

Wisconsin Election Day Voter Registration Manual

October 2008



**Government Accountability Board
Elections Division**

17 West Main Street, Suite 310
P.O. Box 2973
Madison, WI 53701-2973

Phone: (608) 266-8005
FAX: (608) 267-0500
[HTTP://gab.wi.gov](http://gab.wi.gov)

*Since 1976 Wisconsin voters have been able to
register in person at the polling place
on Election Day.
(§6.55, Wis. Stats.)*

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ELECTIONS DIRECTORY



Elections Division
17 West Main Street, Suite 310
P.O. Box 2973
Madison, WI 53701-2973
Phone: 608-266-8005
FAX: 608-267-0500
Website: <http://gab.wi.gov>
email: gab@wi.gov

GOVERNMENT ACCOUNTABILITY BOARD – ELECTIONS DIVISION

Kevin J. Kennedy
Director and General Counsel..... 608-266-8005
email: kevin.kennedy@wisconsin.gov

Nathaniel E. Robinson
Elections Division Administrator..... 608-267-0715
email: nathaniel.robinson@wisconsin.gov

Agency General Number..... 608-266-8005
FAX..... 608-267-0500
email: gab@wisconsin.gov

GAB Help Desk Number..... 608-261-2028
SVRS FAX..... 608-261-2035
email: gabhhelpdesk@wisconsin.gov

Election Administration

George A. Dunst
Staff Counsel..... 608-266-8005
email: george.dunst@wisconsin.gov

Diane Lowe
Lead Elections Specialist..... 608-266-3276
email: diane.lowe@wisconsin.gov

Ross Hein
Elections Specialist Voting Equipment..... 608-267-3666
email: ross.hein@wisconsin.gov

Steve Pickett
Elections Specialist Local Election Administration..... 608-266-3061
email: steve.pickett@wisconsin.gov

David Buerger
Elections Specialist HAVA Compliance..... 608-267-0951
email: david.buerger@wisconsin.gov

Steve Rossman
GAB Help Desk Lead..... 608-261-2002
email: steven.rossman@wisconsin.gov

Voter Registration

Barbara Hansen
Statewide Voter Registration
System Director..... 608-267-0714
email: barbara1.hansen@wisconsin.gov

Logan Dixon
Elections Specialist SVRS..... 608-261-2032
email: logan.dixon@wisconsin.gov

Darlene Igl
Elections Specialist SVRS..... 608-516-4429
email: darlene.igl@wisconsin.gov

Voter Registration (cont.)

Nathan Judnic
Elections Specialist SVRS.....cell: 608-516-5683
email: nathan.judnic@wisconsin.gov

Dotti Milner
Elections Specialist SVRS.....cell: 608-516-4892
email: dotti.milner@wisconsin.gov

Kathryn Mueller
Elections Specialist SVRS.....cell: 608-225-1029
email: kathryn.mueller@wisconsin.gov

Angela Steinhauer
Elections Specialist SVRS..... 608-279-2215
email: angela.steinhauer@wisconsin.gov

Gene Norman
SVRS Data Specialist..... 608-267-7891
email: gene.norman@wisconsin.gov

Training

Vacant
Director of Training.....
email:

Allison Coakley
Training Officer Coordinator..... 608-261-2033
email: allison.coakley@wisconsin.gov

Adam Harvell
Training Officer..... 608-279-1958
email: adam.harvell@wisconsin.gov

Ed Edney
Training Officer..... 608-516-3574
email: ed.edney@wisconsin.gov

Public Information

Kyle Richmond
Public Information Officer..... 608-267-7887
email: kyle.richmond@wisconsin.gov

GOVERNMENT ACCOUNTABILITY BOARD MEMBERS

Michael W. Brennan	Thomas Cane
William Eich	Victor Manian
Gordon Myse	Gerald C. Nichol

FEDERAL INFORMATION – ELECTIONS ADMINISTRATION

Military & Overseas Voting

Federal Voting Assistance Program
1155 Defense Pentagon
Washington, DC 20301-1155
Phone: 800-438-8683
FAX: 703-696-1352
email: vote@fvap.ncr.gov
Website: <http://www.fvap.ncr.gov>

Help American Vote Act (HAVA) and Other Federal Election Law

United States Election Assistance Commission
1225 New York Avenue, N.W.
Suite 1100
Washington, DC 20005
Phone 866-747-1471 or 202-747-1747
FAX 202-566-3127
Website: <http://www.eac.gov>

Election Fraud

US Dept of Justice
Bond Building, 1400 New York Avenue NW, 12th Floor
Washington, DC 20005
Phone: 202-514-1421
FAX: 202-514-3003
email: AskDOJ@usdoj.gov

Voting Rights Act

Voting Section, Civil Rights Division
Room 7254 - NWB
Department of Justice
950 Pennsylvania Ave., NW
Washington, DC 20530
Phone: 800-253-3931 or 202-307-2767
Website: <http://www.usdoj.gov>

ACCESSIBILITY SUPPLIES & CONTACTS

Coalition of Independent Living Centers
6320 Monona Dr. Ste 408
Madison, WI 53716-3975
Phone: 608-891-1300 or 800-690-6665
Website: <http://www.wfv.org/fv/ir/ir-wciloc.html>

Disability Rights Wisconsin
131 W. Wilson Street, Suite 700
Madison, WI 53703
Phone: 800-928-8778 or 608-267-0214
TTY: 888-758-6049
FAX: 608-267-0368
Website: <http://www.disabilityrightswi.org/index.php>

