

# **Photo ID Law Implementation**

**Thursday, April 23, 2015**

**10:00 a.m. – 11:00 a.m.**

## **Program Presenters**

Wisconsin Government Accountability Board Staff

## **Agenda**

- Photo ID Status: Required after April 7, 2015
- Notices
- Missing Photo ID Letter
- Acceptable Forms of Proof of Identification
- Overview of Absentee Voting Rules
- Absentee Ballot Application/Certificate Envelope
- Uniform Instructions
- Polling Place Step-by-Step
- Provisional Ballots
- Provisional Tracker System



## **SAMPLE TYPE B NOTICE FOR SPRING PRIMARY**

(Use with paper ballots, optical scan, and touch screen voting systems. Includes Automark and Vote-PAD instructions. Delete any language or paragraphs that do not apply to your election, type of voting system or ballot marking device, if applicable.)

### **NOTICE OF SPRING PRIMARY AND SAMPLE BALLOTS**

**(insert date of primary)**

OFFICE OF THE (insert name of county, town, village, city, or school district) CLERK

TO THE VOTERS OF (insert name of county, town, village, city, or school district):

Notice is hereby given of a spring primary election to be held in (insert name of county, town, village, city, or school district) on the (insert full date of election), at which the officers named below shall be nominated. The names of the candidates for each office, whose nominations have been certified to or filed in this office, are given under the title of the office, each in its proper column, together with the questions submitted to a vote, for a referendum, if any, in the sample ballot below.

#### **INFORMATION TO ELECTORS**

Upon entering the polling place, a voter shall state his or her name and address, show an acceptable form of proof of identification and sign the poll book and show acceptable proof of identification before being permitted to vote. If a voter is not registered to vote, a voter may register to vote at the polling place serving his or her residence, if the voter presents proof of residence in a form specified by law. Where ballots are distributed to electors, the initials of two inspectors must appear on the ballot. Upon being permitted to vote, the voter shall retire alone to a voting booth and cast his or her ballot except that a voter who is a parent or guardian may be accompanied by the voter's minor child or minor ward. An election official may inform the voter of the proper manner for casting a vote, but the official may not in any manner advise or indicate a particular voting choice.

#### **Where Hand-Count Paper Ballots are Used**

The voter shall make a cross (X) in the square next to the name of the candidate of his or her choice for each office for which he or she intends to vote. To vote for a person whose name does not appear on the ballot, the voter shall write in the name of the person of his or her choice in the space provided for a write-in vote. On referendum questions, the voter shall make a cross (X) in the square next to "yes" if in favor of the question, or the voter shall make a cross (X) in the square next to "no" if opposed to the question.

When using a *tactile ballot marking device (Vote-PAD)* to mark a **paper** ballot, the voter shall obtain from the inspectors, the assistive device and any audio or dexterity aids if required. The voter shall fill in the oval or connect the arrow next to the name of the candidate of his or her choice for each office for which he or she intends to vote. To vote for a person whose name does not appear on the ballot, the voter shall write in the name of the person of his or her choice in the space provided, and fill in the oval or connect the arrow on the write-in line. On referendum questions, the voter shall fill in the oval or connect the arrow next to "yes" if in favor of the question, or the voter shall fill in the oval or connect the arrow next to "no" if opposed to the question.

#### **Where Optical Scan Voting is Used**

The voter shall fill in the oval or connect the arrow next to the name of the candidate of his or her choice for each office for which he or she intends to vote. To vote for a person whose name does not appear on the ballot, the voter shall write in the name of the person of his or her choice in the space provided, and fill in the oval or connect the arrow on the write-in line. On referendum questions, the voter shall fill in the oval or connect the arrow next to "yes" if in favor of the question, or the voter shall fill in the oval or connect the arrow next to "no" if opposed to the question.

When using an *electronic ballot marking device* (“Automark”) to mark an **optical scan** ballot, the voter shall touch the screen at the name of the candidate of his or her choice for each office for which he or she intends to vote. To vote for a person whose name does not appear on the ballot, the voter shall type in the name of the person of his or her choice in the space provided for a write-in vote. On referendum questions, the voter shall touch the screen at "yes" if in favor of the question, or the voter shall touch the screen at "no" if opposed to the question.

**Where Touch Screen Voting is Used,**

The voter shall touch the screen next to the name of the candidate of his or her choice for each office for which he or she intends to vote. To vote for a person whose name does not appear on the ballot, the voter shall type in the name of the person of his or her choice in the space provided for a write-in vote. On referendum questions, the voter shall touch the screen next to "yes" if in favor of the question, or the voter shall touch the screen next to "no" if opposed to the question.

The vote should not be cast in any other manner. Not more than five minutes' time shall be allowed inside a voting booth. Sample ballots or other materials to assist the voter in casting his or her vote may be taken into the booth and copied. The sample ballot shall not be shown to anyone so as to reveal how the ballot is marked.

If the voter spoils a **paper or optical scan ballot**, he or she shall return it to an election official who shall issue another ballot in its place, but not more than three ballots shall be issued to any one elector. If the ballot has not been initialed by two inspectors or is defective in any other way, the voter shall return it to the election official, who shall issue a proper ballot in its place.

The voter may spoil a **touch screen** ballot at the voting station before the ballot is cast.

**After Voting the Ballot**

After an official **paper** ballot is marked, it shall be folded so the inside marks do not show, but so the printed endorsements and inspectors' initials on the outside do show. The voter shall deposit the voted ballot in the ballot box, or deliver the ballot to an inspector for deposit, and shall leave the polling place promptly.

After an official **optical scan** ballot is marked, it shall be inserted in the security sleeve so the marks do not show. The voter shall insert the ballot in the voting device and discard the sleeve, or deliver the ballot to an inspector for deposit. If a central count system is used, the voter shall insert the ballot in the ballot box and discard the sleeve, or deliver the ballot to an inspector for deposit. The voter shall leave the polling place promptly.

After an official **touch screen** ballot is cast, the voter shall leave the polling place promptly.

A voter may select an individual to assist in casting his or her vote if the voter declares to the presiding official that he or she is unable to read, has difficulty reading, writing or understanding English or that due to disability is unable to cast his or her ballot. The selected individual rendering assistance may not be the voter's employer or an agent of that employer or an officer or agent of a labor organization which represents the voter.

The following is a sample of the official ballots:

(Insert official Spring Primary Ballots).

---

(Name and title of Clerk making this notice)

**SAMPLE TYPE B NOTICE FOR SPRING ELECTION (INCLUDES REFERENDA INSTRUCTIONS)**

(Use with paper ballots, optical scan voting systems. And touch screen systems. Includes Automark and Vote-PAD instructions. Delete any language or paragraphs that do not apply to your election or type of voting system.)

**NOTICE OF SPRING ELECTION AND**

**SAMPLE BALLOTS**

**(insert date of election)**

OFFICE OF THE (insert name of county, town, village, city, or school district) CLERK

TO THE VOTERS OF (insert name of county, town, village, city, or school district):

Notice is hereby given of a spring election to be held in (insert name of county, town, village, city or school district), on the (insert day in figures) day of (insert month and year), at which the officers named below shall be chosen. The names of the candidates for each office to be voted for, whose nominations have been certified to or filed in this office, are given under the title of the office, each in its proper column, together with the questions submitted to a vote, for a referendum, if any, in the sample ballot below.

**INFORMATION TO VOTERS**

Upon entering the polling place, a voter shall state his or her name and address, show an acceptable form of proof of identification and sign the poll book before being permitted to vote. If a voter is not registered to vote, a voter may register to vote at the polling place serving his or her residence, if the voter presents proof of residence in a form specified by law. Where ballots are distributed to voters, the initials of two inspectors must appear on the ballot. Upon being permitted to vote, the voter shall retire alone to a voting booth and cast his or her ballot except that a voter who is a parent or guardian may be accompanied by the voter's minor child or minor ward. An election official may inform the voter of the proper manner for casting a vote, but the official may not in any manner advise or indicate a particular voting choice.

**Where Hand-Count Paper Ballots are Used**

The voter shall make a mark (X) in the square next to the name of the candidate of his or her choice for each office for which he or she intends to vote. To vote for a person whose name does not appear on the ballot, the voter shall write in the name of the person of his or her choice in the space provided for a write-in vote. On referendum questions, the voter shall make a mark (X) in the square next to "yes" if in favor of the question, or the voter shall make a mark (X) in the square next to "no" if opposed to the question.

When using a *tactile ballot marking device (Vote-PAD)* to mark a **paper** ballot, the voter shall obtain from the inspectors, the assistive device and any audio or dexterity aids if required. The voter shall fill in the oval or connect the arrow next to the name of the candidate of his or her choice for each office for which he or she intends to vote. To vote for a person whose name does not appear on the ballot, the voter shall write in the name of the person of his or her choice in the space provided, and fill in the oval or connect the arrow on the write-in line. On referendum questions, the voter shall fill in the oval or connect the arrow next to "yes" if in favor of the question, or the voter shall fill in the oval or connect the arrow next to "no" if opposed to the question.

**Where Optical Scan Voting is Used**

The voter shall fill in the oval or connect the arrow next to the name of the candidate of his or her choice for each office for which he or she intends to vote. To vote for a person whose name does not appear on the ballot, the voter shall write in the name of the person of his or her choice in the space provided and fill in the oval or connect the arrow on the write-in line. On referendum questions, the voter shall fill in the oval or connect the arrow next to "yes" if in favor of the question, or the voter shall fill in the oval or connect the arrow next to "no" if opposed to the question.

