot at this time."
7. In the Voter Information section, verify the first name, last name and date of birth fields are correct.
8. Enter the last 4 digits of the social security number and email address.
9. Enter the Wisconsin home address (the most recent address the voter resided at for at least 28 days).
10. To enter a separate mailing address, click the, "I have a mailing address that is different from the address above" checkbox.
11. Review the certification to determine voter eligibility, if the voter is eligible to vote, select the checkbox and click the Submit button.
12. A confirmation message will display.

Permanent Overseas Voters

Permanent overseas voters are required to register to vote. If a Permanent overseas voter is voting for the first time, has changed their Wisconsin voting address, or has changed their name, a new voter registration application form is required to be submitted. Voters can also be inactivated if they have not voted in four years or have been determined to be ineligible to vote. If the voter status is displayed as inactive in MyVote, the voter must re-register. Permanent overseas voters are not required to provide proof of residence to register to vote.

Definition

Permanent Overseas Voter: Permanent Overseas voters are defined as voters who live in a country other than the United States and have no present intent to return to the United States to live. These are voters who maintain their American Citizenship. If a voter is living temporarily overseas and they intend to return to the United States to reside, then they are considered a regular voter. Permanent Overseas voters may only vote in Federal Contests.

Permanent Overseas Voter Registration Deadline

Deadline to Register by Mail
20 days before the election
Deadline to Register in the Municipal Clerk's Office
5:00 p.m. the Friday before the election
Deadline to Register at the Polling Place on Election Day
8:00 p.m. on Election Day

How do Permanent Overseas Voters Start the Registration Process on MyVote?

There are two ways permanent overseas voters can navigate to the register to vote page on MyVote:

1. **"Military and Permanent Overseas" button at the top of the homepage**
2. **"Register to Vote" button on the homepage**

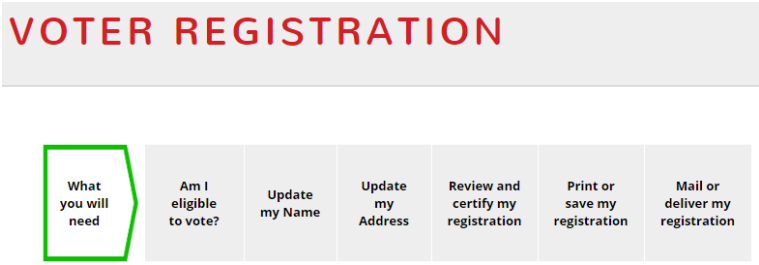
Start the Voter Registration Process on MyVote

1. Click the Register to Vote button on the homepage.
2. Enter the first name, last name and date of birth in the search box, then click Search.
3. If a voter record is found, the voter's name and address will display.
4. If a voter record is not found and the voter is not registered, click the ***Register to Vote*** button to begin the registration process. The voter registration process is outlined in 7 steps below. Voter registration forms cannot be submitted electronically or through MyVote. After the form is completed it must be mailed or delivered to the municipal clerk along with an acceptable proof of residence document.

Start the Voter Registration Process on MyVote (continued)

Step 1: What you Will Need

A progress bar at the top of the Voter Registration page will display and be highlighted on the current step. Review the information in Step 1. A printer is required as part of the voter registration process. After reviewing the directions, click Continue to Step 2.



Step 2: Am I Eligible to Vote?

Six questions will be displayed to determine if the voter is eligible to vote. Answer yes or no to each question. Click the More Information link for an explanation of each question. After answering the questions, click Continue to Step 3.

If the voter is determined to be ineligible to vote based on their answers to the questions on Step 2, a page that explains that they are not eligible to vote and the reason why will display. If the Voter is eligible to vote based on the answers to the questions, they will be directed to Step 3.

Start the Voter Registration Process on MyVote (continued)

Step 3: Verify My Name

The name that was entered into the search page will display. Verify that the name is correct and make changes if needed. If a voter has a previous name, select the "***I have a previous name other than the name listed above,***" checkbox and enter the previous name. After the name has been verified click Continue to Step 4.

Step 4: Enter My Contact Information

Enter the Wisconsin home address in the Street Address, Apartment/Unit Type (if applicable), City and Zip Code fields. The voters home address is the address where the voter has lived for at least 28 days. A PO Box or out-of-state address does not qualify as a Wisconsin home address.

Select the, "***I have a mailing address that is different from the address above***" check box to enter a separate mailing address. The mailing address can be a U.S. Mailing Address (in or out-of-state), a Foreign Mailing Address or a P.O. Box.

If you were previously registered to vote at another address (either in Wisconsin or in another state) check the box next to "I was previously registered to vote at another address than is listed above." You will then enter the address where you were previously registered to vote.

Enter the optional email address or phone number. Select the "I am interested in becoming a poll worker" check box for more information about becoming a poll worker. Enter any accommodations needed at the polling place in the field provided. After completing the required information on the page, click Continue to Step 5 to validate the home address and continue the voter registration process. If the system cannot validate the address, try again or Contact Us.

Step 5: Review and Certify My Registration

Confirm the information you have entered on the registration form. If any information needs to be edited, click the Edit button next to the field you would like to change. After the information is verified to be correct, read and affirm the Voter Certification. If the statement is true, select the "I certify that the above information is true and correct" checkbox. Complete the system verification then click Continue to Step 6.

Step 6: Print or Save My Registration

Print or download the voter registration application form. The voter registration form includes detailed instructions on how to sign, and mail or deliver the voter registration form to the municipal clerk.

Step 7: Mail or Deliver My Registration

Step 7 reminds voters that they are not yet registered to vote and need to send or deliver the signed voter registration form to their municipal clerk. Follow the instructions included with the voter registration form.

View My Voting Activity

Voters can use MyVote.wi.gov to access their voter profile and view the elections they have participated in. The name and date of birth of the voter is required to search for a voter profile. The My Voting Information page will allow a voter to check their current registration information, view information about their next election, view their polling place information, update the name or address on their voter registration, request an absentee ballot, track the status of their absentee ballot, track provisional ballots, and find their elected officials.

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1. Click the View My Voting Activity button at the top of the homepage.

2. Enter a first name, last name and date of birth in the search box, and click Search.

3. If a voter record is not found, follow the search tips. If the voter is not registered, they should click the Register to Vote link to begin the registration process. If the voter believes they are registered and cannot find their record, they should click on the link to contact their municipal clerk for assistance.

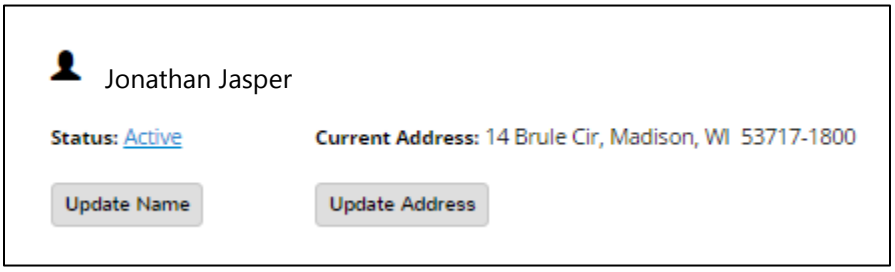
4. If a voter record is found, their voter profile page will display with their name, status and current address.

   Voter Status Active: the voter is registered to vote at the address listed.

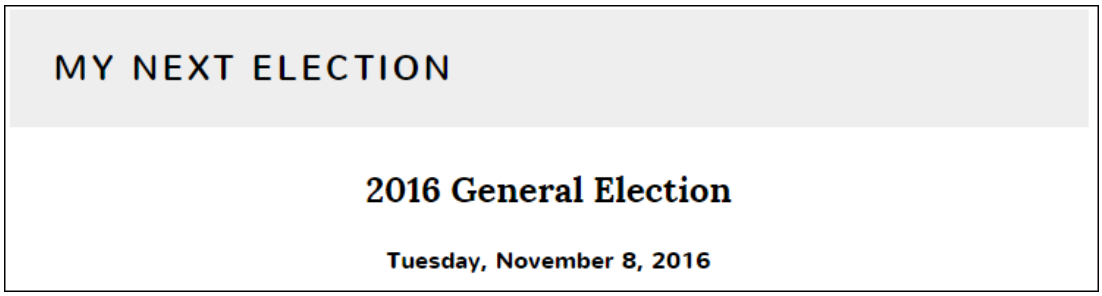
   Voter Status Inactive: the voter has an inactive voter registration. The reason why their registration is inactive should also be listed next to their status (e.g. 4-year maintenance, felon, etc.). If the voter feels they are listed as inactive in error, they should contact their municipal clerk using the clerk contact information found on the left hand menu.

5. If an active voter record appears, the following information will be displayed:

My Voter Information



My Next Election



Polling Place Information

Warner Park Community Recreation Center
1625 Northport Dr, Madison, WI 53704-2300 Get Directions
Polling Place Hours: Tuesday, November 8, 2016 7.00 AM - 8.00 PM
City Of Madison - Ward 33

My Voting Activity

My Voting Activity displays a list of the elections the voter has participated in. Click the plus sign **+** to the right of the election name to expand the tab and view the voting method (in-person, absentee, provisional), and information about the polling place and voting municipality for each listed election.

MY VOTING ACTIVITY

Feb 16, 2016 - 2016 Spring Primary +
Apr 7, 2015 - 2015 SPRING ELECTION +
Feb 17, 2015 - 2015 SPRING PRIMARY +

Feb 16, 2016 - 2016 Spring Primary –

You voted in this election!

Voting Method: Absentee

Polling Place: High Point Church, 7702 Old Sauk Rd, Madison, Wi 53717-1221

Voting Municipality: City Of Madison - Dane County

Absentee Ballot Status Bar

You have an absentee ballot on file for this election:

Request an absentee ballot	Ballot request sent to clerk Dec 22, 2015	Ballot request received Dec 22, 2015	Absentee ballot mailed to me	My completed ballot was received	My vote has been recorded

Can't make it to the polls due to age, hospitalization or disablilty? Request an absentee ballot for all elections

View My Current Elected Officials

The link to the My Current Elected Officials will take the voter to a list of the elected officials who currently represent them.

View My Current Elected Officials

Request an Absentee Ballot on MyVote

Registered voters with a copy of their valid photo ID on file with their municipal clerk can make absentee ballot requests through MyVote.wi.gov. If a voter is registered and does not have a valid photo ID on file, MyVote will create an absentee request form for the voter and prompt them to send it to their municipal clerk along with a copy of their photo ID.

If a voter is not registered to vote, they will not be able to submit an absentee ballot request through MyVote. The voter will instead be prompted to use the website to register to vote. At the end of the registration process, they will have the option to print and mail their registration form along with a copy of an acceptable proof of residence document. They may also send an absentee ballot request form (accompanied by a copy of their valid photo ID) along with their voter registration application. Only military voters can request absentee ballots without registering to vote.