Inclusion Solutions
6909 N. Western Ave.
Chicago, IL 60645
Phone: 773-338-9612
FAX: 773-338-9615
email: contact@inclusionsolutions.com
Website: <http://www.inclusionsolutions.com/>

VOTING EQUIPMENT VENDORS

Premier Election Solutions
(formerly Diebold Election Systems)
Phone: 800-433-VOTE
website: <http://www.premierelections.com>

Election Systems & Software, Inc. (ES&S)
11208 John Galt Blvd.
Omaha, NE 68137
Phone: 402-593-0101 or 800-247-8683
FAX: 402-593-8107
email: info@essvote.com
Website: <http://www.essvote.com/>

Populex
420 B Airport Road
Elgin, IL 60123
Phone: 877-767-8539
Website: <http://www.populex.com/>

Sequoia Voting Systems
7677 Oakport St, Suite 800
Oakland, CA 94621
Phone: 510-875-1200
FAX: 510-875-1226
Website: <http://www.sequoiavote.com/>
Command Central (*Programming/Supplies*)
P.O. Box 7306
St. Cloud, MN 56302
Phone: 320-259-7027
FAX: 320-259-7028

Vote-PAD
email: info@vote-pad.us
Website: <http://www.vote-pad.us/>

Voting Technologies International (VTI)
757 N Broadway
Milwaukee, WI 53202
Phone 414-431-0180 or 888-989-VOTE
FAX 414-270-9507
email: info@vtintl.com
Website: <http://www.vtintl.com/>

COMMERCIAL PRINTERS OF ELECTION FORMS

Bear Graphics
P.O. Box 3290
Sioux City, IA 51101
Phone: 800-325-8094

KEY TERMS

Election Day Registration – individuals who are qualified electors may register to vote at the polling place on Election Day.

Qualified Elector – a qualified elector is a U.S. citizen, 18 years of age or older, who has resided in the election district for at least 10 days before any election without any present intent to move, and who is not otherwise disqualified. **In this document, the term “elector” has the same meaning as the term “voter.”**

Help America Vote Act of 2002 (HAVA) – enacted on October 29, 2002, this federal law requires, among other things, that states develop a computerized statewide voter registration system, and implement certain requirements for voter registration, polling place and voting system accessibility.

Proof of Residence – A document that contains a complete name, including both the first and last name, and a current and complete residential address, including a numbered street address, if any, and the name of a municipality.

Required of:

1. Individuals who register to vote in person with the municipal clerk after the close of registration (20 days before the election).
2. Individuals who register to vote at the polling place on Election Day.
3. First-time Wisconsin voters who register to vote by mail.

(See page 9 for a list of acceptable proof of residence.)

Prepared Poll List – a municipal clerk provides a prepared poll list for use on Election Day. This list includes all voters who registered before the close of registration (see page 4 for sample prepared voter list).

First-Time Voter – an individual who has never voted in Wisconsin.

VOTER LISTS

It is important to diligently and thoroughly complete all the election forms and maintain all the voter lists at the polling place on Election Day.

Poll List and Supplemental Poll List

The municipal clerk should provide a pre-printed list of all currently registered voters for use on Election Day. This list will include important notes indicating special circumstances, such as that proof of residence is required (“ID Required”), or that the voter is an absentee elector (“Absentee”). Please see the sample prepared poll list on page 4 for an example of these notations.

Note: The second section of this list contains the names and identification numbers of confidential electors, if the protected individuals registered with the clerk before Election Day. This section of the poll list is not open to public inspection.

An additional list (the supplemental poll list) should be created at the polling place on Election Day. The supplemental poll list should include:

1. For presidential elections, all former and new Wisconsin residents who are voting for president only.
2. Individuals who registered in-person with the municipal clerk after the close of registration. These individuals should have a Certificate of Registration (EB-133) (see sample forms section for example).
3. Individuals who register on Election Day, or who claim to be registered but do not appear on the pre-printed poll list but whose registration is verified by the municipal clerk.
4. Individuals who are reassigned from another polling place.

The different types of electors are denoted in the “Notes” column of the supplemental poll list. (See page 5.)

Two originals of these lists must be maintained by Election Inspectors.

Samples of both the prepared voter list and the supplemental poll list are provided on pages 4 and 5.

Ineligible Voter List

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

The Ineligible Voter List information is organized by the person's last name. The list includes last name, first name, middle initial, last known address, date of birth, and separation date. Please note: In some cases, the separation date is replaced by status information. The status is provided to clarify that the person's right to vote has not been restored even though a date does not appear.