When using an *electronic ballot marking device* (“Automark”) to mark an **optical scan** ballot, the voter shall touch the screen at the name of the candidate of his or her choice for each office for which he or she intends to vote. To vote for a person whose name does not appear on the ballot, the voter shall type in the name of the person of his or her choice in the space provided for a write-in vote. On referendum questions, the voter shall touch the screen at "yes" if in favor of the question, or the voter shall touch the screen at "no" if opposed to the question.

### **Where Touch Screen Voting is Used**

The voter shall touch the screen next to the name of the candidate of his or her choice for each office for which he or she intends to vote. To vote for a person whose name does not appear on the ballot, the voter shall type in the name of the person of his or her choice in the space provided for a write-in vote. On referendum questions, the voter shall touch the screen next to "yes" if in favor of the question, or the voter shall touch the screen next to "no" if opposed to the question.

The vote should not be cast in any other manner. Not more than five minutes time shall be allowed inside a voting booth or machine. Sample ballots or other materials to assist the voter in casting his or her vote may be taken into the booth and copied. The sample ballot shall not be shown to anyone so as to reveal how the ballot is marked.

If the voter spoils a **paper or optical scan** ballot, he or she shall return it to an election official who shall issue another ballot in its place, but not more than three ballots shall be issued to any one voter. If the ballot has not been initialed by two inspectors or is defective in any other way, the voter shall return it to the election official, who shall issue a proper ballot in its place.

The voter may spoil a **touch screen** ballot at the voting station before the ballot is cast.

### **After Voting the Ballot**

After an official **paper** ballot is marked, it shall be folded so the inside marks do not show, but so the printed endorsements and inspectors' initials on the outside do show. The voter shall leave the booth, deposit the ballot in the ballot box, or deliver the ballot to an inspector for deposit, and shall leave the polling place promptly.

After an official **optical scan** ballot is marked, it shall be inserted in the security sleeve so the marks do not show. After casting his or her vote, the voter shall leave the booth, insert the ballot in the voting device and discard the sleeve, or deliver the ballot to an inspector for deposit. If a central count system is used, the voter shall insert the ballot in the ballot box and discard the sleeve, or deliver the ballot to an inspector for deposit. The voter shall leave the polling place promptly.

After an official **touch screen** ballot is cast, the voter shall leave the polling place promptly.

A voter may select an individual to assist in casting his or her vote if the voter declares to the presiding official that he or she is unable to read, has difficulty reading, writing or understanding English or that due to disability is unable to cast his or her ballot. The selected individual rendering assistance may not be the voter's employer or an agent of that employer or an officer or agent of a labor organization which represents the voter.

The following is a sample of the official ballots:

(Insert official Spring Election Ballots).

---

(insert name and title of Clerk making this notice)

SAMPLE TYPE B NOTICE FOR PARTISAN PRIMARY

(Use with paper ballots, optical scan and touch screen voting systems. Delete any language or paragraphs that do not apply to your election or type of voting system.)

**NOTICE OF PARTISAN PRIMARY  
AND  
SAMPLE BALLOTS**

**(insert date of primary)**

OFFICE OF THE (insert name of county) CLERK

TO THE VOTERS OF (insert name of county) COUNTY:

Notice is hereby given of a partisan primary to be held in (insert name of county) County on the (insert full date of primary), at which the nominees for the offices named below shall be chosen. The names of the candidates for each office, whose nominations have been certified to or filed in this office, are given under the title of the office under the appropriate party or other designation, each in its proper column, together with the questions submitted to a vote, if any, in the sample ballot below.

INFORMATION TO ELECTORS

Upon entering the polling place, a voter shall state his or her name and address, show an acceptable form of proof of identification and sign the poll book and show acceptable proof of identification before being permitted to vote. If a voter is not registered to vote, a voter may register to vote at the polling place serving his or her residence if the voter provides proof of residence. Where ballots are distributed to electors, the initials of two inspectors must appear on the ballot. Upon being permitted to vote, the voter shall retire alone to a voting booth and cast his or her ballot except that a voter who is a parent or guardian may be accompanied by the voter's minor child or minor ward. An election official may inform the voter of the proper manner for casting a vote, but the official may not in any manner advise or indicate a particular voting choice.

**At the partisan primary the voter shall select the party of his or her choice.** Voting for candidates of more than one party may invalidate the ballot. You must cast a vote for individual candidates.

Where Hand-Count Paper Ballots are Used

The voter shall choose the ballot of the party of his or her choice.

**If the voter votes on more than one party ballot, no votes will be counted.**

The voter shall then make a mark (X) in the square next to the name of the candidate of his or her choice for each office for which he or she intends to vote on the ballot of his or her choice. To vote for a person whose name does not appear on the ballot, the voter shall write in the name of the person of his or her choice in the space provided for a write-in vote. On referendum questions, the voter shall make a mark (X) in the square next to "yes" if in favor of the question, or the voter shall make a mark (X) in the square next to "no" if opposed to the question.

When using a *tactile ballot marking device (Vote-PAD)* to mark a **paper** ballot, the voter shall obtain from the inspectors, the assistive device and any audio or dexterity aids if required. The voter shall fill in the oval or connect the arrow next to the name of the candidate of his or her choice for each office for which he or she intends to vote. To vote for a person whose name does not appear on the ballot, the voter shall write in the name of the person of his or her choice in the space provided, and fill in the oval or connect the arrow on the write-in line. On referendum questions, the voter shall fill in the oval or connect the arrow next to "yes" if in favor of the question, or the voter shall fill in the oval or connect the arrow next to "no" if opposed to the question.

### **Where Optical Scan Voting is used**

- If a party preference *is designated*, and votes are cast for ballot candidates of another party or write-in votes are cast in another party, only votes cast in the designated party will count.
- If a party preference *is not designated*, and votes are cast for candidates (or write-in votes are cast) in more than one party, no votes will be counted

The voter shall then fill in the oval or connect the arrow next to the name of the candidate of his or her choice for each office for which he or she intends to vote under the party of his or her choice. To vote for a person whose name does not appear on the ballot, the voter shall write in the name of the person of his or her choice in the space provided for a write-in vote, and fill in the oval or connect the arrow on the write-in line. On referendum questions, the voter shall fill in the oval or connect the arrow next to "yes" if in favor of the question, or the voter shall fill in the oval or connect the arrow next to "no" if opposed to the question.

When using an *electronic ballot marking device* ("Automark") to mark an **optical scan** ballot, the voter shall touch the screen at the name of the candidate of his or her choice for each office for which he or she intends to vote. To vote for a person whose name does not appear on the ballot, the voter shall type in the name of the person of his or her choice in the space provided for a write-in vote. On referendum questions, the voter shall touch the screen at "yes" if in favor of the question, or the voter shall touch the screen at "no" if opposed to the question.

### **Where Touch Screen Voting is Used**

The voter shall touch the screen next to the party of his or her choice. The voter shall then touch the screen next to the name of the candidate of his or her choice for each office for which he or she intends to vote. To vote for a person whose name does not appear on the ballot, the voter shall type in the name of the person of his or her choice in the space provided for a write-in vote. On referendum questions, the voter touch the screen next to "yes" if in favor of the question or the voter shall touch the screen next to "no" if opposed to the question.

The vote should not be cast in any other manner. Not more than five minutes time shall be allowed inside a voting booth. Sample ballots or other materials to assist the voter in marking his or her vote may be taken into the booth and copied. The sample ballot shall not be shown to anyone so as to reveal how the ballot is marked.

If a voter spoils a **paper or optical scan** ballot, he or she shall return it to an election official who shall issue another ballot in its place, but not more than three ballots shall be issued to any one elector. If the ballot has not been initialed by two inspectors or is defective in any other way, the voter shall return it to the election official, who shall issue a proper ballot in its place.

The voter may spoil a **touch screen** ballot at the voting station before the ballot is cast. .

### **After Voting the Ballot**

After an official **paper** ballot is marked, it shall be folded so the inside marks do not show, but so the printed endorsements and inspectors' initials on the outside do show. The voter shall then deposit the voted ballot in the ballot box (or deliver the ballot to an inspector for deposit), deposit the un-voted ballots in the discard box, and promptly leave the polling place

After an official **optical scan** ballot is marked, it shall be inserted in the security sleeve so the marks do not show. The voter shall then insert the ballot in the voting device and discard the sleeve, or deliver the ballot to an inspector for deposit. If a central count system is used, the

elector shall insert the ballot in the ballot box and discard the sleeve, or deliver the ballot to an inspector for deposit. The voter shall leave the polling place promptly.

After an official **touch screen** ballot is marked, the voter shall leave the polling place promptly.

A voter may select an individual to assist in casting his or her vote if the voter declares to the presiding official that he or she is unable to read, has difficulty reading, writing or understanding English or that due to disability is unable to cast his or her ballot. The selected individual rendering assistance may not be the voter's employer or an agent of that employer or an officer or agent of a labor organization which represents the voter.

The following is a sample of the official ballots:

(Insert official Partisan Primary Ballots).

---

(Signature of Clerk making this notice)



SAMPLE TYPE B NOTICE FOR GENERAL ELECTION WHEN THE OFFICE OF GOVERNOR APPEARS ON THE BALLOT (INCLUDES REFERENDA INSTRUCTIONS)

(Use with paper ballots, optical scan and touch screen voting systems. Delete any language or paragraphs that do not apply to your election or type of voting system.)