I am a Voter without an Active Voter Registration Record

If a voter searches for their voter registration record and no record is found, they will not be able to request an absentee ballot. Only registered voters may request an absentee ballot. Military Voters do not have to register to vote to request an absentee ballot.

1. Click the Vote Absentee button on the homepage.
2. Enter the first name, last name and date of birth, and click Search.
3. If a voter record is not found, follow the search tips. If the voter is not registered, they should click the Register to Vote link to begin the registration process. If the voter believes they are registered and cannot find their record, they should click on the link to contact their municipal clerk for assistance.

I am a Voter with an Active Voter Registration Record

1. Click the Vote Absentee button on the homepage.
2. Enter the first name, last name and date of birth in the search box, and click Search.
3. If a voter record is not found, follow the search tips. If the voter is not registered, they should click the Register to Vote link to begin the registration process. If the voter believes they are registered and cannot find their record, they should click on the link to contact their municipal clerk for assistance.
4. If a voter record is found, the voter's name and address will display.
5. Click the Request Absentee Ballot button.
6. Verify the voter registration address on file. The absentee ballot will be mailed to the address on file unless a mailing address is entered.
7. To enter a separate mailing address, click the, "I want my ballot mailed to a different address" checkbox.
8. Indicate military or permanent overseas voter status (if applicable).

9. Select to request absentee ballots for:
   a. All elections in the calendar year
   b. The following upcoming elections (select the desired elections)
   c. Every election subsequent to today's date (permanent absentee status for voters who would like a ballot sent to them for all elections for reason of disability, age, infirmity or illness)
10. Review the certification to determine voter eligibility, if the voter is eligible to vote, click the certification checkbox.
11. Click the Request Ballot button to submit the absentee ballot request.
12. If the voter has a copy of their valid photo ID on file with their municipal clerk, a confirmation page will display to confirm the request has been submitted.
13. If the voter has not submitted a copy of their acceptable photo ID, a notification page with additional instructions will display. Review the instructions, click the Download PDF button to download and save the absentee ballot request form.
    a. To complete the request, the voter must send the request form and a copy of their valid photo ID to their municipal clerk. Scan or take a picture of the acceptable photo ID and attach both the absentee ballot request form, and the copy of the photo ID to an email. Send the email to the municipal clerk.

View My Absentee Ballot Request

1. Click the Vote Absentee button on the homepage to navigate to the Request an Absentee Ballot page
2. Enter the first name, last name and date of birth in the search box, then click Search
3. If a voter record is found, the voter's name and address will display along with the following options:

   View My Request: review the status of an absentee ballot request

   Change My Request: update and submit a modified absentee ballot request

   Cancel My Request: cancel an absentee ballot request on file

   Start a New Request: cancel an absentee ballot request on file and create a new request

Change My Absentee Ballot Request

1. Click the Vote Absentee button on the homepage to navigate to the Request an Absentee Ballot page
2. Enter the first name, last name and date of birth in the search box, then click Search
3. If a voter record is found, the voter's name and address will display along with the following options: View My Request, Change My Request, Cancel My Request, Start a New Request
4. Click the Change my Request button
5. Make the desired changes to the absentee ballot request
6. Review the certification to determine voter eligibility, if the voter is eligible to vote, click the certification checkbox.
7. Click the Request Ballot button to submit the absentee ballot request.
8. A confirmation page will display to confirm the request has been submitted

I am an Indefinitely Confined Voter

A voter who is indefinitely confined because of age, illness or infirmity, or is disabled for an indefinite period may request that absentee ballots be sent to them automatically for every election until the voter fails to return a ballot. A voter must be registered to vote before they can submit an absentee ballot request as an indefinitely confined voter through MyVote.

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1. Click the Vote Absentee button on the homepage.
2. Enter the first name, last name and date of birth in the search box, and click Search.
3. If a voter record is not found, follow the search tips. If the voter is not registered, they should click the Register to Vote link to begin the registration process. If the voter believes they are registered and cannot find their record, they should click on the link to contact their municipal clerk for assistance.
4. If a voter record is found, the voter's name and address will display.
5. Click the Request Absentee Ballot button.
6. Verify the voter registration address on file. The absentee ballot will be mailed to the address on file unless a mailing address is entered.
7. To enter a separate mailing address, click the, "I have a mailing address that is different from the address above" checkbox.
8. Select, ***Every Election Subsequent to Today's Date*** in the absentee ballot request section to request absentee ballots for all future elections. By clicking this option the voter is certifying that they are indefinitely confined due to age, illness, infirmity, or disability.
9. Review the certification to determine voter eligibility, if the voter is eligible to vote, click the certification checkbox.
10. Click the Request Ballot button to submit the absentee ballot request.
11. A confirmation page will display for the voter to confirm the request has been submitted.

I am a Hospitalized Voter

A voter who is hospitalized may certify that he or she cannot appear at the polling place on Election Day and appoint an agent to conduct the absentee ballot request and delivery process on the voter's behalf. The absentee ballot request can be made up to 7 days before an election until 5:00 p.m. on Election Day. Hospitalized voters can request an absentee ballot on MyVote.wi.gov by clicking the Vote Absentee button on the homepage.

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1. Click the Vote Absentee button on the homepage.
2. Enter the first name, last name and date of birth in the search box, and click Search.
3. If a voter record is not found, follow the search tips. If the voter is not registered, they should click the Register to Vote link to begin the registration process. If the voter believes they are registered and cannot find their record, they should click on the link to contact their municipal clerk for assistance.
4. If a voter record is found, the voter's name and address will display.
5. Click the Request Absentee Ballot button.
6. Select the, ***I am Temporarily Hospitalized*** checkbox. The hospitalized voter will only be able to choose the current election within 7 days from the election.
7. Review the hospitalized certification; if the information is true and correct select the certification checkbox.
8. Enter the agent's last name, first name and middle name.
9. Review the certification to determine voter eligibility, if the voter is eligible to vote, click the certification checkbox.
10. Click the Request Ballot button to submit the absentee ballot request.
11. The confirmation page for your request will display with options to print or download the form and instructions.
    a. Click the Print button to print the hospitalized elector instructions and absentee ballot request form directly from MyVote.
    b. Or, click Download PDF button to download and save the hospitalized elector instructions and absentee ballot request.

Military Voters

Military voters can use the MyVote.wi.gov website to request an absentee ballot. Military voters have the option of receiving absentee ballots online through the MyVote website, by email, mail, or fax. Military voters are exempt from the photo identification requirement and do not need to include a photo ID with their absentee ballot request. Military voters are not required to register to vote.

Definitions

Military Voter: A "military voter" includes any of the following: (1) members of a uniformed service, (2) members of the merchant marine of the United States, (3) civilian employees of the United States and civilians officially attached to a uniformed service who are serving outside the United States, (4) Peace Corp volunteers, and (5) spouses or voting age dependents of the aforementioned categories who are residing with or accompanying them.

Military Away: A military voter is considered "away" when they are absent from the residence where they are otherwise qualified to vote due to their duty or service.

Military Home: A military voter is considered "home" whenever they do not qualify as "away."

Federal Election: A "federal election" is any election for any of the following offices: President or Vice President of the United States, U.S. Senator, or Representative in Congress.

Non-Federal Election: A "non-federal election" is any election for offices other than President or Vice President of the United States, U.S. Senator, or Representative in Congress.

Military Voter Absentee Ballot Deadlines

Deadline to Request an Absentee Ballot - Federal Election	
Military Away	5:00 p.m. on Election Day
Military Home	5:00 p.m. the Friday before the election
Deadline to Request an Absentee Ballot - Non-Federal Election	
Military Away and Home	5:00 p.m. the Friday before the election
Deadline to Download Ballot from MyVote	
Military Away and Home	8:00 p.m. on Election Day
Deadline to Return an Absentee Ballot to the Clerk's Office	
Military Away and Home	8:00 p.m. on Election Day

***Additional Information about Home vs. Away Deadlines Federal Election on Ballot*:**
When a military voter accesses their absentee ballot application between 5:00 p.m. on the Friday before the election and 5:00 p.m. on Election Day for an election with a federal contest on the ballot, they will see an additional question. If the voter has selected that they are military or if their existing record already shows that they are military, then the absentee form will ask the voter if they are "home" or "away." If the voter answers that they are "away" then they will be able to request an absentee ballot through 5:00 p.m. on Election Day. If the voter answers that they are "home" then they will not be able to request an absentee ballot because their deadline has passed.

My Voter Type Has Changed

I am a Military Voter
Military voters are not required to register to vote to receive an absentee ballot. If a registered voter becomes a military voter, they can request an absentee ballot as a military voter without re-registering to vote. To request an absentee ballot on MyVote as a military voter, click the Military and Permanent Overseas button on the homepage to navigate to the Request an Absentee Ballot page. To certify the request is for a military voter, select the "I am an active military voter" checkbox.

I am no longer a Military or Permanently Overseas Voter
Military and permanent overseas voters who are no longer in the military or permanently overseas, must re-register to vote.

Request an Absentee Ballot on MyVote

There are three main ways military voters can navigate to the absentee ballot request page on MyVote:

1. **"Military and Permanent Overseas" button at the top of the homepage**
2. **"Military Voters" promo section on the homepage**
3. **"Vote Absentee" button on the homepage**

I am a Military Voter <u>without</u> a Wisconsin Voter Registration Record

1. Click the Military and Permanent Overseas button on the homepage to navigate to the Request an Absentee Ballot page
2. Enter the first name, last name and date of birth in the search box, and click Search
3. If a voter record is not found and the voter is in the military, select the "Click here to vote absentee" link. Military voters can receive absentee ballots without being registered to vote.
4. If a voter record is found, the voter's name and address will display
5. On the Request an Absentee Ballot page, select the "I am an active military voter" checkbox
6. Select a ballot delivery method
   a. Online
   a. Email
   b. Fax
   c. By Mail - Wisconsin Home Address
   d. By Mail - Mailing Address
7. In the Voter Information section, confirm the first and last name fields are correct
8. Enter the last 4 digits of the social security number and email address
9. Enter the Wisconsin home address (the most recent address the voter resided at for at least 28 days)
10. Click the Validate Address and Continue button.
11. To enter a separate mailing address, click the, "I have a mailing address that is different from the address above" checkbox

12. Select to request absentee ballots for:
    a. All elections in the calendar year
    b. The following upcoming elections (select the desired elections)
    c. Every election subsequent to today's date (permanent absentee status for voters who would like a ballot sent to them for all elections for reason of disability, age, infirmity or illness)
13. Review the certification to determine voter eligibility, if the voter is eligible to vote, click the checkbox and click the Request Ballot button
14. If the voter selected to receive the ballot by mail, email, or fax an absentee ballot request confirmation message will display
15. If the voter selected to receive the ballot online, they will have immediate access to the ballot if ballots are available a message will display letting them know that ballots are not yet available and an email prompting them to return to MyVote will be emailed to the voter once ballots are available

I am a Military Voter with an Active Wisconsin Voter Registration Record

1. Click the Military and Permanent Overseas button on the homepage to navigate to the Request an Absentee Ballot page
2. Enter the first name, last name and date of birth in the search box, and click Search
3. If a voter record is not found and the voter is in the military, select the "Click here to vote absentee" link. Military voters can receive absentee ballots without being registered to vote.
4. If a voter record is found, the voter's name and address will display
    a. Click the Request Absentee Ballot button to begin the request process.
5. On the Request an Absentee Ballot page, the "I am an active military voter" checkbox should be prefilled.
6. Select a ballot delivery method
    a. Online
    b. Email
    c. Fax
    d. By Mail - Wisconsin home address
    e. By Mail - mailing address
7. To enter a separate mailing address, click the, "I have a mailing address that is different from the address above" checkbox and enter the mailing address information
8. Select to request absentee ballots for:
    a. All elections in the calendar year
    b. The following upcoming elections (select the desired elections)
    c. Every election subsequent to today's date (permanent absentee status for voters who would like a ballot sent to them for all elections for reason of disability, age, infirmity or illness)
9. Review the certification to determine voter eligibility, if the voter is eligible to vote, select the checkbox and click the Request Ballot button
10. If the voter selected to receive the ballot by mail, email, or fax an absentee ballot request confirmation message will display
11. If the voter selected to receive the ballot online, a they will have immediate access to the ballot if ballots are available a message will display letting them know that ballots are not yet available and an email prompting them to return to MyVote will be emailed to the voter once ballots are available.