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

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

SAMPLE SVRS Prepared Poll List

Notes	Ward	District Combo	Ballot Combo	Name and Address	Voter #	Voter ID and Barcode
Names beginning with the letter [B]						
	WD8	13258-008-1	NP-2	BEALE, Alan T 704 PIRATE ISLAND RD APT 210		0000216462 
ALD: ALD 2 CONG: CG02 USCH:US3675 ASSM: AS48				MONONA, WI 53716		
	WD8	13258-008-1	NP-2	BEAUDELLE, William J 600 BARTELS ST # 2		0000218590 
ALD: ALD 2 CONG: CG02 USCH:US3675 ASSM: AS48				MONONA, WI 53716		
	WD8	13258-008-1	NP-2	BECHLE, Jason J 603 FALCON CIR 1		0000218584 
ALD: ALD 2 CONG: CG02 USCH:US3675 ASSM: AS48				MONONA, WI 53716		
	WD8	13258-008-1	NP-2	BEIER, Alissa L 626 PIRATE ISLAND RD APT 106		0000218562 
ALD: ALD 2 CONG: CG02 USCH:US3675 ASSM: AS48				MONONA, WI 53716		
ID Required	WD8	13258-008-1	NP-2	BELZ, Charles L 6202 WINNEQUAH RD		0000217058 
ALD: ALD 2 CONG: CG02 USCH:US3675 ASSM: AS48				MONONA, WI 53716		
	WD8	13258-008-1	NP-2	BERNARD, Michael J 6111 WINNEQUAH RD		0000217059 
ALD: ALD 2 CONG: CG02 USCH:US3675 ASSM: AS48				MONONA, WI 53716		
	WD8	13258-008-1	NP-2	BERNARD, Scot M 626 PIRATE ISLAND RD		0000216989 
ALD: ALD 2 CONG: CG02 USCH:US3675 ASSM: AS48				MONONA, WI 53716		
	WD8	13258-008-1	NP-2	BERNHAGEN, Amy J 6405 WINNEQUAH RD		0000216467 
ALD: ALD 2 CONG: CG02 USCH:US3675 ASSM: AS48				MONONA, WI 53716		
	WD8	13258-008-1	NP-2	BERNHAGEN, Charles E 6405 WINNEQUAH RD		0000216468 
ALD: ALD 2 CONG: CG02 USCH:US3675 ASSM: AS48				MONONA, WI 53716		
Absentee	WD8	13258-008-1	NP-2	BEVER, Jerome F 6302 BRIDGE RD		0000213120 
ALD: ALD 2 CONG: CG02 USCH:US3675 ASSM: AS48				MONONA, WI 53716		
	WD8	13258-008-1	NP-2	BINDL, Jean A 6220 WINNEQUAH RD		0000213109 
ALD: ALD 2 CONG: CG02 USCH:US3675 ASSM: AS48				MONONA, WI 53716		
	WD8	13258-008-1	NP-2	BISCHEL, Steven J 704 PIRATE ISLAND RD APT 110		0000218582 
ALD: ALD 2 CONG: CG02 USCH:US3675 ASSM: AS48				MONONA, WI 53716		

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REGISTRATION DEADLINES

In Wisconsin, individuals can register to vote in person or by mail (§6.30, Wis. Stats.).

By Mail

Individuals may register by mail with the municipal clerk until 5:00 p.m. on the 3rd Wednesday (20 days) before the election. The municipal clerk may accept mail-in registrations postmarked on or before this deadline (§6.28, Wis. Stats.).

By Special Registration Deputy (SRD)

Registrations collected by SRDs must be delivered to the office of the municipal clerk no later than 5:00 p.m. on the 20th day before the election.

In Person at the Clerk's Office

Individuals may register in person with the municipal clerk until 5:00 p.m. (or the end of business hours, whichever is later) on the day before the election. If the elector registers in person after the 3rd Wednesday before the election, the municipal clerk issues a Certificate of Registration (EB-133) to the elector containing the elector's name and address he or she must present to the Election Inspectors (see sample at end of manual) (§6.29, Wis. Stats.). Individuals who register after the 3rd Wednesday before the election must provide proof of residence at the time of registration.

On Election Day

An individual may also register at the polling place on Election Day (§6.55, Wis. Stats.), until the polls close at 8:00 p.m. (§6.78, Wis. Stats.). These individuals must provide proof of residence.

How to Register	Deadline
In Person with Municipal Clerk	5:00 p.m.* on the day before the election (*or the end of business hours, whichever is later.)
By Mail	5:00 p.m. on the 3 rd Wednesday before the election (postmarked on or before this deadline)
By SRD	5:00 p.m. on the 3 rd Wednesday before the election (Forms must be in the physical possession of the municipal clerk by this deadline.)
On Election Day	8:00 p.m. (when the polls close)

ELECTION DAY SPECIAL REGISTRATION DEPUTIES

The governing body or board of election commissioners of a municipality may pass a resolution that allows Election Day registration duties to be carried out by Special Registration Deputies appointed by the municipal clerk or the board of election commissioners (§6.55(6), Wis. Stats.). Any qualified elector of the *municipality* may be appointed as an Election Day Special Registration Deputy.

Election Day Special Registration Deputies are appointed for one election only, and assist Election Inspectors with voter registration at the polling place. All Election Day Special Registration Deputies are required to undergo training before serving. Election Day Special Registration Deputies must attend at least one training program provided by the municipal clerk within two years of the date of the election for which they are appointed to serve. Election Day Special Registration Deputies may not serve in an election for which they have not completed training (§7.315(1)(b)1., Wis. Stats.).

Note: In the event that a trained individual cannot serve as an Election Day Special Registration Deputy because of sickness, injury, or other unforeseen occurrence, another individual may be appointed to serve in his or her place. This person is not required to be trained, but is appointed for a specific election and may not serve more than once in a two year period, unless training is completed (§7.315(1)(b)2., Wis. Stats.).

MAIL-IN REGISTRANTS AND FIRST-TIME VOTERS

First-time voters who registered by mail must show proof of residence before being allowed to vote.

When an elector completes a Wisconsin Voter Registration Application (EB-131) by mail before the close of registration (3rd Wednesday before the election), he or she is sent a first class letter or postcard informing him or her of the correct ward and polling place (§6.32, Wis. Stats.). If the letter or postcard is returned by the post office or the clerk learns that the registrant has a different address, the registrant is marked as ineligible to vote.