**NOTICE OF GENERAL ELECTION  
AND  
SAMPLE BALLOTS**

**(insert date of general election)**

OFFICE OF THE (insert name of county) COUNTY CLERK

TO THE VOTERS OF (insert name of county) COUNTY

Notice is hereby given of a general election to be held in the several wards in (insert name of county) County, on the 4th of November, 2014, at which the officers named below shall be chosen. The names of the candidates for each office to be voted for, whose nominations have been certified to or filed in this office, are given under the title of the office and under the appropriate party or other designation, each in its proper column, together with the questions submitted to a vote, in the sample ballot below.

**INFORMATION TO VOTERS**

Upon entering the polling place, a voter shall state his or her name and address, show an acceptable form of proof of identification and sign the poll book before being permitted to vote. If a voter is not registered to vote, a voter may register to vote at the polling place serving his or her residence if the voter provides proof of residence. Where ballots are distributed to voters, the initials of two inspectors must appear on the ballot. Upon being permitted to vote, the voter shall retire alone to a voting booth or machine and cast his or her ballot except that a voter who is a parent or guardian may be accompanied by the voter's minor child or minor ward. An election official may inform the voter of the proper manner for casting a vote, but the official may not in any manner advise or indicate a particular voting choice.

**Where Hand-Count Paper Ballots are Used**

The voter shall make a mark (X) in the square next to the name of the candidate of his or her choice for each office for which he or she intends to vote. To vote for a person whose name does not appear on the ballot, the voter shall write in the name of the person of his or her choice in the space provided for a write-in vote. On referendum questions, the voter shall make a cross (X) in the square next to "yes" if in favor of the question, or the voter shall make a cross (X) in the square next to "no" if opposed to the question.

When using a *tactile ballot marking device (Vote-PAD)* to mark a **paper** ballot, the voter shall obtain from the inspectors, the assistive device and any audio or dexterity aids if required. The voter shall fill in the oval or connect the arrow next to the name of the candidate of his or her choice for each office for which he or she intends to vote. To vote for a person whose name does not appear on the ballot, the voter shall write in the name of the person of his or her choice in the space provided, and fill in the oval or connect the arrow on the write-in line. On referendum questions, the voter shall fill in the oval or connect the arrow next to "yes" if in favor of the question, or the voter shall fill in the oval or connect the arrow next to "no" if opposed to the question.

**Where Optical Scan Voting is Used**

The voter shall fill in the oval or connect the arrow next to the name of the candidate of his or her choice for each office for which he or she intends to vote. To vote for a person whose name does not appear on the ballot, the voter shall write in the name of the person of his or her choice in the space provided for a write-in vote, and fill in the oval or connect the arrow on the write-in line. On referendum questions, the voter shall fill in the oval or connect the arrow next to "yes" if in favor of the question, or the voter shall fill in the oval or connect the arrow next to "no" if opposed to the question.

When using an *electronic ballot marking device ("AutoMARK")* to mark an **optical scan** ballot, the voter shall touch the screen at the name of the candidate of his or her choice for each office for which he or she intends to vote. To vote for a person whose name does not appear on the ballot, the voter shall type in the name of

the person of his or her choice in the space provided for a write-in vote. On referendum questions, the voter shall touch the screen at "yes" if in favor of the question, or the voter shall touch the screen at "no" if opposed to the question.

**Where Touch Screen Voting is Used**

The voter shall touch the screen next to the name of the candidate of his or her choice for each office for which he or she intends to vote. To vote for a person whose name does not appear on the ballot, the voter shall type in the name of the person of his or her choice in the space provided for a write-in vote. On referendum questions, the voter shall touch the screen next to "yes" if in favor of the question or the voter shall touch the screen next to "no" if opposed to the question.

**Note:** A voter must vote for Governor and Lieutenant Governor jointly on one ticket. A vote for Governor is also a vote for Lieutenant Governor. To vote for persons whose names do not appear on the ballot, write the names of individuals for both offices on the lines provided.

The vote should not be cast in any other manner. Not more than five minutes' time shall be allowed inside a voting booth. Sample ballots or other materials to assist the voter in marking his or her ballot may be taken into the booth and copied. The sample ballot shall not be shown to anyone so as to reveal how the ballot is marked.

If a voter spoils a **paper or optical scan** ballot, he or she shall return it to an election official who shall issue another ballot in its place, but not more than three ballots shall be issued to any one voter. If the ballot has not been initialed by two inspectors or is defective in any other way, the voter shall return it to the election official who shall issue a proper ballot in its place.

The elector may spoil a **touch screen** ballot at the voting station before the ballot is cast. .

**After Voting the Ballot**

After an official **paper** ballot is marked, it shall be folded so that the inside marks do not show, but so the printed endorsements and inspectors' initials on the outside do show. The voter shall then deposit his or her folded ballot in the proper ballot box or deliver the ballot to an inspector for deposit, and leave the polling place promptly.

After an official **optical scan** ballot is marked, it shall be inserted in the security sleeve so the marks do not show. The voter shall then insert the ballot in the voting device and discard the sleeve, or deliver the ballot to an inspector for deposit. If a central count system is used, the voter shall insert the ballot in the ballot box and discard the sleeve, or deliver the ballot to an inspector for deposit. The voter shall leave the polling place promptly.

After an official **touch screen** ballot is cast, the voter shall leave the polling place promptly.

A voter may select an individual to assist in casting his or her vote if the voter declares to the presiding official that he or she is unable to read, has difficulty reading, writing, or understanding English, or that due to disability is unable to cast his or her ballot. The selected individual rendering assistance may not be the voter's employer or an agent of that employer or an officer or agent of a labor organization which represents the voter.

The following is a sample of the official ballot: (Insert official General Election Ballot)

---

, County Clerk

## SAMPLE TYPE B NOTICE FOR REFERENDUM

(Use with paper ballots, optical scan and touch screen voting systems. Includes Automark and Vote-PAD instructions. Delete any language or paragraphs that do not apply to your election or type of voting system.)

# NOTICE OF REFERENDUM ELECTION AND SAMPLE BALLOTS

(insert date of referendum election)

OFFICE OF (insert name county, town, village, city, or school district) CLERK

TO THE VOTERS OF (insert name county, town, village, city, or school district):

Notice is hereby given of a referendum election to be held in (insert name of county, town, village, city, or school district), ON (insert date of election). The questions to be submitted to a vote, for a referendum, are shown in the sample ballot below.

### INFORMATION TO ELECTORS

Upon entering the polling place, a voter shall state his or her name and address, show an acceptable form of proof of identification and sign the poll book before being permitted to vote. Where ballots are distributed to electors, the initials of two inspectors must appear on the ballot. Upon being permitted to vote, the voter shall retire alone to a voting booth and cast his or her ballot except that a voter who is a parent or guardian may be accompanied by the voter's minor child or minor ward. An election official may inform the voter of the proper manner for casting a vote, but the official may not in any manner advise or indicate a particular voting choice.

#### **Where Paper Ballots are Used**

The voter shall make a mark (X) in the square next to "yes" if in favor of the question, or the voter shall make a mark (X) in the square next to "no" if opposed to the question.

When using a *tactile ballot marking device (Vote-PAD)* to mark a **paper** ballot, the voter shall obtain from the inspectors, the assistive device and any audio or dexterity aids if required. The voter shall fill in the oval or connect the arrow next to "yes" if in favor of the question, or the voter shall fill in the oval or connect the arrow next to "no" if opposed to the question.

#### **Where Optical Scan Voting is Used**

The voter shall fill in the oval or connect the arrow next to "yes" if in favor of the question, or the voter shall fill in the oval or connect the arrow next to "no" if opposed to the question.

When using an *electronic ballot marking device ("Automark")* to mark an **optical scan** ballot, The voter shall touch the screen at "yes" if in favor of the question, or the voter shall touch the screen at "no" if opposed to the question.

#### **Where Touch Screen Voting is Used**

The voter shall touch the screen next to "yes" if in favor of the question, or the voter shall touch the screen next to "no" if opposed to the question.

The vote should not be cast in any other manner. Not more than five minutes time shall be allowed inside a voting booth. Sample ballots or other materials to assist the voter in casting his or her vote may be taken into the booth and copied. The sample ballot shall not be shown to anyone so as to reveal how the ballot is marked.

If a voter spoils a **paper or optical scan** ballot, he or she shall return it to an election official who shall issue another ballot in its place, but not more than three ballots shall be issued to any one elector. If the ballot has not been initialed by two inspectors or is defective in any other way, the voter shall return it to the election official, who shall issue a proper ballot in its place.

A voter may spoil a **touch screen** ballot at the voting station before the ballot is cast.

#### **After Voting the Ballot**

After an official **paper** ballot is marked, it shall be folded so the inside marks do not show, but so the printed endorsements and inspectors' initials on the outside do show. The voter shall then deposit the ballot in the ballot box, (or deliver the ballot to an inspector for deposit), and shall leave the polling place promptly.

After an official **optical scan ballot** is marked, it shall be inserted in the security sleeve so the marks do not show. The voter shall then insert the ballot in the voting device and discard the sleeve (or deliver the ballot to an inspector for deposit). If a central count system is used, the voter shall insert the ballot in the ballot box and discard the sleeve (or deliver the ballot to an inspector for deposit). The voter shall leave the polling place promptly.

After an official **touch screen** ballot is marked, the voter shall leave the polling place promptly.

A voter may select an individual to assist in casting his or her vote if the voter declares to the presiding official that he or she is unable to read, has difficulty reading, writing or understanding English or that due to disability is unable to cast his or her ballot. The selected individual rendering assistance may not be the voter's employer or an agent of that employer or an officer or agent of a labor organization which represents the voter.