Permanent Overseas Voters

Permanent overseas voters can use the MyVote.wi.gov website to request an absentee ballot. Permanent overseas voters have the option of receiving absentee ballots online through the MyVote website, by email, mail, or fax. Permanent overseas voters are exempt from the photo identification requirement and do not need to include a photo ID with their absentee ballot request. Permanent overseas voters must register to vote.

Definition

Permanent Overseas Voter: Permanent Overseas voters are defined as voters who live in a country other than the United States and have no present intent to return to the United States to live. These are voters who maintain their American Citizenship. If a voter is living temporarily overseas and they intend to return to the United States to reside, then they are considered a regular voter. Permanent Overseas voters may only vote in Federal Contests.

Permanent Overseas Voter Absentee Ballot Deadlines

Deadline to Request an Absentee Ballot - Federal Elections Only
5:00 p.m. on the Thursday before the election
Deadline to Download Ballot from MyVote
8:00 p.m. on Election Day
Deadline to Return an Absentee Ballot to the Clerk's Office
8:00 p.m. on Election Day

My Voter Type Has Changed

I am a Permanent Overseas Voter
All permanent overseas voters must register to vote. If a registered voter becomes a permanent overseas voter, they must re-register to vote indicating they are a permanent overseas voter.

I am no longer a Permanently Overseas Voter
Military and permanent overseas voters who are no longer in the military or permanently overseas, must re-register to vote.

Request an Absentee Ballot on MyVote

There are two ways permanent overseas voters can navigate to the absentee ballot request page on MyVote:

1. **"Military and Permanent Overseas" button at the top of the homepage**
2. **"Vote Absentee" button on the homepage**

I am a Permanent Overseas Voter without an Active Voter Registration Record

If a permanent overseas voter searches for their voter registration record and no record is found, they will not be able to request an absentee ballot. Only registered voters may request an absentee ballot.

1. Click the Military and Permanent Overseas button on the homepage.
2. Enter the first name, last name and date of birth in the search box, and click Search.
3. If a voter record is not found and the voter is not registered, click the contact your municipal clerk or register to vote links to begin the registration process.

I am a Permanent Overseas Voter with an Active Voter Registration Record

1. Click the Military and Permanent Overseas button on the homepage to navigate to the Request an Absentee Ballot page.
2. Enter the first name, last name and date of birth in the search box, and click Search.
3. If a voter record is found, the voter's name and address will display.
   a. Click the Request Absentee Ballot button to begin the request process.
4. On the Request an Absentee Ballot page, the checkbox for ***I live permanently overseas with no intent to return to the United States*** should be prefilled.
5. Select a ballot delivery method.
   a. Online
   b. Email
   c. Fax
   d. By Mail - Wisconsin home address
   e. By Mail - mailing address
6. To enter a separate mailing address click the, "I want my ballot mailed to a different address" checkbox and enter the mailing address.
7. Select to request absentee ballots for:
   a. All elections in the calendar year
   b. The following upcoming elections (select the desired elections)
   c. Every election subsequent to today's date (permanent absentee status for voters who would like a ballot sent to them for all elections for reason of disability, age, infirmity or illness)
8. Review the certification to determine voter eligibility, if the voter is eligible to vote, select the checkbox and click the Request Ballot button.
9. If the voter selected to receive the ballot by mail, email, or fax an absentee ballot request confirmation message will display.
10. If the voter selected to receive the ballot online, a they will have immediate access to the ballot if ballots are available a message will display letting them know that ballots are not yet available and an email prompting them to return to MyVote will be emailed to the voter once ballots are available.

Online Absentee Ballot Requests

Military and overseas voters who select to receive their absentee ballots online, will access and download their absentee ballots directly from the MyVote.wi.gov website. Absentee ballots can only be accessed and downloaded from MyVote.wi.gov if the ballot delivery method of online is selected when the absentee ballot request is made. Municipal clerks are responsible for sending absentee ballots to military and overseas voters who request to receive absentee ballots by mail, email or fax.

Online Absentee Ballot Status: Available

If absentee ballots are available for an election when a voter submits their request with a ballot delivery method of online, the voter will be able to access and download their ballot immediately after submitting their request on MyVote. Absentee ballots for elections that contain a federal contest become available at least 47 days prior to the election. Ballots for elections that do not contain a federal contest become available at least 21 days prior to the election.

Online Absentee Ballot Status: Not Available

Voters who select to receive their absentee ballot(s) online and submit their absentee ballot request before absentee ballots are available for an election will be notified that absentee ballots are not yet available. Voters will be sent an email once absentee ballots become available for the election.

Access My Absentee Ballot Online

There are two main ways to access an absentee ballot from the MyVote website: 1) Click the "I will access my ballot now" button directly after completing an absentee ballot request form to begin the Online Absentee Ballot process. If the voter wants to access their ballot at different time or if the absentee ballot is not available when the request is made the voter can 2) access their online ballot from the Absentee Ballot page. To navigate to the absentee ballot page, click the Military and Permanent Overseas button on the homepage. Follow the steps below to access and download an absentee ballot directly from MyVote.

Step 1: Verify Your Identity

Enter the last 4 digits of the social security number. If the voter has a social security number in the voter registration system, the number must match in order to proceed. Click the Verify and Continue button to proceed to step 2

Step 2: What you Will Need

This screen explains what the voter will need to complete their online ballot. After reviewing the instructions, click the Continue to Ballot button to proceed to step 3.

- Witness
- Printer
- Two Envelopes

Access My Absentee Ballot Online (continued)

Step 3: Complete the Ballot

The voter will access their ballot during this step. The voter may mark their ballot on the screen or they can print their ballot and make their selections on the paper ballot after it is printed. After the voter has made their selections, or is ready to print a blank ballot, click the Print and Download Ballot button. A pop-up message informing the voter that their ballot will be downloaded will display. The voter has three attempts to download their ballot. Select yes to download the ballot and have it count towards one of the three attempts or select no, to cancel the download.

Step 4: Print and Mail your Ballot

Click the Download Ballot button to download a PDF of the ballot along with the instructions for returning the ballot and the mailing address for returning the ballot to the municipal clerk.

Find My Municipal Clerk

Voters can use MyVote.wi.gov to find contact information for the municipal clerk for the city, town, or village where they reside. A home address is required to search for a municipal clerk.

1. Click Find My Municipal Clerk in the menu bar on the bottom of the homepage.

2. Enter the street number and street name in the Address field. It is best if the voter does not use punctuation in the street address and if they use post office abbreviations (for example, the voter should enter 123 w Main St NOT 123 W. Main St.)
3. Enter the unit number (if applicable).
4. Enter the city, village or town in the City field.
5. Enter the zip code (optional).
6. Click the Search button.
7. If the address is not found, follow the search tips. If the address still cannot be found, follow the link to Contact Us.
8. If the search is successful, the contact information for the municipal clerk for the city, town, or village of the address will be displayed.

< Back to search

Maribeth L Witzel-Behl

City Of Madison - Dane County
210 Ml King Jr Blvd Rm 103,
Madison, Wi 53703-3342

Phone: 608-266-4601
Fax: 608-266-4666

voting@cityofmadison.com

Mailing Address
210 Martin Luther King Jr Blvd Rm
103, Madison, Wi 53703-3340

Find My Polling Place

Voters can use MyVote.wi.gov to find the name, location and other detailed information about their polling place. A home address is required to search for a polling place. A voter should use the address for where they currently live in order to find information for their polling place. If a voter has moved since the last time they voted, and will be registering to vote at their new address, they should enter their new address in the search. Each polling place information page will list the name, address and hours of the polling place and display the location on a map that provides the voter with the option to get directions to this polling place.

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1. Click the Find My Polling Place button on the homepage.
2. Enter the street number and street name in the Address field. It is best if the voter does not use punctuation in the street address and if they use post office abbreviations (for example, the voter should enter 123 w Main St NOT 123 W. Main St.)
3. Enter the unit number {if applicable).
4. Enter the city, village or town in the City field.
5. Enter the zip code (optional).
6. Click the Search button.
7. If the address is not found, follow the search tips. If the address still cannot be found, follow the link to Contact Us.
8. If the address is found, a polling place information page will list the name, address and hours of the polling place and display the location on a map that provides the voter with the option to get directions to this polling place.

Warner Park Community Recreation Center
1625 Northport Dr, Madison, WI 53704-2300 Get Directions
Polling Place Hours: Tuesday, November 8, 2016 7.00 AM - 8.00 PM
City Of Madison - Ward 33

When Can I Find My Polling Place?

Most voters can find their polling place at any time. However, polling places can change. If the polling places have not been chosen for the next election, a message will display informing the voter that their polling place is not yet available and to check back closer to the election. It is recommended that voters search MyVote.wi.gov for their polling place close to the date of the election to ensure they are getting accurate information.

Find My Elected Officials

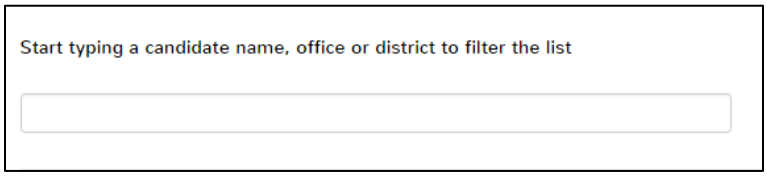
Voters can use MyVote.wi.gov to view a list of the elected officials who currently represent them. A home address is required to search for a voter's elected officials.