If an elector registers to vote by mail, has never voted in Wisconsin, and does not submit a copy of proof of residence with the application or did not provide proof of residence to the municipal clerk before Election Day, the elector must present proof of residence to the Election Inspectors at the polling place before being allowed to vote (§6.36(2)(c), Wis. Stats.).

First-time voters who need to show proof of residence have the notation “ID required” placed beside their name on the prepared voter list. For example, on the sample prepared voter list (page 4), the fifth voter on the list is required to show proof of residence. The Election Inspector must ask this person to show proof of residence before allowing him or her to vote.

Note:

- “ID required” refers to “**I**dentifying **D**ocument establishing proof of residence is required”. Acceptable forms of proof of residence are outlined on page 9.
- A first-time voter who registered by mail and did not provide proof of residence, may not use a residential lease as proof of residence on Election Day to meet this requirement.

WHAT IS PROOF OF RESIDENCE?

Below is a list of acceptable forms of proof of residence for voters who register on Election Day, voters who register at the clerk's office after the close of registration and first-time voters who register by mail.

<p style="text-align: center;"><u>Acceptable Forms of Proof of Residence</u></p> <p style="text-align: center;">Forms of proof must contain a <u>complete name</u>, including both the first and last name, and a current and <u>complete residential address</u>, including a numbered street address, if any, and the name of a municipality.</p> <p style="text-align: center;">Forms which have an expiration date must be valid on Election Day.</p>
A current and valid* Wisconsin driver license**
A current and valid Wisconsin identification card.
A university, college or technical institute identification card or fee (must include photo). Note: May be used even if the card does not contain the cardholder's address, if the individual appears on a list of certified students provided by an educational institution for use at the polling place.
Any other official identification card or license issued by a Wisconsin governmental body.
An 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 residential lease which is effective for a period that includes Election Day (excludes first-time voters registering by mail).
A real estate tax bill or receipt for the current year or the year preceding the date of the election.
A cable television, gas, electric, telephone or other utility service statement for the period commencing not earlier than 90 days before Election Day.
A bank statement.
A current paycheck.
A check or other document issued by a unit of government.

* A driver license used as proof of residence must be current with the voter's name, current address and with an expiration date that is after the Election Day. If the voter has an expired driver license, it cannot be used as proof of residence. In order to register, the voter would have to provide another form of proof of residence or use a corroborating witness.

**While an elector may choose to use his or her driver license as a form of proof of residence, he or she is not required to do so.

USING A CORROBORATOR

If an individual cannot supply acceptable proof of residence, the registration form can be substantiated and signed by one other qualified elector who resides in the municipality, who corroborates the applicant's residence information (§6.29(2), Wis. Stats.). The corroborator must then provide acceptable proof of residence (§6.55(2)(b), Wis. Stats.). While the corroborator must live in the municipality and provide proof of residence, the corroborator does not have to be a registered voter.

If an individual cannot provide proof of residence on election day or prove residency through the use of a corroborator, the individual cannot register to vote and therefore cannot receive a ballot.

COMPLETING THE REGISTRATION APPLICATION

In order to register to vote on Election Day, an individual must complete all required sections of the Wisconsin Voter Registration Application (EB-131) and provide proof of residence. See page 13 for an explanation of required fields.

The Help America Vote Act of 2002 (§303(a)(5)) and Wisconsin law (§§6.33(1) and 6.36(1)(a), Wis. Stats.) require that individuals provide certain information when registering to vote:

1. If an individual has been issued a Wisconsin driver license, the license number must be provided on the WI Voter Registration Application. For purposes of completing the EB-131, if a voter has been issued a WI driver license, he or she should provide the driver license number on the registration form, regardless of the status (revoked, expired, etc.) *The voter does not have to show the election official the driver license in order to complete the form.*

If an individual has a WI driver license, but cannot provide the number (i.e., forgot to bring it and does not know the number), he or she may vote by provisional ballot. The provisional ballot will not be counted until the individual provides the license number to an Election Inspector before the polls close, or delivers the information to the municipal clerk by 4:00 p.m. on the day after the election.

2. If the individual has not been issued a Wisconsin driver license, the individual may use the number from a WI state ID card issued by the WI Department of Transportation **OR** the last four digits of his or her Social Security number. (The voter should be *encouraged* to provide the state ID card number rather than the last four digits of the Social Security number.)
3. If the individual has not been issued a driver license, state ID card, or a Social Security number, the individual may indicate this on the WI Voter Registration Application (EB-131) by filling in the bubble provided for this purpose in Box 2.

Please note that the last four digits of the Social Security number may only be provided if the individual has not been issued a WI driver license. Persons with out-of-state driver licenses should use the last four digits of their Social Security number to complete the WI Voter Registration Application (EB-131). These persons must still provide a form of proof of residence, because an out-of-state driver license does NOT constitute proof of residence. **NOTE:** If a person presents an out-of-state driver license, write the State from which the license is issued and the number on the bottom of the EB-131.

Although a voter is required to list either their Wisconsin driver license number, state ID number, or the last four digits of the Social Security number in order to register (unless the voter lacks a driver license or Social Security number), he or she does not have to produce the license or card or give it to an Election Inspector.

An individual may simply provide the number to an Election Inspector, or record the information on the form. An elector cannot be required to show his or her driver license or Social Security card as a condition of registration. However, if the individual wishes to use his or her driver license as proof of residence, then he or she must present the license to the Election Inspector.