The following is a sample of the official ballot:

(Insert official Referendum Ballot).

---

(Insert name and title of Clerk making this notice)

**(Note:** The Type B Notice is published by the clerk responsible for the referendum on the day before the referendum election. If a weekly paper is used for publication, the notice is published in the closest preceding issue to the day before the referendum election. If a jurisdiction chooses to post this notice in lieu of publication, the notice must be posted no later than one week before the election.)

the person of his or her choice in the space provided for a write-in vote. On referendum questions, the voter shall touch the screen at "yes" if in favor of the question, or the voter shall touch the screen at "no" if opposed to the question.

### **Where Touch Screen Voting is Used**

The voter shall touch the screen next to the name of the candidate of his or her choice for each office for which he or she intends to vote. To vote for a person whose name does not appear on the ballot, the voter shall type in the name of the person of his or her choice in the space provided for a write-in vote. On referendum questions, the voter shall touch the screen next to "yes" if in favor of the question or the voter shall touch the screen next to "no" if opposed to the question.

**Note:** A voter must vote for Governor and Lieutenant Governor jointly on one ticket. A vote for Governor is also a vote for Lieutenant Governor. To vote for persons whose names do not appear on the ballot, write the names of individuals for both offices on the lines provided.

The vote should not be cast in any other manner. Not more than five minutes' time shall be allowed inside a voting booth. Sample ballots or other materials to assist the voter in marking his or her ballot may be taken into the booth and copied. The sample ballot shall not be shown to anyone so as to reveal how the ballot is marked.

If a voter spoils a **paper or optical scan** ballot, he or she shall return it to an election official who shall issue another ballot in its place, but not more than three ballots shall be issued to any one voter. If the ballot has not been initialed by two inspectors or is defective in any other way, the voter shall return it to the election official who shall issue a proper ballot in its place.

The elector may spoil a **touch screen** ballot at the voting station before the ballot is cast. .

### **After Voting the Ballot**

After an official **paper** ballot is marked, it shall be folded so that the inside marks do not show, but so the printed endorsements and inspectors' initials on the outside do show. The voter shall then deposit his or her folded ballot in the proper ballot box or deliver the ballot to an inspector for deposit, and leave the polling place promptly.

After an official **optical scan** ballot is marked, it shall be inserted in the security sleeve so the marks do not show. The voter shall then insert the ballot in the voting device and discard the sleeve, or deliver the ballot to an inspector for deposit. If a central count system is used, the voter shall insert the ballot in the ballot box and discard the sleeve, or deliver the ballot to an inspector for deposit. The voter shall leave the polling place promptly.

After an official **touch screen** ballot is cast, the voter shall leave the polling place promptly.

A voter may select an individual to assist in casting his or her vote if the voter declares to the presiding official that he or she is unable to read, has difficulty reading, writing, or understanding English, or that due to disability is unable to cast his or her ballot. The selected individual rendering assistance may not be the voter's employer or an agent of that employer or an officer or agent of a labor organization which represents the voter.

The following is a sample of the official ballot: (Insert official General Election Ballot)

---

, County Clerk

SAMPLE TYPE E NOTICE - VOTING BY ABSENTEE BALLOT

**VOTING BY ABSENTEE BALLOT**

Any qualified elector who is unable or unwilling to appear at the polling place on Election Day may request to vote an absentee ballot. A qualified elector is any U.S. citizen, who will be 18 years of age or older on Election Day, who has resided in the ward or municipality where he or she wishes to vote for at least 28 consecutive days before the election. The elector must also be registered in order to receive an absentee ballot. Proof of identification must be provided before an absentee ballot may be issued.

**You must make a request for an absentee ballot in writing.**

Contact your municipal clerk and request that an application for an absentee ballot be sent to you for the primary or election or both. You may also submit a written request in the form of a letter. Your written request must list your voting address within the municipality where you wish to vote, the address where the absentee ballot should be sent, if different, and your signature. You may make application for an absentee ballot by mail or in person.

**Making application to receive an absentee ballot by mail**

**The deadline for making application to receive an absentee ballot by mail is:**  
5 pm on the fifth day before the election, (*insert actual date of deadline*).

**Note:** Special absentee voting application provisions apply to electors who are indefinitely confined to home or a care facility, in the military, hospitalized, or serving as a sequestered juror. If this applies to you, contact the municipal clerk regarding deadlines for requesting and submitting an absentee ballot.

**Voting an absentee ballot in person**

You may also request and vote an absentee ballot in the clerk's office or other specified location during the days and hours specified for casting an absentee ballot in person.

*(Name of municipal clerk) (telephone number)*  
*(address of clerk's office or alternate location for applying for and casting absentee ballots)*  
*(clerk's hours of availability for receiving absentee ballot applications)*

**The first day to vote an absentee ballot in the clerk's office is:**  
(Insert date which is the third Monday before the election.)

**The last day to vote an absentee ballot in the clerk's office:**  
(Insert date which is the Friday before the election.)

No in-person absentee voting may occur on a weekend or legal holiday.

The municipal clerk will deliver voted ballots returned on or before Election Day to the proper polling place or counting location before the polls close on (*insert date of primary or election*). Any ballots received after the polls close will be counted by the board of canvassers if postmarked by Election Day and received no later than 4:00 p.m. on the Friday following the election.

---

**(Note:** The Type E Notice is published by the municipal clerk on the 4<sup>th</sup>\* Tuesday before each primary and each election held in the municipality. If a weekly paper is used for publication, the notice is published in the closest preceding issue to the 4<sup>th</sup>\* Tuesday before each primary and each election. If a municipality chooses to post this notice in lieu of publication, the notice must be posted no later than the 4<sup>th</sup>\* Tuesday before the primary or the election.)

\* The Type E Notice for a special primary or election for national state, county or municipal or special district office, not held concurrently with the spring or general election, is published on the 3<sup>rd</sup> Tuesday preceding the primary or election. Wis. Stat. §§ 10.01(2)(e), 10.06(3)(f).

Insert your municipal letterhead here

Date

Dear (voter name and address):

This letter contains important information about your absentee ballot application for the **(insert date)** election.

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

**You have an absentee ballot request on file and have not yet provided acceptable Photo ID. Your absentee ballot will not be sent to you until you provide Photo ID.**

Valid forms of Photo ID must include your name, which must conform to the name you registered under (i.e. Mike for Michael, etc.), and a photograph that reasonably resembles you. The address on the document does not have to be current to be used as Photo ID.

The following forms of Photo ID are acceptable for voting purposes, **and can be unexpired or expired after the date of the most recent general election (currently, the November 4, 2014):**

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

The following forms of Photo ID are also acceptable for voting purposes, **but must be unexpired:**

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

The following form of Photo ID is acceptable for voting purposes regardless of the expiration date:

- An identification card issued by a federally recognized Indian tribe in Wisconsin

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

For information on obtaining a free state ID card for voting purposes, please visit the Wisconsin Department of Transportation's website:

<http://www.dot.wisconsin.gov/drivers/drivers/apply/idcard.htm>.

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

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

Sincerely,  
Clerk's name  
Contact information





## -ACCEPTABLE PHOTO IDS-

### Information Provided by the Wisconsin Government Accountability Board

#### WHAT DO VOTERS NEED TO KNOW ABOUT PHOTO ID IN WISCONSIN?

You probably already have a Photo ID for voting!

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

#### WHAT CAN I USE AS PHOTO ID TO VOTE?

You can use these IDs to vote:

The following photo IDs are acceptable for voting purposes, and can be unexpired or expired after the date of the most recent general election (currently, the November 4, 2014 election):

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

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

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

#### What needs to be on my Photo ID?

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

- **Elector’s Photograph**  
*The photograph must reasonably resemble the elector.*
  - **Elector’s Name**  
*The elector’s name must conform to the name on their voter registration. Conform does not mean that the name must be identical to the name on the voter registration.*
  - **An Expiration Date** within the deadlines described above
- An Acceptable Photo ID does not have to include a current address.**

For detailed information about the Voter Photo ID law, visit [bringit.wi.gov](http://bringit.wi.gov).  
For other information on the Government Accountability Board, visit <http://gab.wi.gov>  
or call the G.A.B. Help Desk at 1-866-VOTE-WIS or 608-261-2028.

## -ACCEPTABLE PHOTO IDS-

### Information Provided by the Wisconsin Government Accountability Board

#### ARE THERE ANY PHOTO IDS I CANNOT USE TO VOTE?

You can NOT use these IDs to vote:

The following photo IDs are **NOT** acceptable for voting purposes:

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

#### ARE THERE ANY PHOTO IDS THAT CAN BE USED FOR VOTING THAT DO NOT HAVE A PHOTO ON THEM?

These IDs without photos may be used for voting:

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

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

#### IS THERE ANYONE WHO DOES NOT NEED TO SHOW PHOTO ID?

These electors do NOT need to show Photo ID:

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

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

## Regular Absentee Voters – By Mail

### Definition

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

### Application Requirements

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

### Proof of Identification

- If application received by mail/fax/email, proof of identification must be received with the application in order for elector to receive a ballot.
- Proof of identification must be provided only once with the application (unless the voter re-registers with a new name or address).
- If voter resides in a care facility not served by SVDs, please see Electors at Eligible Facilities Not Served by Special Voting Deputies

### Duration of Request

- A specific election, OR
- Up to one calendar year
  - If a ballot is not returned, stop sending ballots.
  - Send notice within 5 days.
  - Voter can reactivate request by contacting the clerk.