1. Click the Find My Elected Officials link in the red menu bar on the bottom of the homepage.

2. Enter the street number and street name in the Address field It is best if the voter does not use punctuation in the street address and if they use post office abbreviations (for example, the voter should enter 123 w Main St NOT 123 W. Main St.)
3. Enter the unit number (if applicable).
4. Enter the city, village or town in the City field.
5. Enter the zip code (optional).
6. Click the Search button.
7. If the voter's address is not found, follow the search tips. If the address still cannot be found, follow the link to Contact Us.
8. If the address is found, a list of elected officials will display. The list will start with Federal offices, such as President of the United States of America, and will also include State, County, Local, and School Board representatives. Click the plus sign **+** to expand the tab and view detailed information about each elected official.

Office Holder	Office Position	Representation District	
Barack H. Obama	PRESIDENT OF THE UNITED STATES	Wisconsin	+
	VICE PRESIDENT OF THE UNITED STATES	Wisconsin	+
Scott Walker	GOVERNOR	Wisconsin	+

9. To narrow and filter the results, or search for an elected official, type the elected official's name or position in the search box at the top of the list.



When Can I View My Elected Officials?

A list of Elected Officials should be available for voters to view at all times. If there are elected officials missing from your list, contact your municipal clerk.

What's on My Ballot

Voters can use MyVote.wi.gov to view the contests and referenda that will be on their ballot for upcoming elections. A home address is required to view a voter's ballot. The home address used to search is the address where the voter currently lives. If a voter has moved since the last time they voted, and will be registering to vote at their new address, search using the new address.

Contests and candidates that will appear on the ballot are not finalized until 21 days prior to the election for state and local contests and 47 days prior to the election for federal contests. If a ballot is not yet available for the election, a message will appear alerting the voter that they should check back closer to Election Day.

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1. Click the What's on My Ballot button on the homepage.
2. Enter the street number and name in the Address field. When entering an address, it is best if the voter not use punctuation and uses post office abbreviations (for example, please use 123 W Main St NOT 123 W. Main St.)
3. Enter the unit number (if applicable).
4. Enter the city, village or town in the City field.
5. Enter the zip code (optional).
6. Click the Search button.
7. If the voter's address is not found, follow the search tips. If the voter enters their address again and the system still cannot find the address, they should click on the link to contact their municipal clerk for assistance.
8. If the voter's address is found, and the sample ballot is available, the voter will see a sample ballot with the contests and candidates that will be on their ballot for the upcoming election. The sample ballot is not an actual ballot, but a representation of the ballot to help voters prepare for Election Day.

   Note: Contests and candidates that will be on the ballot are not determined until close to the election date. If a sample ballot is not yet available, a message will appear asking the voter to check back closer to Election Day.
9. Voters can also see the contests on their ballot for future elections by clicking the Next button. If the sample ballot is not yet available for future elections, the voter will see a message with information on when sample ballots will be available for that election.
10. Sample ballots can be printed and brought to the polling place on Election Day. To print the sample ballot, click Print My Sample Ballot.

When Can I View My Ballot?

Contests and candidates that will appear on the ballot are not finalized until 21 days prior to the election for state and local contests and 47 days prior to the election for federal contests. If a ballot is not yet available for the election, a message will appear alerting the voter that they should check back closer to Election Day.

Instructions for Clerks: Regular Voter - MyVote Absentee Ballot Requests

Registered voters with a copy of their valid photo ID on file with their municipal clerk can make absentee ballot requests through MyVote.wi.gov. If a voter is registered and does not have a valid photo ID on file, MyVote will create an absentee application form for the voter and prompt them to send it to their municipal clerk along with a copy of their photo ID.

If a voter is not registered to vote, they will not be able to submit an absentee ballot request through MyVote. The voter will instead be prompted to use the website to register to vote. At the end of the registration process, they will have the option to print and mail their registration form along with a copy of an acceptable proof of residence document. They may also send an absentee ballot application form (accompanied by a copy of their valid photo ID) with their voter registration application. Only military voters can request absentee ballots without registering to vote.

Absentee Ballot Requests from Regular Voters without a Photo ID on File

Regular voters without a photo ID on file with the municipal clerk can use MyVote to request an absentee ballot. When processing the request, MyVote will use the information in the voter's WisVote record to create a prefilled absentee ballot request form and determine if the voter has a photo ID on file. If the voter does not have a photo ID on file, the voter will be required to provide a copy of their photo ID with their MyVote absentee ballot application. Regular voters must be registered to vote before they can request an absentee ballot.

When a regular voter without a photo ID on file uses MyVote to request an absentee ballot, MyVote will send a notification email with an attached copy of the absentee ballot application and the photo ID to the municipal clerk. It is essential that clerks pay close attention to the notification emails received from MyVote. These emails alert clerks to additional actions that may need to be taken to process a voter's absentee ballot request. The absentee ballot requests received through MyVote should be followed up the same as any other absentee ballot request you receive, via email, fax or by mail. An example of the email notification and the attached PDF absentee ballot application can be found as Appendix A.

Please note: The voter's absentee ballot application will not be entered automatically into WisVote. The clerk will need to review the voter's absentee ballot application and photo ID and then enter the absentee ballot application into WisVote. If you are a WisVote relier, log the absentee ballot request information and work with your WisVote provider to confirm the absentee ballot request is entered into WisVote.

When you receive an absentee ballot request from a voter without a photo ID on file you will:

1. **Review the Absentee Ballot Application**
2. **Review the copy of the Photo ID**
3. **Enter the Absentee Ballot Request into WisVote or transmit the request to your provider for entry into WisVote**

1. Review the Absentee Ballot Application

Identify the Voter Type

Clerks may receive absentee ballot requests from different types of voters. Review section 4 of the absentee application form to determine if the request is for a regular voter, or a military or permanent overseas voter.

Determine how and where the voter would like to receive their absentee ballot.

Review the voter information and mailing address fields to determine where to mail the absentee ballot. Regular voters, including indefinitely confined voters and voters who are temporarily living overseas can only receive their ballot **by mail**. Only military and permanent overseas voters can receive their ballot by email, fax or online, in addition to by mail. If a regular voter requests an absentee ballot delivery method other than by mail, you should contact the voter to clarify that they can only receive a ballot by mail.

Determine the election(s) the voter would like an absentee ballot for.

- **The following elections:** Regular voters can select to receive ballots for particular elections in the current calendar year. If the voter selects this option, a ballot should be mailed to the voter for the selected election(s).
- **All elections from today's date through the end of the calendar year:** Regular voters can request to receive absentee ballots for each election in the current calendar year. If the voter selects this option, a ballot should be mailed to the voter for all elections in the current calendar year. Voters may only request ballots for elections in the current year and all voters, including military and permanent overseas voters, are required to submit new calendar year absentee ballot requests every year.
- **Every election subsequent to today's date:** If the voter selects this option, they are certifying that they are an indefinitely confined voter. If the voter selects this option, a ballot is mailed to the voter for all future elections.

Signature on the Absentee Ballot Request

Voters are not required to submit a wet signature with an electronic absentee ballot request. There will not be a voter signature on the absentee ballot applications received from MyVote. The absentee applications received from MyVote without voter signatures are acceptable.

2. Review the copy of the Photo ID

Regular voters must provide a copy of an acceptable photo ID for voting with their first absentee ballot request. A photo ID must also be submitted again if the voter changes their address or name. If the voter has not previously provided a copy of their acceptable photo ID, please make sure a copy of the voter's photo ID is attached to the email notification. If there is not a photo ID attached, contact the voter to inform them that they must provide a photo ID before the request can be processed.

If the voter has attached a copy of their photo ID, review the ID to be sure it is one of the acceptable photo IDs that can be used for voting in Wisconsin. If the photo ID is not an acceptable photo ID, contact the voter. A list of acceptable photo IDs can be found here: http://bringit.wi.gov/do-i-have-right-photo-id

Absentee Ballot Requests from Regular Voters without a Photo ID on File (continued)

3. Enter the Absentee Ballot Request into WisVote

All valid and complete absentee ballot requests must be entered into WisVote. If a voter sends an absentee ballot request through MyVote and the voter does not have a photo ID on file, the absentee request information will not be automatically entered into WisVote. Follow-up by the clerk regarding missing required documents or information must to be completed first so that all required information can be reviewed.

After reviewing the absentee ballot application and copy of the photo ID, clerks will enter the absentee ballot request received from MyVote into WisVote. The absentee ballot requests clerks receive from MyVote from voters who have not previously provided a photo ID should be treated like any new absentee ballot request received by email. Select *email* as the application source when entering the absentee applications into WisVote.

If you are a WisVote relier, log the absentee ballot request information and work with your WisVote provider to confirm the request is entered into WisVote.

What Additional Absentee Information does the Clerk track in WisVote?

- Absentee Ballot Request Date
- Absentee Ballot Sent Date
- Absentee Ballot Returned Date

When a regular voter, without a photo ID on file uses MyVote to request an absentee ballot, the clerk will review the absentee ballot application and photo ID and then enter the absentee ballot application into WisVote. After the clerk sends the ballot to voter, the clerk will record the ballot sent date in WisVote. When the ballot is returned the clerk will record that information in the system as well. If you are a WisVote relier, please track the absentee ballot using your normal process and work with your WisVote provider to track the information in the system.

Absentee Ballot Requests from Regular Voters with a Photo ID on File

Regular voters, with a photo ID on file at the municipal clerk's office can use MyVote to request an absentee ballot. When processing the request, MyVote will use the information in the WisVote voter record to determine if the voter has a photo ID on file. If a voter has already submitted a copy of their photo ID with a previous application for absentee ballot, then they do not need to provide a new copy of their photo ID with the request. Regular voters must be registered to vote before they can request an absentee ballot.

When a regular voter with a photo ID on file uses MyVote to request an absentee ballot, MyVote will send a notification email with an attached PDF of the absentee ballot application. It is essential that clerks pay close attention to the notification emails received from MyVote. An example of the email notification and the attached absentee application can be found as Appendix A.

When you receive an absentee ballot request from a voter with a photo ID on file you will:

1. Review the Absentee Ballot Application

Identify the Voter Type

Clerks may receive absentee ballot requests from different types of voters. Review section 4 of the absentee application form to determine if the request is for a regular voter, or a military or permanent overseas voter.

Determine how and where the voter would like to receive their absentee ballot.

Review the voter information and mailing address fields to determine where to mail the absentee ballot. Regular voters, including indefinitely confined voters and voters who are temporarily living overseas can only receive their ballot **by mail**. Only military and permanent overseas voters can receive their ballot by email, fax or online in addition to by mail. Contact the voter if they request an absentee ballot delivery method other than by mail.

Determine the election(s) the voter would like an absentee ballot for.