After providing the required number in Box 2 of the WI Voter Registration Application (EB-131), the individual must write his or her name **EXACTLY** as it appears on the document from which the number came. For example, if a driver license bears the name Jonathan Ray Smith, he must write “Jonathan Ray Smith” as his name on the WI Voter Registration Application (EB-131), rather than “Jon R. Smith” or some other variation.

An individual must complete all sections of the entire WI Voter Registration Application (EB-131). This includes the certification of eligibility. **Failure to complete all required sections of the WI Voter Registration Application (EB-131) prevents an individual from registering to vote, and therefore from receiving a ballot.**

It is very important to obtain previous address information (Sections 6 and 7). Instruct the voter to provide as much information as he or she can remember about their previous voting address. Previous address information improves the ability to match the voter within the SVRS system. Providing this information will also ensure that the voter’s registration is cancelled at their previous address, even if the voter’s previous address was in another state.

To complete the form, the registrant must sign their WI Voter Registration Application (EB-131) **in the presence of an Election Inspector or Election Day Special Registration Deputy** (§6.55(2)(b)(c)1., Wis. Stats.). The Election Inspector or Special Registration Deputy must print and sign his or her name, indicating that the form has been accepted (§6.55(2)(c)(1), Wis. Stats.).

The following form is a guide to the required fields of the WI Voter Registration Application (EB-131). (The actual form is located in the “forms” section.)

PROCESSING NEW REGISTRANTS FOR VOTING

Required Steps

Ineligible Voter List check

When a person registers to vote at the polling place, the Election Inspector must check the name and date of birth of that person against the Ineligible Voter List. The procedure is as follows:

1. Ask the person for his or her name and date of birth.
2. Compare the person's name and date of birth against the Ineligible Voter List.
 - a. If there is no match with the ineligible voter list, the person follows the Election Day voter registration process (see procedure on page 15).
 - b. If the name and date of birth are identical to an entry on the Ineligible Voter List, check the separation date. If the separation date is **before** Election Day, the person is eligible to vote. If the person's separation date is **after** the Election Day, the Election Inspector must inform that person that he or she is ineligible to vote based on the information provided to the inspector.
 - i. If a person who matches a record on the list maintains that he or she is eligible to vote, the registration form should be marked "ineligible to vote per DOC" and the ballot should be challenged. (For more information on challenging electors, see the Challenge Procedures outlined in the *Election Day* manual, pages 34-36).
 - ii. Note: If you find a matching name with a different date of birth, this is **not** a good reason to challenge. There are many common names and poll workers must exercise due care when determining whether they have a match with an ineligible voter. If a voter states his name is Jim John Smith, and the Ineligible Voter List has a Jim J. Smith and the date of birth is the same, this is good reason to challenge. Use the address as further corroborating information.

Additional instructions will be included with the Ineligible Voter List.

Processing New Registrants

Once it has been determined that the person is eligible to vote, the following steps must be completed to process a new registrant:

1. Registrant shows proof of residence.
2. Election Inspector or Special Registration Deputy reviews proof of residence, and writes the type and any unique number on the document on the WI Voter Registration Application (EB-131) in Section 12.
3. Registrant completes Wisconsin Voter Registration Application (EB-131).
4. Election Inspector or Special Registration Deputy reviews the form for completeness.
5. Registrant signs form, in Section 11, **in the presence of the Election Inspector or Special Registration Deputy.**
6. Election Inspector or Special Registration Deputy prints his or her name and signs the form, indicating that the form is complete.
7. Election Inspector or Special Registration Deputy records the registrant's name and address on the supplemental poll list.
8. Registrant is assigned a voter number. That number must be noted on the WI Voter Registration Application (EB-131), in Section 11, and documented on the supplemental poll list.
9. Registrant is given a ballot and votes.

Sample Process

While not required, the Elections Division recommends that a separate registration table or area be established, apart from the table where registered voters on the prepared voter list are processed and ballots are issued.

At this registration table, the elector provides proof of residence and completes the WI Voter Registration Application (EB-131). The Election Inspector or Special Registration Deputy then reviews the form for sufficiency and correct proof of residence, noting on the WI Voter Registration Application (EB-131) the type of proof of residence and any unique number on the document. The elector **MUST**

sign the form in the presence of the Election Inspector or Special Registration Deputy. The Election Inspector or Special Registration Deputy then prints and signs his or her name.

After the elector completes the WI Voter Registration Application (EB-131), the Election Inspector or Special Registration Deputy adds the elector's name and address to the two original supplemental poll lists, and a voter number is assigned to the elector. The new registrant votes in the same manner as all other electors at the polling place.

A completed WI Voter Registration Application (EB-131) contains confidential information which is not open to public inspection at the polls on Election Day. Confidential information includes: Date of birth, driver license number, DOT-issued state ID number, Social Security number, proof of residence account number and information about elector accommodation. The WI Voter Registration Application (EB-131) is retained by the Election Inspectors and returned to the municipal clerk after the polls close.