### Deadline for Return of Ballot

Postmarked no later than Election Day and received no later than 4:00 p.m. on the Friday following the election

### Special Procedures

- Requests received before absentee ballots are available should be filled as soon as possible, but no later than the 47<sup>th</sup> day before a federal election or 21 days before any other election.
- Requests received after absentee ballots are available must be filled within 24 hours.
  - This includes weekends/holidays.

## Transmitting Ballots Via Fax/Email

### Definition

Only military and permanent overseas electors may request their ballot be sent via fax or email. The clerk must honor the requested method of transmission.

### Application Requirements

- Military electors
  - Are not required to register.
  - Absentee applications must be received by 5:00 p.m. on the Friday before the election, or 5:00 p.m. on Election Day if the military elector is away from their residence due to active duty during a federal election.
- Permanent overseas electors
  - Voter registrations that are postmarked after the 20<sup>th</sup> day before the election cannot be accepted.
  - Voter registrations may not be faxed/emailed.
  - Absentee applications must be received by 5:00 p.m. on Thursday.

### Proof of Identification

Exempt

### Special Notes

- All types of voters may submit a request for an absentee ballot by fax/email
- Only military and permanent overseas electors may receive a ballot by fax/email.
- An original application with “wet” signature must be received.
  - If you are using the combination application/certification certificate envelopes, the signature on the envelope suffices as an original application with “wet” signature.
- Transmit the initialed ballot and face of the certificate envelope along with instructions for voting and returning the ballot.
- The voted ballot cannot be returned by fax/email.
- On Election Day (if using optical scan systems), remake the ballot so it can be processed through the voting equipment.
  - See “Election Day Manual” or the GAB-104 for specific instructions on remaking ballot.

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

### Definition

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

### Application Requirements

- Voter registration may occur in-person at the office of the municipal clerk up until 5:00 p.m. on the Friday preceding the election.
- In-person absentee voting begins on the 3<sup>rd</sup> Monday before Election Day and ends on the Friday preceding the election. No in-person absentee ballots may be issued on the weekends or legal holidays.
- In-person absentee voting can only be conducted between 8:00 a.m. and 7:00 p.m. during this time.
- If the voter only wishes to vote absentee at a single election, the combination application/certification certificate envelope will suffice as the absentee application.
- If the voter wishes to receive ballots for future elections, they must fill out the standard absentee ballot request.
- Ballots requested in-person may NOT be removed from the clerk's office by the voter.

### Proof of Identification

- All in-person absentee voters must show proof of identification.
  - The clerk must initial or mark "ID Provided" on the certificate envelope to indicate that identification was shown.
- Having provided identification with prior absentee applications does not exempt the voter from providing identification if voting in-person at the clerk's office.

## Indefinitely Confined Electors

**Definition**

Voters indefinitely confined in their home or other facility due to age, physical illness or infirmity, or are disabled for an indefinite period. The elector must have requested an absentee ballot and indicated they qualify as indefinitely confined.

**Application Requirements**

- Voter registrations that are postmarked after the 20<sup>th</sup> day before the election cannot be accepted.
- Absentee applications must be received by mail by 5:00 p.m. on the Friday prior to the election.
- Voter must indicate on the absentee application or request that they are indefinitely confined.

**Proof of Identification**

- Proof of identification is not required with the application.
  - By signing the certificate envelope, the witness is certifying that they have verified the name and address of the voter. This satisfies the ID requirement for indefinitely confined electors.

**Duration of Requests**

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

**Deadline for Ballot Return**

Postmarked no later than Election Day and received no later than 4:00 p.m. on the Friday following the election.

## **Electors Served by Special Voting Deputies (SVDs)**

### **Definition**

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

### **Application Requirements**

- If SVDs are conducting absentee voting at a facility prior to the 20<sup>th</sup> day before the election, the SVDs may register the individual to vote if also appointed as a Special Registration Deputy (SRD).
  - SVDs may register voters using their previous address if the voter has intent to return. These registrations must be forwarded to the respective municipal clerk.
- Absentee applications must be received by mail by the respective deadline, 5:00 p.m. on Thursday for regular voters, 5:00 p.m. Friday for indefinitely confined voters.
  - Voter must indicate on the absentee application or request that they are indefinitely confined.
  - SVDs may accept written absentee applications in-person from registered electors at the facility while conducting absentee voting at the facility.

### **Proof of Identification**

- Proof of identification is not required with the application.
  - A statement signed by both SVDs that contains the voter's name and address and verifies the voter's name and address are correct. This can be found on the newly-revised certificate envelope (GAB-122).

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

### Duration of Requests

- As specified in the request (specific elections, calendar year, or all subsequent elections if indefinitely confined).
  - If an elector on the indefinitely confined list does not vote an absentee ballot, the SVDs should ask them if they wish to continue to receive absentee ballots
  - The SVDs should record the voter's name and whether they wish to continue to receive absentee ballots in the appropriate section of the GAB-126.
  - If the elector indicates they do not wish to continue to receive absentee ballots, send them a notice via mail that their absentee application will be canceled.
    - The elector has 30 days to respond
    - Send notice after general elections only
    - If the elector does not respond to the notice, cancel the absentee application.

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

- Between the 4<sup>th</sup> Monday before the election and the Monday before the election
  - Notice of date and time posted at facility no less than 5 working days before visit
  - Residents of a care facility not visited by SVDs located on the same grounds as a care facility visited by SVDs may request to vote absentee by appearing at the facility and submitting an absentee request with the SVDs.
    - Must submit a separate written request, not just certificate envelope.

### Special Procedures

- Only SVDs may witness the absentee certification.
- No person other than a SVD or a relative of the elector may assist that person in voting.
- Only if an absentee elector is not available to cast his or her ballot on two separate visits by the SVDs to the facility may the clerk mail the ballot to the elector.
- To meet the proof of identification requirement:
  - An indefinitely confined voter must have the signature of a witness on the certificate envelope who is certifying that they have verified the name and address of the voter.
  - A non-indefinitely confined voter must either submit a copy of their proof of identification with the ballot OR have an authorized representative of the care facility sign the certificate envelope.
- See "Absentee Voting in Residential Care Facilities and Retirement Homes" Manual for details.

## Electors at Eligible Facilities Not Served by Special Voting Deputies

### Definition

Voters residing in a qualified care facility [Community Based Residential Facility (CBRF), nursing home, residential care apartment complex, or adult family home] or a retirement home that is NOT served by special voting deputies.

- These voters may or may not also be indefinitely confined.

### Application Requirements

- Voter registrations that are postmarked after the 20<sup>th</sup> day before the election cannot be accepted.
- Absentee applications must be received by 5:00 p.m. on Thursday.
- Absentee applications from indefinitely confined voters must be received by mail by 5:00 p.m. on the Friday prior to the election.
  - Voter must indicate on the absentee application or request if they are indefinitely confined.

### Proof of Identification

- Proof of identification is not required with the application.
- For non-indefinitely confined voters one of the following is required:
  - A copy of photo ID submitted *either* with the application or with the returned ballot *OR*,
  - A statement signed by both the witness and an authorized agent of the facility that contains the voter's name and address and verifies the voter's name and address are correct and the voter lives at the facility. This can be found on the newly-revised certificate envelope (GAB-122).
- For indefinitely confined voters, the witness is certifying that they have verified the name and address of the voter.
- Proof of identification must be provided only once, either with the application or the ballot (unless the voter re-registers with a new name or address).

### Duration of Requests

As specified on absentee ballot application.

### Deadline for Ballot Return

Postmarked no later than Election Day and received no later than 4:00 p.m. on the Friday following the election.

## Military Voters

**Definition**

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

**Application Requirements**

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

**Proof of Identification**

Exempt

**Duration of Request**

- For a specific election or up to a calendar year.
  - Receive ballots for all offices

**Deadline for Ballot Return**

Postmarked no later than Election Day and received no later than 4:00 p.m. on the Friday following the election.

## **Military Voters, Continued**

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

- Available at military bases, embassies, and online at FVAP.gov. (This is not a ballot sent by the clerk.)
- The FWAB's Affirmation/Declaration serves as a military voter's absentee request.

### **Multiple Ballots - Priority**

- Count whatever ballot you have received by Election Day
- If more than one ballot received by Election Day, both ballots are sent to the polling place for processing. Only the official ballot is counted and the FWAB is rejected.
- At federal elections, if a ballot comes in after Election Day, but before the deadline, and you have already counted a ballot on Election Day, do not count the late-arriving ballot.

### **Special Procedures**

- Requests are valid for up to 28 days after the date of discharge from military service.
- See the SVRS manual for further details on the administration and tracking of overseas ballots.

## Overseas Voters

### Definition

- An elector who is permanently outside of the U.S. with no intent to return to their residence.
  - A person outside the U.S. for a finite period of time (vacation, work, education) with intent to return is NOT an overseas voter.
- May only vote for federal offices (President, U.S. Senate, U.S. Congress).

### Application Requirements

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

### Proof of Identification

Exempt

### Duration for Request

For a specific election or up to a calendar year.  
Receive ballots for federal offices only.

### Deadline for Ballot Return

Postmarked no later than Election Day and received no later than 4:00 p.m. on the Friday following the election.

## Overseas Voters, Continued

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

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

### Multiple Ballots - Priority

- Count whatever ballot you have received by Election Day
- If more than one ballot received by Election Day, both ballots are sent to the polling place for processing. Only the official ballot is counted and the FWAB is rejected.
- At federal elections, if a ballot comes in after Election Day, but before the deadline, and you have already counted a ballot on Election Day, do not count the late-arriving ballot.