- **The following elections:** Regular voters can select to receive ballots for particular elections in the current calendar year. If the voter selects this option, a ballot should be mailed to the voter for the selected election(s).
- **All elections from today's date through the end of the calendar year:** Regular voters can request to receive absentee ballots for each election in the current calendar year. If the voter selects this option, a ballot should be mailed to the voter for all elections in the current calendar year. Voters may only request ballots for elections in the current year and all voters, including military and permanent overseas voters, are required to submit new calendar year absentee ballot requests every year.
- **Every election subsequent to today's date:** If the voter selects this option, they are certifying that they are an indefinitely confined voter. If the voter selects this option, a ballot is mailed to the voter for all future elections.

Absentee Ballot Requests from Regular Voters with a Photo ID on File (continued)

Signature on the Absentee Ballot Request

Voters are not required to submit a wet signature with an electronic absentee ballot request. There will not be a voter signature on the absentee ballot applications received from MyVote. The absentee applications received from MyVote without voter signatures are acceptable.

What Additional Absentee Information does the Clerk Track in WisVote?

- Absentee Ballot Request Date
- Absentee Ballot Sent Date
- Absentee Ballot Returned Date

When a regular voter, with a photo ID on file uses MyVote to request an absentee ballot, MyVote automatically creates an absentee ballot application in WisVote. The clerk does not need to enter the absentee ballot application into WisVote. After the clerk sends the ballot to voter, the clerk will record the ballot sent date in WisVote. When the ballot is returned the clerk will record the ballot returned date. If you are a WisVote relier, please track the absentee ballot using your normal process and work with your WisVote provider to track the information in the system.

Military Voter - MyVote Absentee Ballot Requests

Military Voters are not required to register to vote and are also exempt from the photo ID requirement when voting by absentee ballot. Therefore, military voters do not need to provide a photo ID with their absentee ballot request. When an unregistered military voter submits an absentee ballot request through MyVote, the system will create an absentee ballot request record *and* a voter record in WisVote.

When a military voter uses MyVote to request an absentee ballot, MyVote will send a notification email with an attached PDF of the absentee ballot application to the municipal clerk. It is essential that clerks pay close attention to the notification emails received from MyVote. An example of the email notification and the attached absentee application can be found as Appendix A.

When you receive an absentee ballot request from a military voter you will:

1. Review the Absentee Ballot Application

Identify the Voter Type

Clerks may receive absentee ballot requests from different voter types. Review section 4 of the absentee application form to confirm the request is for a military voter.

Determine how the voter would like to receive their absentee ballot.

Review section 5 of the absentee application form to determine how the military voter would like to receive their ballot. Military voters can receive their ballot by mail, email, fax or online.

- **Mail:** If the military voter would like to receive their ballot by mail, the clerk will mail the ballot and absentee instructions to the voter at the address provided.
- **Fax:** If the military voter would like to receive their ballot by fax, the clerk will fax the ballot and absentee instructions to the voter at the fax number provided.
- **Email:** If the military voter would like to receive their ballot by email, the clerk will email the ballot and absentee instructions to the voter at the email address provided.
- **Online:** If the military voter would like to receive their ballot online, the clerk will **not** send the voter a ballot. The voter will access their ballot on the MyVote website.

Determine the election(s) the voter would like an absentee ballot for.

- **The following elections:** Voters can select to receive ballots for particular elections in the current calendar year. If the voter selects this option, a ballot should be mailed to the voter for the selected election(s).
- **All elections from today's date through the end of the calendar year:** Voters can request to receive absentee ballots for each election in the current calendar year. If the voter selects this option, a ballot should be mailed to the voter for all elections in the current calendar year. Voters may only request ballots in the current year; voters are required to submit new calendar year absentee ballot requests every year.
- **Every election subsequent to today's date:** If the voter selects this option, they are certifying that they are an indefinitely confined voter. If the voter selects this option, a ballot is mailed to the voter for all future elections.

Signature on the Absentee Ballot Request

Voters are not required to submit a wet signature with an electronic absentee ballot request. There will not be a voter signature on the absentee ballot applications received from MyVote. The absentee applications received from MyVote without voter signatures are acceptable.

What Additional Absentee Information does the Clerk track in WisVote?

- Absentee Ballot Request Date
- Absentee Ballot Sent Date
- Absentee Ballot Returned Date

Military voters do not need to register to vote. If an unregistered military voter requests an absentee ballot using MyVote, a voter record will be automatically created in WisVote. If MyVote is able to accurately match the voter's new record with an existing record, the system will automatically merge the two voter records in WisVote.

When a military voter uses MyVote to request an absentee ballot, MyVote will automatically create an absentee ballot application in WisVote. The clerk does not need to enter an absentee ballot request in WisVote. After the clerk sends the ballot to voter, the clerk will record the ballot sent date in WisVote.

If the military voter selected to receive their ballot online, the ballot sent date will be automatically updated when the voter accesses and downloads their ballot on MyVote. If the voter chooses not to access their online ballot, then the ballot will not display as sent in WisVote. If the voter does not access their online ballot by 8:00 p.m. on Election Day, the clerk will receive a notification email informing them that the ballot for that voter is no longer outstanding.

When the ballot is returned the clerk will record the ballot returned date. If you are a WisVote relier, please track the absentee ballot using your normal process and work with your WisVote provider to track the information in the system.

Permanent Overseas Voter - MyVote Absentee Ballot Requests

Permanent overseas voters can use MyVote to request an absentee ballot. Permanent overseas voters are exempt from the photo ID requirement when voting by absentee ballot and do not need to provide a photo ID with their absentee ballot request. Permanent oversea voters need to be registered to vote before they can request an absentee ballot and are only eligible to vote in elections with a federal contest on the ballot.

When a permanent overseas voter uses MyVote to request an absentee ballot, MyVote will send a notification email with an attached PDF of the absentee ballot application to the municipal clerk. It is essential that clerks pay close attention to the notification emails received from MyVote. An example of the email notification and the attached absentee application can be found as Appendix A.

When you receive an absentee ballot request from a permanent overseas voter you will:

1. Review the Absentee Ballot Application

Identify the Voter Type

Clerks may receive absentee ballot requests from different voter types. Review section 4 of the absentee application form to confirm the request is for a permanent overseas voter.

Determine how the voter would like to receive their absentee ballot.

Review section 5 of the absentee application form to determine how the permanent overseas voter would like to receive their ballot. Permanent overseas voters can receive their ballot by mail, email, fax or online.

- **Mail:** if the permanent overseas voter would like to receive their ballot by mail, the clerk will mail the ballot and absentee instructions to the voter at the address provided.
- **Fax:** if the permanent overseas voter would like to receive their ballot by fax, the clerk will fax the ballot and absentee instructions to the voter at the fax number provided.
- **Email:** if the permanent overseas voter would like to receive their ballot by email, the clerk will email the ballot and absentee instructions to the voter at the email address provided.
- **Online:** if the permanent overseas voter would like to receive their ballot online, the clerk will **not** send the voter a ballot. The voter will access their ballot on the MyVote website.

Determine the election(s) the voter would like an absentee ballot for.

- **The following elections:** Voters can select to receive ballots for particular elections in the current calendar year. If the voter selects this option, a ballot should be mailed to the voter for the selected election(s).
- **All elections from today's date through the end of the calendar year:** Voters can request to receive absentee ballots for each election in the current calendar year. If the voter selects this option, a ballot should be mailed to the voter for all elections in the current calendar year. Voters may only request ballots in the current year; voters are required to submit new calendar year absentee ballot requests every year.

- **Every election subsequent to today's date:** If the voter selects this option, they are certifying that they are an indefinitely confined voter. If the voter selects this option, a ballot is mailed to the voter for all future elections.

Signature on the Absentee Ballot Request

Voters are not required to submit a wet signature with an electronic absentee ballot request. There will not be a voter signature on the absentee ballot applications received from MyVote. The absentee applications received from MyVote without voter signatures are acceptable.

What Additional Absentee Information does the Clerk Track in WisVote?

- Absentee Ballot Request Date
- Absentee Ballot Sent Date
- Absentee Ballot Returned Date

When a permanent overseas vote uses MyVote to request an absentee ballot, MyVote will automatically create an absentee ballot application in WisVote. The clerk does not need to enter the absentee ballot request into WisVote.

After the clerk sends the ballot to voter, the clerk will record the ballot sent date in WisVote. If the permanent overseas voter selected to receive their ballot online, the ballot sent date will be automatically updated when the voter accesses and downloads their ballot on MyVote. If the voter chooses not to access their online ballot, then the ballot will not show as sent in WisVote. If the voter does not access their online ballot by 8:00 p.m. on Election Day, the clerk will receive a notification email informing them that the ballot for that voter is no longer outstanding.

When the ballot is returned the clerk will record the ballot returned date. If you are a WisVote relier, please track the absentee ballot using your normal process and work with your WisVote provider to track the information in the system.

Indefinitely Confined Voter - MyVote Absentee Ballot Request

Indefinitely confined voters can use MyVote to request an absentee ballot. If the voter selects that they are indefinitely confined on their absentee request, then they are exempt from the photo ID requirement. Indefinitely confined voters do not need to provide a photo ID with their absentee ballot request, but do need to be registered to vote to submit the absentee request.

When an indefinitely confined voter uses MyVote to request an absentee ballot, MyVote will send a notification email with an attached PDF of the absentee ballot application to the municipal clerk. It is essential that clerks pay close attention to the notification emails received from MyVote. An example of the email notification and the attached absentee application can be found as Appendix A.

When you receive an absentee ballot request from an indefinitely confined voter you will:

1. Review the Absentee Ballot Application

Identify the Voter Type

Clerks may receive absentee ballot requests from different voter types. Review section 4 of the application form to determine if the request is for a regular, military or permanent overseas voter.

Determine how and where the voter would like to receive their absentee ballot.

Review the voter information and mailing address fields to determine where to mail the absentee ballot. Regular voters, including indefinitely confined voters and voters who are temporarily living overseas can only receive their ballot **by mail**. Only military and permanent overseas voters can receive their ballot by email, fax or online, in addition to by mail. If an indefinitely confined voter requests an absentee ballot delivery method other than by mail, you should contact the voter to clarify that they can only receive a ballot by mail.

Determine the election(s) the voter would like an absentee ballot for.

- **Every election subsequent to today's date:** If the voter selects this option, they are certifying that they are an indefinitely confined voter. Voters are sent ballots for every future election.

Signature on the Absentee Ballot Request

Voters are not required to submit a wet signature with an electronic absentee ballot request. There will not be a voter signature on the absentee ballot applications received from MyVote. The absentee applications received from MyVote without voter signatures are acceptable.

What Additional Absentee Information does the Clerk Track in WisVote?

- Absentee Ballot Request Date
- Absentee Ballot Sent Date
- Absentee Ballot Returned Date

When an indefinitely confined voter uses MyVote to request an absentee ballot, MyVote automatically creates an absentee ballot application in WisVote. The clerk does not need to enter the absentee ballot application into WisVote. After the clerk sends the ballot to voter, the clerk will record the ballot sent date in WisVote. When the ballot is returned the clerk will record the ballot returned date. If you are a WisVote relier, please track the absentee ballot using your normal process and work with your WisVote provider to track the information in the system.