PROVISIONAL BALLOTS AND VOTING

In Wisconsin, provisional voting is **ONLY** used in two situations:

1. If an individual is a first-time voter, who registered by mail and has failed to provide the required proof of residence, he or she may vote provisionally.
 - a. The poll list will contain the notation “ID Required” to identify those first-time voters who registered by mail and who must show proof of residence before being allowed to vote.
 - b. If an individual fails to provide the required proof of residence, and cannot register by using a corroborator to attest to the elector’s residency, he or she may vote provisionally.
2. If an individual who registers on **Election Day** has a Wisconsin driver license, but is unwilling or unable to provide the license number, he or she may vote provisionally.
 - a. Individuals who have a Wisconsin driver license may **NOT** use the last four (4) digits of their Social Security number or Wisconsin State ID card to register.
 - b. Electors may vote provisionally if providing the driver license number is the only missing registration element. If an elector is also missing required proof of residence or corroboration, then he or she may **NOT** register or vote.

There is NO other situation in which provisional voting should be used.

Provisional ballots are **NOT** given when a voter is at the wrong polling place. If a voter appears at the wrong polling place, he or she will be directed to the proper location. Provisional ballots are also **NOT** given when a person is attempting to register in-person at the polling place and does not provide the required proof of residence or cannot use a corroborator.

Procedure

Once it is determined a voter may vote provisionally, the following procedures are required:

1. The voter must complete a Provisional Ballot Certificate Envelope (EB-123).
2. The voter completes the certificate envelope in the presence of at least one Election Inspector by:
 - a. Listing his or her full name;
 - b. Listing his or her complete address, including municipality and county;
 - c. Listing his or her date of birth and citizenship;
 - d. Indicating the type of election;
 - e. Signing and dating the envelope.
3. The Election Inspector completes the certificate envelope by:
 - a. Signing and dating the certificate envelope;
 - b. Indicating the type of required information on the envelope by checking the correct box.
4. The Election Inspector issues a provisional voter number, which is recorded on the voter list.
 - a. This number (PV #) is issued sequentially, starting with "1."
 - b. The PV# is also recorded on the back of the ballot, on the Inspectors' Statement (EB-104), and on the Provisional Ballot Certificate Envelope (EB-123).
5. The elector votes the ballot, seals the voted ballot in the Provisional Ballot Certificate Envelope (EB-123), and returns the sealed envelope to the Election Inspector.
6. The Election Inspector gives the elector the Provisional Voting Information sheet, explaining that the elector must provide the missing information to the municipal clerk before 4:00 p.m. on the day following the election.
7. The sealed certificate envelope is placed inside the Inspectors' Certificate for Provisional Ballots envelope (EB-108).
8. This incident should be recorded on the Inspectors' Statement (EB-104).

COLLEGE STUDENTS

The municipal clerk may request that a college or university prepare and provide a certified student list that is current within 10 days of election. Students can use this certified list as proof of residence in order to register to vote. If a student chooses to use the list as proof of residency, he or she must also provide his or her college ID or fee card when registering. A college student's ID or fee card must contain a photo of the cardholder (§6.34(3)(a)7, Wis. Stats.). This procedure is often used for college students residing in campus housing.

If a student does not appear on the student list, he or she cannot register to vote using his or her college ID as proof of residence. If a student can provide other proof of residence (per §6.34 Wis. Stats.), he or she can register at the polling place just like any non-student.

If a college student has an out-of-state driver license, he or she must provide the last four digits of his or her Social Security number OR the number from a state ID card issued by the Wisconsin Department of Transportation to complete the WI Voter Registration Application (EB-131).

NOTE: If a person presents an out-of-state driver license, write the State from which the license is issued and the number on the bottom of the EB-131.

FREQUENTLY ASKED QUESTIONS

1. *What if an individual claims to be registered, but his or her name does not appear on the voter list and the individual does not have a registration certificate issued by the municipal clerk?*

If the elector is at the correct polling place, the elector must complete registration like any other voter registering on Election Day (§6.55(3)(a), Wis. Stats.). He or she must complete the WI Voter Registration Application (EB-131) and provide proof of residence.

2. *What if someone registering to vote has an out-of-state license?*

The individual should use the last four digits of his or her Social Security Number. If he or she has a state ID card issued by the Wisconsin Department of Transportation, the ID number is also acceptable. *Providing the ID card number should be encouraged over providing the last four digits of the Social Security number.* Please note that out-of-state driver licenses do not constitute proof of residence, and the individual must provide a valid form of proof of residence before being allowed to vote.

3. *What if someone who has a driver license refuses to provide the number on his or her WI Voter Registration Application (EB-131)?*

If an individual acknowledges that he or she has a driver license but will not provide the number to the Election Inspector, he or she may **only** vote by provisional ballot. The individual may NOT use the last four digits of his or her Social Security number to complete the WI Voter Registration Application (EB-131). If the individual chooses to vote provisionally, he or she must be informed that his or her vote will not be counted unless he or she provides his or her driver license number to the municipal clerk by 4:00 p.m. on the day after the election. Election Inspectors should provide the provisional voter with the Provisional Voting Information Sheet for this purpose. Anyone who has a Wisconsin driver license must provide the number in order to register to vote and have his or her vote counted.

4. *If an individual does not have a WI driver license, but has a state issued ID card, is he or she required to provide the ID card number?*

No. If the individual has not been issued a Wisconsin driver license, he or she may use **either** the ID card number **OR** the last four digits of his or her Social Security number. The elector should be encouraged to provide the ID number

rather than the last four digits of the Social Security number because the ID number provides a better match in the SVRS system.

5. *How does an individual who moved to Wisconsin less than 10 days ago obtain a presidential only ballot?*

Any qualified elector who has been a resident of this state for less than 10 days prior to the date of the presidential election is entitled to vote for the president and vice president but for no other offices (§6.15, Wis. Stats.).