### Special Procedures

See the SVRS manual for further details on the administration and tracking of overseas ballots.

## Provisional Ballots

**Definition**

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

**Procedure**

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

**Deadline for voter to supply missing information**

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

**Special Notes**

- All absentee ballots that are treated as provisional ballots must be recorded on the Provisional Ballot Reporting Form (GAB-123r).
- Make sure all appropriate canvassing boards (county and municipality) are informed if the elector provides the missing information.
- All provisional ballots must be recorded in SVRS on Election Night. See the Provisional Tracking System chapter of the SVRS Application Training Manual for directions.

## Hospitalized Electors

### Definition

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

### Application Requirements

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

### Proof of Identification

Proof of identification is required with the application unless the elector is otherwise exempt or eligible to provide alternative documentation (military, indefinitely confined, etc.)

### Procedure

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

## Sequestered Jurors

**Definition**

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

**Application Requirements**

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

**Proof of Identification**

Proof of identification is required with the application.

**Procedure**

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



# Wisconsin Application for Absentee Ballot

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

SVRS ID #  
(Office Use Only)

Instructions

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

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

## VOTER INFORMATION

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

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

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

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

6	<input type="radio"/> The election(s) on the following date(s): _____ <input type="radio"/> All elections from today's date through the end of the current calendar year (ending 12/31). <input type="radio"/> Every election subsequent to today's date. I further certify that I am indefinitely confined because of age, illness, infirmity or disability and request absentee ballots be sent to me until I am no longer confined or fail to return a ballot.
---	---

## TEMPORARILY HOSPITALIZED VOTERS ONLY (please fill in circle)

7	<input type="radio"/> I certify that I cannot appear at the polling place on election day because I am hospitalized, and appoint the following person to serve as my agent, pursuant to Wis. Stat. § 6.86(3).					
	Agent Last Name		Agent First Name		Agent Middle Name	
	<b>AGENT:</b> I certify that I am the duly appointed agent of the hospitalized absentee elector, that the absentee ballot to be received by me is received solely for the benefit of the above named hospitalized elector, and that such ballot will be promptly transmitted by me to that elector and then returned to the municipal clerk or the proper polling place.					
	Agent Signature	X	Agent Address			

## ASSISTANT DECLARATION / CERTIFICATION (if required)

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

Agent Signature	X	Today's Date	
-----------------	---	--------------	--

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

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

Voter Signature	X	Today's Date	
-----------------	---	--------------	--

## Wisconsin Application for Absentee Ballot

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

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

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

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

1	<ul style="list-style-type: none"> <li>• Indicate the municipality and county of residence. Use the municipality's formal name (For example: City of Ashland, Village of Greendale, or Town of Albion).</li> </ul>
2	<ul style="list-style-type: none"> <li>• Provide your name as you are registered to vote in Wisconsin. If applicable, please provide your suffix (Jr, Sr, etc.) and/or middle name. If your current name is different than how you are registered to vote, please submit a Voter Registration Application (GAB-131) with this form to update your information.</li> <li>• Provide your month, day, and year of birth. Remember to use your birth year, not the current year.</li> </ul>
3	<ul style="list-style-type: none"> <li>• Provide your home address (legal voting residence) with full house number (including fractions, if any).</li> <li>• Provide your full street name, including the type (e.g., Ave.) and any pre- and/or post-directional (N, S, etc.)</li> <li>• Provide the city name and ZIP code as it would appear on mail delivered to the home address.</li> <li>• <u>You may not enter a PO Box as a voting residence.</u> A rural route box without a number should not be used.</li> </ul>
4	<ul style="list-style-type: none"> <li>• A "Military elector" is a person, or the spouse or dependent of a person who is a member of a uniformed service or the merchant marines, a civilian employee of the United States, a civilian officially attached to a uniformed service and serving outside the United States, or a Peace Corp volunteer. Military electors do not need to register to vote.</li> <li>• A "Permanent Overseas elector" is a person who is a United States citizen, 18 years old or older, who resided in Wisconsin immediately prior to leaving the United States, who is now living outside the United States <u>and has no present intent to return</u>, who is not registered in any other location, or who is an adult child of a United States citizen who resided in this state prior to establishing residency abroad. Permanent Overseas electors receive ballots for federal offices only and must be registered to vote prior to receiving a ballot.</li> </ul>
5	<ul style="list-style-type: none"> <li>• Fill in the circle to indicate your preferred method of receiving your absentee ballot. <u>Only Military and Permanent Overseas voters may receive an absentee ballot by email or fax.</u></li> <li>• Military and Permanent Overseas voters may request and access their ballot directly at <a href="https://myvote.wi.gov">https://myvote.wi.gov</a>.</li> <li>• If no preference is indicated, your absentee ballot will be mailed to your residence address listed in Box 3.</li> <li>• If you are living in a care facility, please provide the name of the facility.</li> <li>• If someone will be receiving the ballot on your behalf, please list them after C/O. <u>Please note:</u> The absentee elector is still required to vote their own ballot, although they may request assistance in physically marking the ballot.</li> </ul>
6	<ul style="list-style-type: none"> <li>• Select the first option if you would like to receive a ballot for a single election or a specific set of elections.</li> <li>• Select the second option if you would like to have a standing absentee request for any and all elections that may occur in a calendar year (ending December 31).</li> <li>• Select the third option only if you are indefinitely confined due to age, illness, infirmity or disability and wish to request absentee ballots for all elections until you are no longer confined or fail to return a ballot for an election.</li> </ul>
7	<ul style="list-style-type: none"> <li>• This section is only to be completed by an elector or the agent of an elector who is currently hospitalized.</li> <li>• An agent completing this form for a hospitalized elector must provide his/her name, signature and address on this application.</li> </ul>

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

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

**OFFICIAL ABSENTEE BALLOT APPLICATION/CERTIFICATION**

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

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

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

<p>I certify, subject to the penalties for false statements of Wis. Stat. § 12.60(1)(b), that I am a resident of the ward of the municipality in the county of Wisconsin indicated hereon and am entitled to vote in the ward at the election indicated hereon; that I am not voting at any other location in this election; that I am unable or unwilling to appear at the polling place in the ward on election day, or I have changed my residence within the state from one ward to another later than 28 days before the election. I certify that I exhibited the enclosed ballot, unmarked, to the witness, that I then in the presence of the witness and in the presence of no other person marked the ballot and enclosed and sealed the ballot in this envelope in a manner that no one but myself and any person providing assistance under Wis. Stat. § 6.87(5), if I requested assistance, could know how I voted. I further certify that I requested this ballot.</p> <p><b>▲ Signature of Voter ▲</b> _____ <b>Today's date:</b> _____ / _____ / _____          month _____ day _____ year</p> <p><b>MILITARY AND OVERSEAS VOTER ONLY:</b> I further certify my birth date is _____ / _____ / _____          month _____ day _____ year of birth</p>	<p>Date of Election (month, day, year) _____ / _____ / _____ County _____</p> <p>Municipality (check type and list name) Town <input type="checkbox"/> Village <input type="checkbox"/> City <input type="checkbox"/> of _____</p> <p>Ward # _____ District (if applicable) _____ (Official Use Only)          Voted in clerk's office <input type="checkbox"/></p> <p>Name (Last, First, Middle) including suffix _____</p> <p>Street Address – include street number or fire number and name of street, or rural route and box number _____</p> <p>City, State, Zip _____</p>
<p><b>CERTIFICATION OF WITNESS</b></p> <p>I, the undersigned witness, subject to the penalties for false statements of Wis. Stat. § 12.60(1)(b), certify that I am an adult U.S. Citizen and that the above statements are true and the voting procedure was executed as stated. I am not a candidate for any office on the enclosed ballot (except in the case of an incumbent municipal clerk). I did not solicit or advise the voter to vote for or against any candidate or measure. I further certify that the name and address of the voter is correct as shown.</p> <p>1. <b>▲ Signature of ONE witness (who is an adult U.S. Citizen)▲</b> _____          (If witnesses are Special Voting Deputies, <i>both</i> must sign.)</p> <p>2. _____</p> <p><b>Address(es) of Witness(es)</b> (street number or fire number and street, or rural route and box number, municipality, state and zip code.) _____</p> <p><b>CERTIFICATION OF CARE FACILITY AUTHORIZED REPRESENTATIVE (if applicable)</b></p> <p>I certify I am an authorized representative of the facility listed. I further certify that this facility is registered or certified as required by law, that the above voter is a resident, and I verify that the name and address of the voter described above is correct.</p> <p>Name of Facility _____ <b>▲ Signature of Authorized Representative ▲</b></p> <p>(<b>CERTIFICATION OF WITNESS</b> section must also be completed.)</p>	<p><b>CERTIFICATION OF ASSISTANT (if applicable)</b>          (assistant may also be witness)</p> <p>I certify that the voter named on this certificate is unable to sign his/her name or make his/her mark due to a physical disability, and that I signed the voter's name at the direction and request of the voter.</p> <p><b>X</b> _____ <b>▲ Signature of Assistant ▲</b></p> <p><b>MUNICIPAL CLERK MARKS THIS SECTION IF REQUIRED</b></p> <p>Attention Election Inspectors! One of the following is required:  <input checked="" type="checkbox"/> A copy of photo ID must be enclosed in this envelope <b>OR</b>  <input checked="" type="checkbox"/> The Certification of Care Facility Authorized Representative section of this envelope must be completed (as well as the Certification of Witness section).</p> <p><b>*If neither are included, this ballot should be rejected.*</b></p>

**OFFICIAL ABSENTEE BALLOT APPLICATION/CERTIFICATION**

**Voter: Complete the information below and sign the certification in the presence of a witness who must also sign.** *(Official Use Only)* Voter has met or is exempt from the photo ID requirement. Municipal Clerk initial here: \_\_\_\_\_

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

**CERTIFICATION OF VOTER**

I certify, subject to the penalties for false statements of Wis. Stat. § 12.60(1)(b), that I am a resident of the ward of the municipality in the county of the state of Wisconsin indicated hereon, and am entitled to vote in the ward at the election indicated hereon; that I am not voting at any other location in this election; that I am unable or unwilling to appear at the polling place in the ward on election day, or I have changed my residence within the state from one ward to another later than 28 days before the election. I certify that I exhibited the enclosed ballot, unmarked, to the witness, that I then in the presence of the witness and in the presence of no other person marked the ballot and enclosed and sealed the ballot in this envelope in a manner that no one but myself and any person providing assistance under Wis. Stat. § 6.87(5), if I requested assistance, could know how I voted. I further certify that I requested this ballot.