Hospitalized Voters MyVote Absentee Ballot Request

Hospitalized voters can start the absentee application process on MyVote. If the voter selects that they are hospitalized on their MyVote absentee request they will be given detailed instructions about appointing an agent and the process to obtain the ballot from the clerk's office. Clerks will not receive a notification from MyVote about a hospitalized voter's absentee request. The absentee request will be delivered to the clerk in person by the voter's agent.

The agent must provide a copy of both the voters and his or her photo ID. The municipal clerk should ensure that the photo ID for the voter matches the information on the absentee request before they issue an absentee ballot to the agent.

Notifications

On the following page, please find an example of the email that clerks will receive when a voter in their municipality requests an absentee ballot using MyVote.

The email notification will be sent to the primary email address that the municipal clerk has on file with the G.A.B. in WisVote. If there is one other email address where the clerk would rather have the notifications sent to, the clerk should contact the G.A.B. helpdesk and ask them to enter a secondary email address into the clerk contact record in WisVote. This email will only be used for MyVote notifications.

Appendix A

Wolfe, Meagan - GAB

From: GAB Move
Sent: Tuesday, June 14, 2016 1:26 PM
To: Wolfe, Meagan - GAB
Subject: Absentee Ballot Request - Regular Voter
Attachments: AbsenteeBallotRequest.pdf

An absentee ballot request has been received from MyVote from a voter in your municipality! Please review the attached request and pay particular attention to the type of voter. The request may be from a military or a permanent overseas voter. The voter making this request is not required to provide a photo ID or has already provided a photo ID with a previous absentee ballot request.

Record and process the attached absentee ballot request received from MyVote the same way as an absentee ballot request received by email.

Open the attached absentee ballot application and pay particular attention to the following sections of the form.

SECTION 4. Identifies if the voter is a military or permanent overseas voter. Military and permanent overseas voters are eligible to receive their ballot electronically. Military voters do not need to be registered to vote to request and receive an absentee ballot. The information on the absentee ballot form can be used to create a voter record in WisVote. Permanent overseas voters are required to register to vote Permanent overseas voters are only eligible to vote in federal contests.

SECTION 5. Identifies how the voter wants to receive their absentee ballot. All regular voters receive absentee ballots by mail. Only military and permanent overseas voters can receive absentee ballots by mail, email, or online through MyVote. Please follow the guidelines below:

- **MAIL:** If the voter has selected to receive their ballot by mail (or they are a regular voter), the **MUNICIPAL CLERK MUST MAIL THE VOTER A BALLOT.** Once the ballot is mailed to the voter, record the ballot sent date in WisVote. If you are a WisVote relier, log the date the ballot is mailed and forward the information to your WisVote provider for entry into WisVote.
- **ONLINE:** If the military or permanent overseas voter has selected to receive their ballot online, the **MUNICIPAL CLERK DOES NOT NEED TO SEND THE VOTER A BALLOT.** The voter will receive their ballot online through the MyVote website. The online ballot will be recorded as issued and the sent date updated in WisVote when the voter chooses to download their online ballot. WisVote users do not need to manually record the ballot sent date in WisVote.
- **EMAIL:** If the military or permanent overseas voter has selected to receive their ballot by email, the **MUNICIPAL CLERK MUST EMAIL THE VOTER A BALLOT.** Municipalities should receive a PDF of the ballot from their county prior to the deadline to send absentee ballots. The uniform instructions for military or permanent overseas voters explains what should be included with an emailed ballot. Once the ballot is emailed to the voter, record the ballot sent date in WisVote. If you are a WisVote relier, log the date the ballot is emailed and forward to information to your WisVote provider for entry into WisVote.
- **FAX:** If the military or permanent overseas voter has selected to receive their ballot by fax, the **MUNICIPAL CLERK MUST FAX THE VOTER A BALLOT.** The uniform instructions for military or permanent overseas voters explains what should be included with an faxed ballot.Once the ballot is faxed to the voter, record the ballot sent date in WisVote.If you are a WisVote relier, log the date the ballot is faxed and forward the information to your WisVote provider for entry into WisVote.

SECTION 6. Identifies the election(s) the voter would like to receive an absentee ballot for. If the voter has requests to receive ballots for a particular election(s), send them a ballot for only the elections they have indicated.If the voter has requested to receive ballots for all elections in the calendar year, send the voter a ballot for all elections through 12/31 of the current year. If the voter requested to receive ballots for every election subsequent to today's date and certifies that they are indefinitely confined because of age, illness, infirmity or disability, send the voter a ballot for all future elections.

If you have any other questions on how to process this absentee ballot request, please contact the G.A.B.at gab@wi.gov or at (608) 266-8005.

Wisconsin Application for Absentee Ballot

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

WISVOTE ID# (Office Use Only):

VOTER INFORMATION

1	**Municipality** ☐ **Town** ☐ **Village** ☐ **City**	Great Town	**County**	Multiple Counties

2	**Last Name**	TEST	**First Name**	TEST		
	Middle Name	D	**Suffix(e.g. Jr, II, etc.)**		**Date of Birth(MM/DD/YYYY)**	9/17/1994
	Phone		**Fax**		**Email**	TEST@mail.mil.com
3	**Residence Address: Street Number & Name**	6 W JUNIPER ST				
	Apt. Number		**City, State & Zip**	GREAT TOWN 53034-9710		

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

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

5	☐ MAIL	**Mailing Address: Street Number & Name**			
	☐ FAX	**Apt. Number**		**City, State & Zip**	
	☑ EMAIL	**Fax Number (Military and Permanent Overseas only)**			
	☐ ONLINE	**Email Address**	josiah.d.moder.mil@mail.mil.com		

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

6 ☑ The following electionsfrom today's date through the end of the current calendar year (ending 12/31):

2016 General Election

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

☐ Every election subsequent to today's date

I further certify that I am indefinitely confirmed due to age, illness, infirmity or disability and request ballots be sent to me

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 DECLARATION / CERTIFICATION (if required)

Assistant Signature	X	**Today's Date**	

VOTER DECLARATION / CERTIFICATION (NOT required for all voters)

Voter Signature	X SIGNITURE NOT REQUIRED	**Today's Date**	

MyVote Initiated Voter Registration Applications

Regular Voters

Regular voters can start the voter registration process using MyVote.wi.gov. To complete the registration process the voter must print, sign and deliver the voter registration application to their municipal clerk along with a proof of residence document.

When a municipal clerk receives a MyVote initiated voter registration application from a voter by mail, in-person or at the polls on Election Day, they should process the voter registration the same as any other voter registration application. The voter registration applications initiated from MyVote will have the MyVote logo to identify them, however, because WisVote will search both existing voter records and MyVote pending applications the MyVote initiated voter registrations can be entered from the Voter Registration tile.

The benefit to the clerk of the voter using MyVote to start the voter registration process is that the data entry in WisVote for the application will already be complete. The clerk will still need to review the voter registration and verify the form of proof of residence before completing and approving the voter registration in WisVote.

If the clerk does not use WisVote to process voter registrations, they should process or reject the MyVote voter registration application the same as any other voter registration application. WisVote reliers should work with their WisVote providers to confirm the voter registrations are entered into WisVote.

Permanent Overseas Voters

Permanent overseas voters are required to register to vote before receiving an absentee ballot. However, they do not need to provide proof of residence with their voter registration. Permanent Overseas voters may start the voter registration process online at MyVote.wi.gov.

After the voter has completed the steps on MyVote they will be given detailed instructions on how to return the completed registration form to their municipal clerk. Permanent overseas voters will most likely be returning their registration application by mail, so the deadline to postmark their application will be prominent.

Military Voters

Military voters are not required to register to vote however, many military voters will submit their voter information with their absentee ballot request. If there is not a voter record in WisVote for a military voter, use the voter information on the absentee ballot request to create a voter registration record for the voter in WisVote.

If a military voter would like to enter their voter information or update their voter information on MyVote, they may do so without registering to vote. Once the military voter has entered their new information or updated their information on MyVote, the clerk will receive an email notification. Please see Appendix A for an example of the notification.

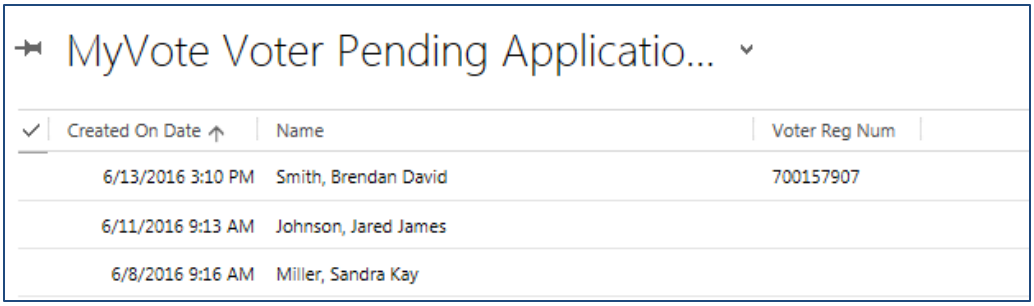
MyVote Pending Applications in WisVote

When a voter completes a voter registration form on MyVote.wi.gov, a MyVote Pending Application is created in WisVote. The voter registration application will remain pending in WisVote until the voter has printed, signed and delivered the voter registration form, along with an acceptable form of proof of residence to their municipal clerk. WisVote will automatically deactivate a MyVote pending application after 45 days. The automatic deactivation will only include MyVote registration applications that have not been processed and approved.

Manage MyVote Applications in WisVote

1. Click the MyVote tile.
2. The view will default to MyVote Voter Pending Applications. The pending applications list displays all of the voter registration applications initiated on MyVote that are pending approval.

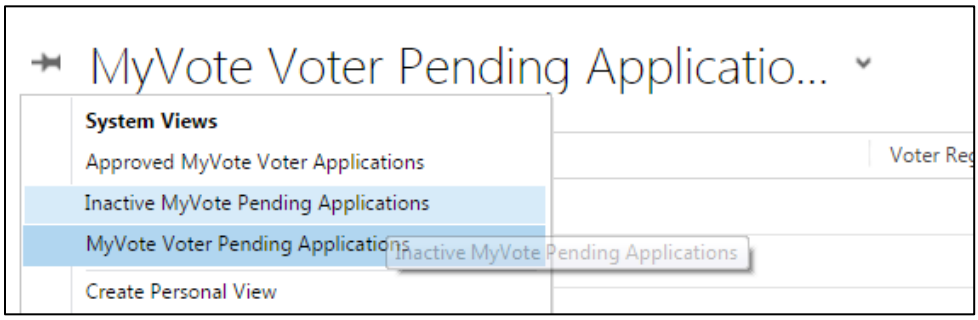
   The MyVote Pending Application View is sorted by the most recent date the voter registration application was created in MyVote. If a record has a voter registration number, the system has linked the voter to an existing voter record.