The Election Inspector must have the individual complete and sign the Application for Presidential Ballot - New WI Resident (EB-141). The individual must also complete the Authorization to Cancel Registration (EB-139) that states that the elector intends to vote for president and vice president in Wisconsin and that his or her voting privileges should be canceled at his or her previous residence.

After completing these forms, the elector is then given a Presidential - Only ballot on which to vote.

Note: The official forms for obtaining a Presidential-Only Ballot are included at the end of this manual.

6. *Can election observers examine or inspect any WI Voter Registration Application (EB-131) that is completed on Election Day?*

No. While election observers may inspect the supplemental poll list, which contains the name and address of every new registrant, the WI Voter Registration Application (EB-131) contains confidential information. Therefore, WI Voter Registration Applications (EB-131) are not open to inspection at the polls on Election Day.

7. *What if an individual registers at the polling place, but is challenged when he or she tries to vote?*

In this instance, the Election Inspector should follow the general procedures for a challenged elector. Please see the related pages of the Election Division's *Election Day* manual.

8. *Should I check the Ineligible Voter List for already registered voters?*

NO. The Ineligible Voter List is only to be used on Election Day for **Election Day registration**. The list is not to be reviewed or used by poll workers for already registered voters.

9. *How do I handle a first-time voter who registered by mail (“ID required” appears on the voter list next to their name) and appears at the polling place with a residential lease as proof of residence?*

A residential lease cannot be used for proof of residence by a first-time voter who registered by mail. If the voter re-registers at the polling place, the residential lease may be used as proof of residence.

Sample Forms

WISCONSIN INSPECTORS' CERTIFICATE OF PROVISIONAL BALLOTS

We certify that the provisional ballots contained in this envelope were cast by voters unable to provide the proof of residence required pursuant to ss.6.36 (2)(b)2., 6.97, Wis. Stats., or unable to provide the driver's license number required pursuant to s.6.36(1)(a), Wis. Stats., at the election held in

the _____ Ward(s)

Of the

Town	}	of _____, _____ County, Wisconsin
Village		
City		

On the _____ day of _____, _____

Each provisional voter was assigned a serial number beginning PV# __. The number was recorded on the registration list, the back of the ballot, the Provisional Ballot Certificate Envelope (EB-123) and listed on the Inspectors' Statement (EB-104) prepared and filed by us with the election returns. Each voter was informed that in order for their ballot to be counted, they must provide the required proof of residence or driver's license number to the municipal clerk no later than 4:00 p.m. on the day after the election. Each voter was given "Provisional Voting Information" prepared by the Government Accountability Board.



**Election
Inspectors**

Dated this _____ day of _____, _____.

☆☆

Election Inspectors

- Provisional ballots of voters unable to provide the proof of residence required by ss. 6.36(2)(b)2., 6.97, Wis. Stats., or the driver's license number required by s. 6.36(1)(a), Wis. Stats., shall be kept in their certificate envelopes.
- These ballots may not be counted, unless the voter returns with the required proof of residence or driver's license number before the polls close.
- The names of provisional voters are assigned a serial number (PV# __) that is recorded on the registration list.
- The PV# is also recorded on the back of the ballot and on the Provisional Ballot Certificate Envelope (EB-123).
- The back of the ballot should be marked "Section 6.97," voted by the elector, placed in the completed provisional ballot certificate envelope and returned to the election inspectors.
- The inspectors make a notation (including the PV#) that the voter was issued a provisional ballot on the Inspectors' Statement (EB-104).
- The completed provisional ballot certificate envelopes containing the voted ballots are placed in this carrier envelope.
- This envelope will be returned by the inspectors to the municipal clerk after the polls close. s. 6.97, Wis. Stats.

Municipal Clerks

- The municipal clerk shall promptly notify the appropriate boards of canvassers that the clerk has provisional ballots that may be counted if the voter provides the required proof of residence or driver's license number by 4:00 p.m. on the day following the election. The municipal clerk shall make arrangements for the delivery of any ballots that should be included in the canvass if the voter provides the required proof of residence or driver's license number. s.6.97(3), Wis. Stats.

EB-108 (Rev. 8/2008). The information on this form is required by ss.6.36(2)(b)2., 6.97, Wis. Stats.
This form is prescribed by the Government Accountability Board, P.O. Box 2973, Madison, WI 53701-2973,
608-266-8005, email: gab@wi.gov, website: <http://gab.wi.us>

This form is printed on a (*insert color*) envelope.

**PROVISIONAL BALLOT CERTIFICATE
Ballot under Section 6.97, Wis. Stats.**

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	
Municipality (check type and list name) Town <input type="checkbox"/> Village <input type="checkbox"/> City <input type="checkbox"/> of			Ward #
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			
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:

PV #
Voter must supply the following information to the municipal clerk no later than 4:00 p.m. the day immediately following the election in order for this ballot to be counted:
<input type="checkbox"/> WI Driver License number
<input type="checkbox"/> Proof of Residence

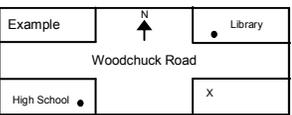
CERTIFICATION OF VOTER

I certify, subject to the penalties of S. 12.13(3)(g), Wis. Stats., 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. the day immediately following the election, my ballot may not be counted.

Signature of Voter

Signature of Election Inspector

This form is available in an accessible format, upon request.