X \_\_\_\_\_ /\_\_\_\_\_/\_\_\_\_\_  
**▲ Signature of Voter ▲** **Today's Date**

**MILITARY AND OVERSEAS VOTER**

**ONLY:** I further certify my birth date is: \_\_\_\_\_ /\_\_\_\_\_/\_\_\_\_\_

**CERTIFICATION OF WITNESS**

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

1. X \_\_\_\_\_  
**▲ Signature of ONE Witness (who is an adult U.S. Citizen) ▲**

\_\_\_\_\_  
**▲ Address(es) of Witness(es) ▲**

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

2. X \_\_\_\_\_

**CERTIFICATION OF ASSISTANT** (if applicable)  
 (assistant may also be witness)

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

X \_\_\_\_\_  
**▲ Signature of Assistant ▲**

**CERTIFICATION OF CARE FACILITY REPRESENTATIVE**

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

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

(CERTIFICATION OF WITNESS section must also be completed.)

**MUNICIPAL CLERK MARKS THIS SECTION IF REQUIRED**

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

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

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

# Uniform Instructions for Wisconsin Absentee Voters

## State of Wisconsin

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

### **Regular Voters (including Temporary Overseas Voters)**

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

### **Indefinitely Confined Voters**

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

### **Confidential Voters**

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

### **Instructions**

1. Read and follow the instructions for completing the ballot carefully. Mistakes may spoil your ballot.
2. Complete the ballot in the presence of one (1) witness. The witness cannot be a candidate at the election and must be an adult U.S. citizen. The witness must verify that the individual completed the absentee ballot, but should not view the voter's choices.
3. Refold the ballot and place it inside the certificate envelope.
4. Seal the envelope.
5. Complete (or verify, if clerk has provided) the elector information section on the certificate envelope. If you have moved from the address listed on the certificate envelope, contact your municipal clerk. *Do not cross out the address.* Sign the certificate. One witness must sign the certificate and provide his/her address. If the municipal clerk has already completed the elector information, the elector must still sign the certificate, and one witness must sign the certificate and provide his/her address.
6. If you make an error while marking your ballot or otherwise require a replacement ballot, contact your municipal clerk immediately to spoil your ballot. You must return your original spoiled ballot and certificate envelope before a replacement ballot will be issued. No replacement ballots are mailed after the 5<sup>th</sup> day preceding Election Day. (For indefinitely confined voters, no replacement ballots are mailed after the 4<sup>th</sup> day preceding Election Day.) If you are not an indefinitely confined voter and you require a replacement ballot after the 5<sup>th</sup> day preceding Election Day, you must return the original ballot and certificate envelope in person to the municipal clerk before 5:00 p.m. on the Friday before the election. You will be required to vote your replacement absentee ballot in the municipal clerk's office. Alternatively, you may vote at the polling place on Election Day.

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

State Election Official Contact Information:

Wisconsin Government Accountability Board

Fax: 608-267-0500

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

Local Election Official Contact Information:

\_\_\_\_\_  
(Name of Municipal Clerk)

\_\_\_\_\_  
(Name of Municipality)

Fax : \_\_\_\_\_

Email: \_\_\_\_\_

## Uniform Instructions for Absentee Military Voters

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

### **Photo Identification**

Photo identification is not required for military electors.

### **Uniform Instructions for Absentee Military Voters**

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

1. Read and follow the instructions for completing the ballot carefully. Mistakes may spoil your ballot.
2. Complete the ballot in the presence of one (1) witness. The witness cannot be a candidate at the election and must be an adult U.S. citizen. The witness must verify that the individual completed the absentee ballot, but should not view the voter's choices.
3. Refold the ballot and place inside the certificate envelope.
  - **Fax or email instruction:** If your ballot was faxed or emailed to you, fold the ballot and place inside a regular, non-window envelope.
4. Seal the envelope.
5. Complete (or verify, if clerk has provided) the elector information section on the certificate envelope. If you have moved from the address listed on the certificate envelope, contact your municipal clerk. *Do not cross out the address. Sign the certificate. One witness must sign the certificate and provide his/her address.* If the municipal clerk has already completed the elector information, the elector must still sign the certificate, and one witness must sign the certificate and provide his/her address.
  - **FAX or email note:** If you received your ballot by fax or email, you will only have a certificate, not an envelope.
  - **Fax or email instruction:** Complete the certificate, sign it and have a witness sign it and provide their address. Affix the certificate (with glue or tape) to the envelope containing the voted ballot. Place the envelope with the certification attached into another, larger, envelope. Seal the envelope, address it to your municipal clerk and apply adequate postage. *You may not return the voted ballot to the clerk by fax or email.*
6. If you make an error while marking your ballot or otherwise require a replacement ballot, contact your municipal clerk immediately. You must return your original ballot and certificate envelope before a replacement ballot will be issued. An elector may request that a replacement ballot be emailed or faxed to him/her. *You may not return the voted ballot to the clerk by fax or email.*

- For military voters *not away from their residence serving active duty*: No replacement ballots are mailed, emailed or faxed after the 4<sup>th</sup> day preceding Election Day. Return the replacement ballot (in the certificate envelope) postmarked no later than Election Day. The ballot must be received no later than 4:00 p.m. on the Friday after the election.
- For military voters *away from their residence serving active duty*:

**Any Election that Contains a National Office:** Requests for replacement ballots must be received no later than 5:00 p.m. on Election Day. No replacement ballots may be mailed, emailed or faxed after Election Day. Return the ballot (in the certificate envelope) to the municipal clerk by Election Day in time for distribution to the polling place, or mail the ballot postmarked no later than Election Day. Ballots postmarked by Election Day and received no later than 4:00 p.m. on the Friday after the election will be counted.

**All Other Elections:** Requests for replacement ballots must be received no later than 5:00 pm on the 4<sup>th</sup> day before the election. No replacement ballots are mailed, emailed or faxed after the 4<sup>th</sup> day preceding Election Day. Return the replacement ballot (in the certificate envelope) to the municipal clerk by Election Day in time for distribution to the polling place, or mail the ballot postmarked no later than Election Day. Ballots postmarked by Election Day and received no later than 4:00 p.m. on the Friday after the election will be counted.

State Election Official Contact Information:

Wisconsin Government Accountability Board

Fax: 608-267-0500

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

Local Election Official Contact Information:

\_\_\_\_\_  
(Name of Municipal Clerk)

\_\_\_\_\_  
(Name of Municipality)

Fax : \_\_\_\_\_

Email: \_\_\_\_\_

# Uniform Instructions for Absentee Permanent Overseas Voters

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

## **Photo Identification**

Photo identification is not required for permanent overseas voters.

## **Uniform Instructions for Absentee Permanent Overseas Voters**

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

1. Read and follow the instructions for completing the ballot carefully. Mistakes may spoil your ballot.
2. Complete the ballot in the presence of one (1) witness. The witness cannot be a candidate at the election and must be an adult U.S. citizen. The witness must verify that the individual completed the absentee ballot, but should not view the voter's choices.
3. Refold the ballot and place inside the certificate envelope.
  - **Fax or email instruction:** If your ballot was faxed or emailed to you, fold the ballot and place inside a regular, non-window envelope.
4. Seal the envelope.
5. Complete (or verify, if clerk has provided) the elector information section on the certificate envelope. If you have moved from the address listed on the certificate envelope, contact your municipal clerk. *Do not cross out the address. Sign the certificate and provide your date of birth. One witness must sign the certificate and provide his/her address.* If the municipal clerk has already completed the elector information, the elector must still sign the certificate, and one witness must sign the certificate and provide his/her address.
  - **FAX or email note:** If you received your ballot by fax or email, you will only have a certificate, not an envelope.
  - **Fax or email instruction:** Complete the certificate, sign it and have a witness sign it and provide their address. Affix the certificate (with glue or tape) to the envelope containing the voted ballot. Place the envelope with the certification attached into another, larger, envelope. Seal the envelope, address it to your municipal clerk and apply adequate postage. *You may not return the voted ballot to the clerk by fax or email.*
6. If you make an error while marking your ballot or otherwise require a replacement ballot, contact your municipal clerk immediately. You must return your original ballot and certificate envelope before a replacement ballot will be issued. An elector may request that a replacement ballot be emailed or faxed to him/her. *You may not return the voted ballot to the clerk by fax or email.*
  - No replacement ballots are mailed, emailed or faxed after the 5<sup>th</sup> day preceding Election Day. Return the replacement ballot (in or with the certificate envelope) postmarked no later than

Election Day. The ballot must be received no later than 4:00 p.m. on the Friday after the election.