3. To view MyVote registration applications that are no longer pending and have been approved or deactivated, click the chevron to the right of the view name, *MyVote Voter Pending Applications*.

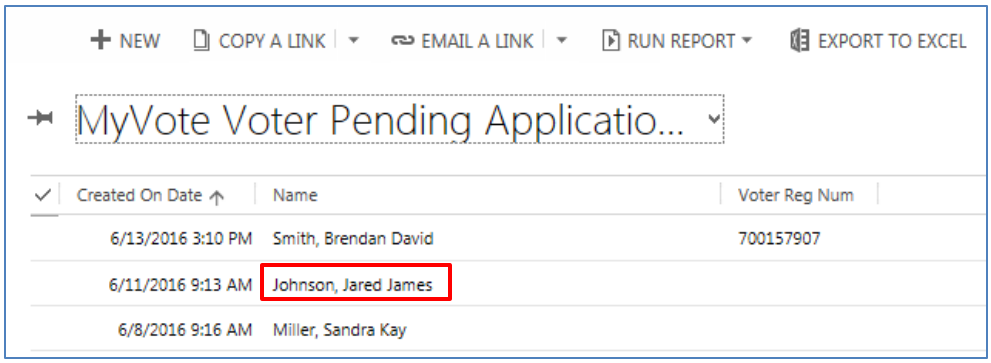
   Approved MyVote Voter Applications View: Displays a list of approved MyVote initiated voter registration applications.

   Inactive MyVote Pending Applications View: Displays a list of MyVote initiated voter registration applications that have been deactivated, either automatically by the system or by the clerk.

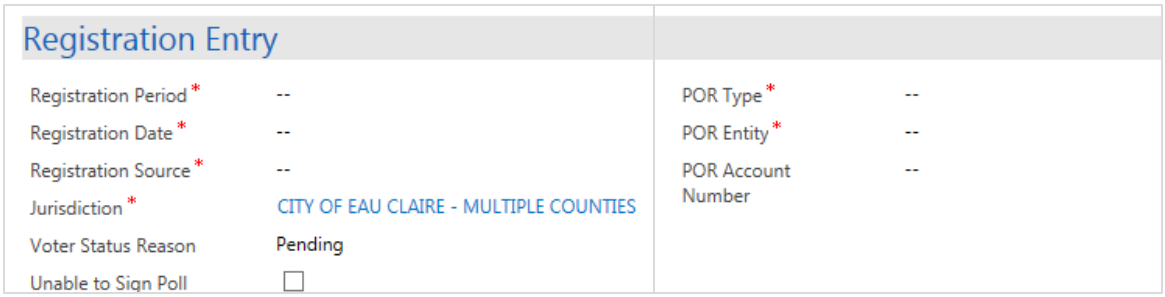


Process a MyVote Pending Application through the MyVote Tile

1. Click the MyVote tile.
2. Click the Name of the Voter in the MyVote Voter Pending Application List.



3. Enter the voter registration information in the fields below the Registration Entry section of the MyVote Pending Application page. The Registration Period, Registration Date, Registration Source, POR Type, POR Entity, and POR Account Number (if applicable) are all required fields.



4. To approve the voter registration application, click Save & Close.

Process a MyVote Pending Application through the Voter Registration Tile

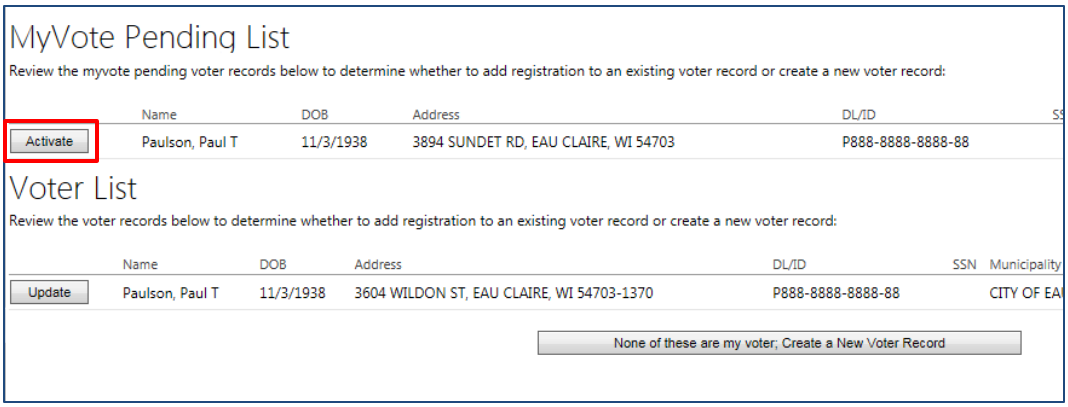
1. Click the Voter Registration tile.

2. Enter the voter's First Name, Last Name, and Date of Birth then click Search.

3. If the voter does not have a voter registration record in WisVote, a voter record will display below the MyVote Pending List on the search page.

   If the voter has registered to vote previously, a record will display for the voter below both the MyVote Pending List and Voter List on the search page.

4. Click the Activate button on the voter record in the MyVote Pending List to open the MyVote Pending Voter Registration Application.



5. Enter the voter registration information in the fields below the Registration Entry section of the MyVote Pending Application page. The Registration Period, Registration Date, Registration Source, POR Type, POR Entity, and POR Account Number (if applicable) are all required fields.

6. To approve the voter registration application, click Save & Close.

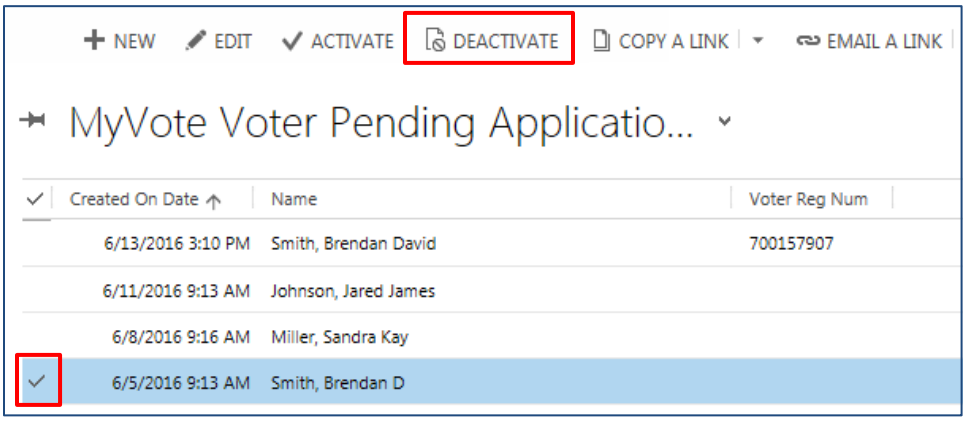
Process a MyVote Pending Application as an Election Day Registration

1. Click the Elections tile.
2. Click the Name of the Election.
3. Click the Poll Books tab.
4. Click the Reporting Unit where the ballot was cast.
5. On the Poll Book Information page, click the EDR button at the top of the page.
6. Enter the voter's First Name, Last Name, and Date of Birth to search for the voter.
7. Click the Activate button on the voter record in the MyVote Pending List to open the MyVote Pending Voter Registration Application.
8. Enter the voter registration information in the fields below the Registration Entry section of the MyVote Pending Application page.
9. To approve the voter registration application, click Save & Close.

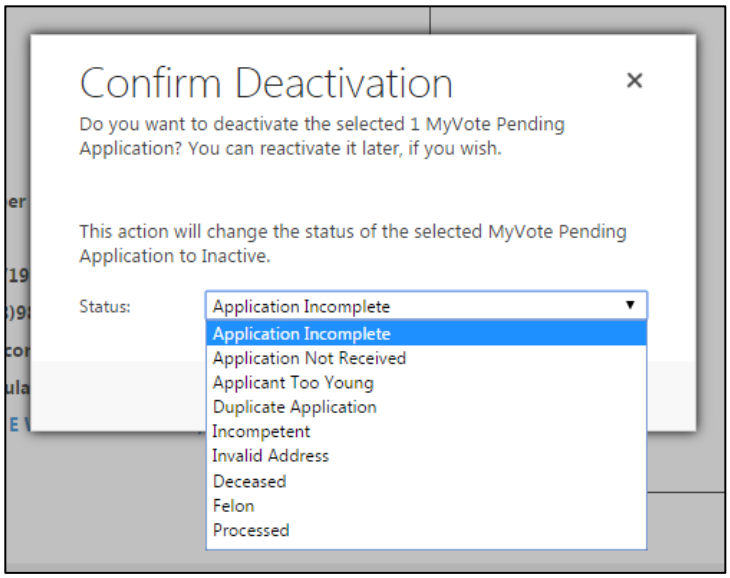
Deactivate a MyVote Pending Application

WisVote will automatically deactivate a MyVote pending application after 45 days. The automatic deactivation will only include MyVote registration applications that have not been processed and approved. Clerks may deactivate MyVote Pending Applications if the voter registration application should be denied.

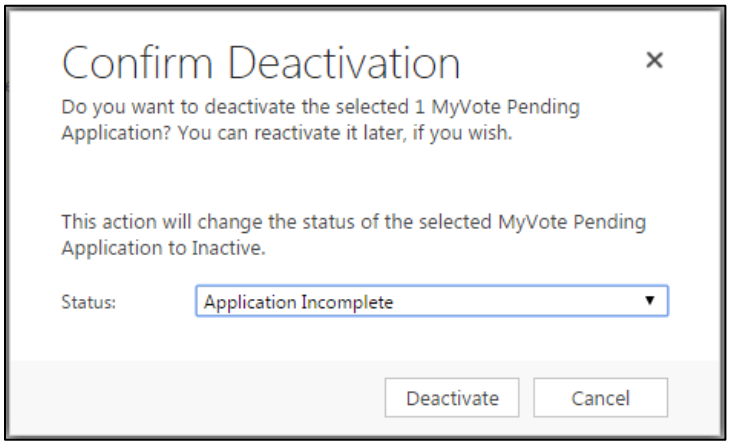
1. Click the MyVote tile.
2. Select the record in the Pending Application List. If an application is being deactivated because of a duplicate record, determine which pending application should be deactivated.
3. Check the box on the application to deactivate.
4. Click the Deactivate button at the top of the page.