State Election Official Contact Information:

Wisconsin Government Accountability Board

Fax: 608-267-0500

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

Local Election Official Contact Information:

\_\_\_\_\_  
(Name of Municipal Clerk)

\_\_\_\_\_  
(Name of Municipality)

Fax : \_\_\_\_\_

Email: \_\_\_\_\_

## Polling Place Voting Step-By-Step

### 1. Voter Appears at Polling Place

#### If the Voter IS NOT Registered

- If the voter has been issued a current and valid Wisconsin-issued driver license or identification card, the voter must provide the number. The voter is not required to present the driver license or identification card to election officials unless they are also using that document as proof of residence or proof of identification.
  - If the voter cannot or does not wish to provide the number, they must vote provisionally (assuming they have otherwise completed the GAB-131, presented acceptable proof of residence, and also provided acceptable proof of identification). The driver license or identification card number must then be provided no later than 4:00 p.m. on the Friday following the election.
- If the voter has a Wisconsin-issued driver license or identification card, when the voter completes the GAB-131, the voter must include the driver license expiration date in Box 2. If the voter does not have the license or know the expiration date, the election inspector should ask the voter if the license is current and valid. If the voter indicates that the license is current and valid, the election inspector should write “voter affirmed” in the expiration date field on the application. If voter indicates the license is not current and valid, the voter should be requested to list the driver license number for matching purposes, but must list the last four digits of his or her Social Security number.
- Election Day registrants must provide proof of residence (a photo is not required on most proof of residence documents). **Documents that constitute acceptable proof of residence have not changed.**
  - A current and valid Wisconsin driver’s license or receipt for license.
  - A current and valid Wisconsin identification card or receipt for identification card.
  - Any other official identification card or license issued by a Wisconsin governmental body or unit.
  - Any identification card issued by an employer in the normal course of business and bearing a photo of the card holder, but not including a business card.
  - A real estate tax bill or receipt for the current year or the year preceding the date of the election.
  - A residential lease.
    - A residential lease should contain:
      - Landlord Name
      - Tenant Name
      - Address Subject to Lease
      - Term
      - Rent
      - Landlord Signature
      - Tenant Signature

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

If the Voter **IS** Registered or After Registration is completed

- The voter announces his or her name and address.
- If the voter's name is not on the voter list, ask if the voter has a Certificate of Registration (GAB-133). If so, you may accept the Certificate of Registration as their voter registration without requiring the voter to provide proof of residence.
- If the voter is marked "POR REQ" on the poll list (because the voter registered for the first-time by mail before April 4, 2014 and did not provide proof of residence), the voter must produce acceptable proof of residence at this time.
- The inspector asks the voter to show proof of ID. Please see below for a list of documents that constitute acceptable proof of ID:

- Valid forms of proof of identification must include the voter’s name, which conforms to the voter’s name on the poll list (e.g. Mike for Michael, etc.) and a photograph that reasonably resembles the voter. The address on the document does not have to be current to be used as proof of identification.
- The following photo IDs are acceptable for voting purposes, **and can be unexpired or expired after the date of the most recently general election (currently the November 4, 2014 election):**
  - A Wisconsin DOT-issued driver license, even if revoked or suspended.
  - A Wisconsin DOT-issued identification card
  - Military ID card issued by a U.S. uniformed service (veteran ID card not included)
  - A U.S. passport book or card
- The following photo IDs are also acceptable for voting purposes, but must be unexpired:
  - A certificate of naturalization that was issued not earlier than two years before the date of an election at which it is presented
  - A driver license receipt issued by Wisconsin DOT (valid for 45 days)
  - An identification card receipt issued by Wisconsin DOT (valid for 45 days)
  - A photo identification card issued by a Wisconsin accredited university or college that contains the following:
    - Date of issuance
    - Signature of Student
    - Expiration date no later than two years after date of issuance
    - The university or college ID must be accompanied by a separate document that proves enrollment
- The following photo IDs are also acceptable for voting purposes, regardless of the expiration date:
  - An identification card issued by a federally recognized Indian tribe in Wisconsin

## 2. **Providing Proof of ID**

### If the Voter Provides Acceptable Proof of ID

- The inspector verifies that the name on the ID conforms to the name on the poll list. The name on the proof of ID may be a variation of the name on the poll list. For example, “Robert” vs. “Bob,” variations of initials or upper or lower case letters, hyphenated names, etc.
- The inspector verifies that any photograph on the ID reasonably resembles the voter.
- The inspector verifies that the proof of ID is unexpired or, if expired, meets the expiration specifications listed above.

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

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

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

**3. Signing the Poll List**

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

**PROVISIONAL BALLOT CERTIFICATE**  
**Ballot under Wis. Stat. § 6.97**

*Voter: Complete the information below and sign the certification in the presence of an election inspector who must also sign.*

Date of Election (month/ day/ year)	County	Ward #
Municipality (check type and list name)		
Town <input type="checkbox"/>	Village <input type="checkbox"/>	City <input type="checkbox"/> of
Name (Last, First, Middle) including suffix		
Street Address – include street number or fire number and name of street, or rural route and box number		
City, State, Zip		Phone #, including area code
Date of Birth (month/ day/ year)		Are you a citizen of the United States? Yes <input type="checkbox"/> No <input type="checkbox"/>

*Official Use Only:*

<b>PV #</b>	Voter must supply the following information to the municipal clerk no later than 4:00 p.m. on the Friday following the election in order for this ballot to be counted:
<input type="checkbox"/>	WI Driver License number
<input type="checkbox"/>	Proof of Residence (1 <sup>st</sup> -time WI voters who registered before April 4, 2014 and have not provided POR – “POR Required” notation on poll list)
<input type="checkbox"/>	Photo I.D.

**CERTIFICATION OF VOTER**

I certify, subject to the penalties of Wis. Stat. § 12.13(3)(g), that I am a qualified elector of the ward and municipality in the county of the state of Wisconsin indicated above. I am eligible to vote in this ward at the election today. I understand that if I fail to submit the required information listed above to my municipal clerk no later than 4:00 p.m. on the Friday following the election, my ballot may not be counted.

Signature of Voter \_\_\_\_\_

Date \_\_\_\_\_

Signature of Election Inspector \_\_\_\_\_

Date \_\_\_\_\_

**GAB-123** | Rev 2015-04 | Government Accountability Board, P.O. Box 7984, Madison, WI 53707-7984 | 608-261-2028 | web: gab.wi.gov | mail: gab@wi.gov



# PROVISIONAL VOTING INFORMATION SHEET

You are being given a provisional ballot today because one of the following situations applies:

- You are unable or unwilling to list your Wisconsin driver license or identification card number on your voter registration application.
- You are a first-time voter who registered by mail before April 4, 2014 who is unable to provide the poll workers with acceptable proof of residence.
- You are unable or unwilling to present an acceptable proof of identification.

Your provisional ballot number is **PV#**\_\_\_\_\_.

Your provisional ballot will not count unless you provide the poll workers with the required information before the polling place closes at 8:00 p.m. tonight, or you provide the required information to the municipal clerk by 4:00 p.m. the Friday after the election

If you need to provide your Wisconsin driver license or identification card number, you may contact the municipal clerk using the information below no later than 4:00 p.m. Friday.

If you need to provide proof of residence, you must provide it (or a copy) to the municipal clerk no later than 4:00 p.m. Friday. Acceptable forms of proof of residence may be found on the back side of this handout. Electronic forms are acceptable.

If you need to present an acceptable proof of identification, you must present your proof of identification to the municipal clerk no later than 4:00 p.m. Friday. Acceptable forms of proof of identification may be found on the back side of this handout.

You may check whether your ballot was counted by contacting the municipal clerk.

## **Municipal Clerk Contact information:**

\_\_\_\_\_  
(Name of municipal clerk)

\_\_\_\_\_  
(Telephone number)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(Fax number)

\_\_\_\_\_  
(Municipality, state, zip code)

\_\_\_\_\_  
(E-mail address)

You may check whether your ballot was counted by contacting the municipal clerk or the MyVote WI website at: <https://myvote.wi.gov>, or contact the Government Accountability Board at 866-VOTEWIS (868-3947).

**NOTE: Provisional ballots will NOT be issued when a voter is at the wrong polling place or when a person is attempting to register in-person at the polling place and does not provide the required proof of residence.**

### **Acceptable Forms of Proof of Residence**

- A current and valid Wisconsin driver license
- A current and valid Wisconsin identification card
- Any other official ID card or license issued by a Wisconsin governmental body
- An ID card with your photo issued by an employer during the normal course of business (not including a business card)
- A real estate tax bill or receipt (for the current year or year before the election)
- A residential lease which is effective for a period that includes Election Day
- A university, college, or technical college identification card (must include photo) together with a fee payment receipt issued to the cardholder by the university, college, or technical college dated no earlier than 9 months before the date of the election at which the receipt is presented or a certified housing list that indicates U.S. citizenship.
- A utility bill for a period starting no earlier than 90 days before Election Day
- A bank statement
- A paycheck
- A government check
- Any other official document issued by a unit of government

**NOTE:** All of the above must contain a current and complete name, including both first and last name; and a current and complete residential address, including numbered street address, if any, and the name of the municipality (or city used for mailing purposes). If the form has an expiration date, it must be valid on Election Day.

### **Acceptable Forms of Proof of Identification**

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

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

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

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