5. Select the reason for deactivating the MyVote pending application.



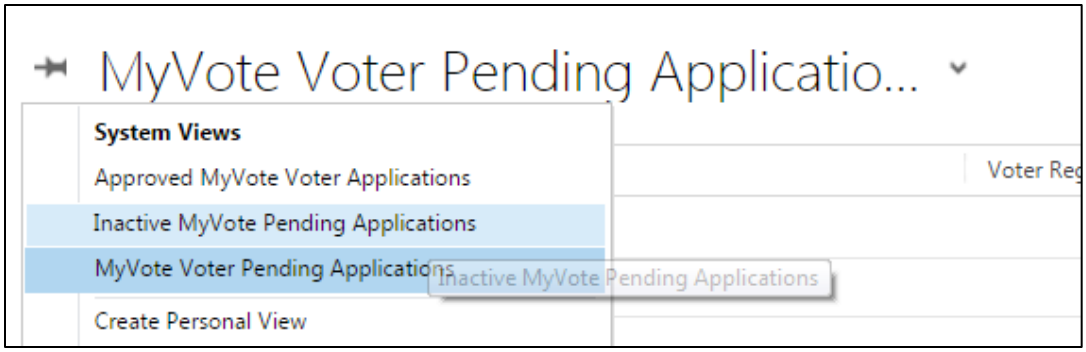
6. Click the Deactivate button to deactivate the MyVote pending application. The record will now display in the Inactive MyVote Pending Application view.



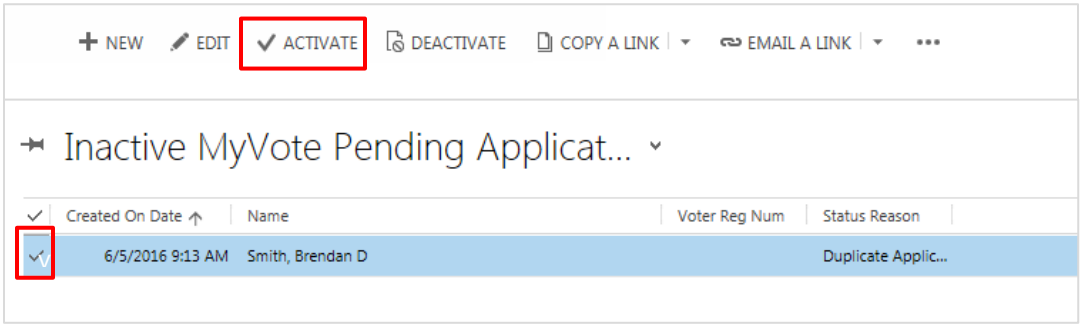
Activate an Inactive MyVote Pending Application

If a MyVote pending application is deactivated by mistake or the voter's registration form is received after the application was deactivated the inactive MyVote pending application can be reactivated so the application can be processed.

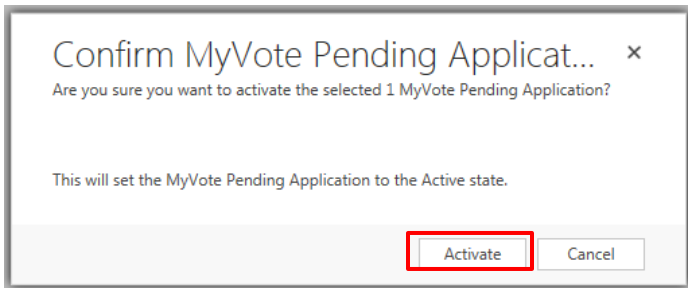
1. Click the MyVote tile.
2. Change the view to Inactive MyVote Pending Applications.



3. Check the box on the application to activate.
4. Click the Activate button at the top of the page.



5. Click the Activate button in the confirmation window to activate the MyVote pending application. The record will now display in the MyVote Pending Application view.



Thank you for using the MyVote.wi.gov website to complete your voter registration form. **YOU ARE NOT YET READY TO VOTE!**

To complete the voter registration process, please follow these steps:

Step 1

Print off your Wisconsin Voter Registration form.

Step 2

Sign your printed Wisconsin Voter Registration form.

Step 3

Include a proof of residence document with your completed Wisconsin voter registration form. To finish your voter registration , you need to mail or deliver your form to your municipal clerk, along with a proof of residence document.

Some examples of accepted proof of residence documents include:

- Wisconsin Driver License or State ID, with a current name and address
- Residential Lease
- Utility Bill, dated within 90 days of the date of registration
- Paycheck
- Tax bill or statement
- Affidavit from Homeless Shelter
- Hunting License
- Bank Statement

Note for Military and Permanent Overseas Voters: Military and Permanent Overseas voters do NOT need to provide a proof of residence document when registering to vote.

Step 4

Submit your voter registration form to your municipal clerk. You may submit your completed form the following ways:

By Mail

You can mail your form to your municipal clerk. **You must postmark your registration form by 08/24/2016.**

Don't forget to send your proof of residence document.

Mail your form to your Municipal Clerk:

Maribeth L Witzel-Behl
City Of Madison - Dane County
210 Martin Luther King Jr Blvd Rm 103, Madison, Wi 53703-3340

By Delivery

You can deliver your form to your municipal clerk. **But it must be received by 09/08/2016 05:00 pm.**

Don't forget to send your proof of residence document.

Return your form to your Municipal Clerk:

Maribeth L Witzel-Behl
City Of Madison - Dane County
210 MI King Jr Blvd Rm 103, Madison, Wi 53703-3342

By Delivery to your Polling Place

You can bring your form to the polling place on election day **by 09/13/2016 08:00 pm.**

Don't forget to send your proof of residence document.

Bring your form to your Polling Place:

Gates Of Heaven
302 E Gorham St Madison, WI
City Of Madison - Ward 46

Wisconsin Voter Registration Application

☐ **Submitted by Mail**
For Official Use Only
Completed online at: My Vote WI

Please verify that the information on the form is correct. Sign, date, and mail. When mailing, follow the instructions on the page above.

	Confidential Elector ID#	**Online Mail App. ID**	**SVRS ID#**
1	☑ New Voter ☐ Name Change ☐ Address Change	**Name of Municipality** CITY OF MADISON - DANE COUNTY	**County**
2	**WI Driver License or ID Number** T787-7454-5444-01	**Expr date** 11/9/2017	**Social Security Number (Last 4)**	☐ I have neither a State issued ID nor a Social Security number
3	**Last Name** Test	**First Name** Test	**Middle Name(s)**	**Suffix**
	Date of Birth 3/5/1989	**Phone#** (608)266-8005	**Email Address** elections@wi.gov	
	Are you a military or permanent overseas elector:	☐ **Military**	☐ **Permanent Overseas**	
4	**Residence Address** 212 E WASHINGTON AVE	**Apt or Lot#**	**City** MADISON	**State** WI	**Zip** 53703-2855
5	**Mailing Address**		**City**	**State**	**Zip**
6	**Prior Last Name**	**First Name**		**Middle Name(s)**	**Suffix**
7	**Previous Address**	**Apt or Lot#**	**City**	**State**	**Zip**
8	☑ **I am interested in being a poll worker**	**Accommodation needed at poll location (e.g. Wheelchair access):**			

9 Please answer the following questions by checking 'Yes' or 'No'.

Are you a citizen of the United States of America? **Yes** ☑ **No** ☐

Will you be 18 years of age on or before election day? **Yes** ☑ **No** ☐

If you checked 'No' in response to EITHER of these questions, do not complete this form.

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 10 consecutive days immediately preceding this election, with no present intent to move. I am not currently serving a sentence including probation or parole 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** (MM/DD/YYYY)	
			Election Day Voter# (official use only)	

Falsification of information on this form is punishable under Wisconsin law as a Class I Felony

12	**Official Use: Proof of Residence Type**	**Official Use: Proof of Residence Issuing entity**	**Official Use: Proof of Residence #**
	Official Signature:	**Date complete & POR received**	**SRDs printed name and SRD#**

For office/clerk use only

WD-046 3269 AL-02 CS-02 CA-04 AS-76 SS-26 CG-02

MyVote Data Quality

MyVote is the voter facing portal into the WisVote system. MyVote depends on the information that is entered into WisVote by municipal and county clerks. The information that is entered into WisVote is the information voters will see when accessing their records on MyVote. It is very important that voters be able to find the information they need to participate in the voting process. Therefore, it is critical that information is entered into WisVote accurately and timely. This section is intended to provide an overview of the connections between WisVote and MyVote to ensure the quality of data that voters access.

Find My Polling Place

Voters can use MyVote.wi.gov to find their polling place by searching for their address. A voter will only be able to find their polling place on MyVote if the polling place for the address is assigned to a reporting unit in the election plan for the current election type in WisVote. An election plan is a reusable template for a specific election type that lists all of the reporting units within a municipality and their assigned polling place locations. The reporting units in a municipality may be single wards or a combination of wards; and may change from election to election. Prior to creating an election plan, all polling place locations should be set up in WisVote. For more information on how to set up polling place locations and update election plans in WisVote, please refer to Chapter 4 of the WisVote manual.

In addition to election plans, the accuracy of the MyVote find my polling place feature relies on the district combination assigned to the voter's address in WisVote. All active addresses must be assigned to the correct district combination in WisVote to ensure that the voter goes to the correct polling place. For more information on WisVote address management, please refer to Chapter 7 of the WisVote manual.

What's on My Ballot

Voters can use MyVote.wi.gov to view the contests and candidates on their ballot for upcoming elections. Military and permanent overseas voters can also access their ballot online through MyVote. Voters can only preview their ballot or access their online ballot on MyVote if the contests and candidates are entered into WisVote and the Contests Complete and Candidates Complete checkpoints have been checked for the municipalities, counties, and the state. Therefore, once ballots have been finalized, please make sure that the contests and candidates are checked in WisVote to be use that voters have access to a complete sample ballot and that military voters are able to access their online ballot.

Another important note, the accuracy of a voter's sample ballot on MyVote relies on the district combination assigned to the voter's address in WisVote. All active addresses must be assigned to the correct district combination in WisVote to ensure that the voter is shown the correct sample ballot.

Find My Elected Officials

Voters can use MyVote.wi.gov to view a list of their current elected officials. It is important to note that a voter can only see a list of their elected officials if the elected official record has been entered into WisVote. County clerks are responsible for maintaining elected official information for county, joint municipal court and school board contests. Municipal clerks are responsible for entering elected official information for municipal and sanitary district contests. The Wisconsin Elections Commission is responsible for entering elected official information for federal and state contests. An incomplete list of elected officials will be displayed on MyVote if the information is not kept up-to-date in WisVote. For instructions on entering elected officials into WisVote, please refer to Chapter 4, Section 4: Office Positions of the WisVote manual.

View My Voting Activity

Voters can use MyVote.wi.gov to access their voter profile and view the elections they have participated in. A voter can check their current registration information, view information about their next election, view their polling place information, update the name or address on their voter registration, request an absentee ballot, track the status of their absentee ballot, track provisional ballots, and find their elected officials on the My Voter Information page.

A voter will only be able to view their voting activity on MyVote if the clerk has entered the voter's information into WisVote. Absentee ballot information should be entered into WisVote in accordance with the law so that MyVote reflects accurate absentee ballot status information. After the election, voter participation and Election Day registrations should also be entered into WisVote in a timely and accurate manner. MyVote will display the status of a voter's registration and the elections a voter has participated in and the means by which the voter cast their ballot (at the polls, in-person absentee, or by mail absentee) for each election.