	Wisconsin Voter Registration Application	<input type="radio"/> Submitted by Mail <small>(Office Use Only)</small>	
	Confidential Elector ID# <small>(HINDI - sequential #) (Office Use Only)</small>	SVRS ID # <small>(Office Use Only)</small>	
Instructions	Instructions for completing sections 1-12 are on the back of this form. Return this form to your municipal clerk, unless directed otherwise. <ul style="list-style-type: none"> Please use uppercase (CAPITAL) letters only. Fill in circles as appropriate. NOTE: If this is a change of address, then upon completion of this application your voting rights will be cancelled at your previous residence. If you have not voted in WI and are submitting this application by mail, you must also provide a copy of an acceptable proof of residence 		
1	<input type="radio"/> New WI Voter <input type="radio"/> Name Change <input type="radio"/> WI Address Change	Municipality County	<input type="radio"/> Town <input type="radio"/> Village <input type="radio"/> City
2	Wisconsin Driver License/ID Number		<input type="radio"/> I have neither a WI Driver License/ ID nor a Social Security Number.
	Social Security Number - Last Four Digits (only if no license/ID number)		
Print your name exactly as it appears on the document, the number of which you provided in Box 2. (Driver License/ID Card <u>or</u> Social Security Card).			
3	Last Name		First Name
	Middle Name	Suffix (e.g. Jr, II, etc.)	Phone #
	Date of Birth (M/D/YYYY)	Email Address	
4	Residence Address: Street Number & Name		
	Apt. Number	City	
	State	ZIP + 4	
5	Mailing Address: Street Number & Name		
	Apt. Number	City	
	State	ZIP + 4	
6	Last Name		First Name
	Middle Name	Suffix (e.g. Jr, II, etc.)	
7	Address: Street Number & Name		
	Apt. Number	City	State & Zip + 4
8	Please answer the following questions by filling in "Yes" or "No": 1. Are you a citizen of the United States of America? <input type="radio"/> Yes <input type="radio"/> No 2. Will you be 18 years of age on or before election day? <input type="radio"/> Yes <input type="radio"/> No If you filled in 'No' in response to EITHER of these questions, do <u>not</u> complete this form.		
9	I certify that I am a qualified elector, a U.S. citizen, at least 18 years old or will be at least 18 years old at the time of the next election, having resided at the above residential address for at least 10 days immediately preceding this election, not currently serving a sentence including probation or parole for a felony conviction, and not otherwise disqualified from voting. I certify that all statements on this form are true and correct. If I have provided false information I may be subject to fine or imprisonment under State and Federal laws. <u>If completed on election day:</u> I further certify that I have not voted at this election. (Please fill in circle)		
10	Accommodation needed at poll location (e.g. wheelchair access): <input type="radio"/> I am interested in being a poll worker.	If you do not have a street number or address, use the map to show where you live. •Mark crossroads •'X' where you live •Use dots for landmarks	
11	Signature of Elector X	Today's Date (M/D/YYYY) Official Use Only: Election Day Voter #	
12	Corroborator/Assistant Signature:	Corroborator / Assistant Address:	Office Use: Proof of residence type Office Use: Proof of Residence #
Official's Signature:		SRDs printed name and SRD#:	
Ward	Sch. Dist.	Alder	Cty. Supr.
Ct. of App.	Assembly	St. Senate	Congress



Wisconsin Voter Registration Application Instructions

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

<p>These documents constitute proof of residence if they:</p> <p>Contain the voter's current and complete first and last name and residential address, and are valid on the day used to register to vote.</p>	<ul style="list-style-type: none"> • A current and valid WI Driver License / ID Card • Any other official identification card or license issued by a Wisconsin governmental body or unit • An employee ID card with a photograph, but not a business card • A real property tax bill or receipt for the current year or the year preceding the date of the election • A residential lease (<u>Does not count as proof of residence if elector submits form by mail</u>) • A picture ID or fee card from a university, college or technical college • A utility bill for the period commencing not earlier than 90 days before the day registration is made • A bank statement • A paycheck
1	<ul style="list-style-type: none"> • Fill in the circle (New Voter, Name Change, Address Change) describing why you are completing this form. • If your municipal information has not been preprinted, indicate your municipality and county of residence. Use formal names (For example: City of Plymouth, Village of Chenequa, or Town of Aztalan). If in doubt, contact your municipal clerk.
2	<ul style="list-style-type: none"> • Provide your WI Department of Transportation (DOT) Driver License Number. • If you do not have a current and valid WI Driver License, but do have a WI DOT-issued Identification (ID) Card, provide that number. • If you do not have a WI DOT Driver License or ID Card, provide the last 4 digits of your Social Security Number. • If you have none of these, indicate that fact by filling in the appropriate circle. • <u>If you have a WI Driver License, but do not provide the number, your registration application cannot be processed.</u> • <u>If you are registering to vote on Election Day and you have a WI Driver License, but do not provide the number, your vote will not be counted unless you provide the number by the close of the polls or by 4 pm the following day to your municipal clerk.</u>
3	<ul style="list-style-type: none"> • Provide your current and complete name as it appears on the document, the number of which you provided in Box 2, including your last name, first name, middle name or initial and suffix (Jr, Sr, etc), if any. • Provide your month, day and year of birth. Remember to use your birth year, not the current year. • Providing your phone number and/or email address is optional, but will help your municipal clerk to contact you in case of problems with your registration.
4	<ul style="list-style-type: none"> • Provide your home address (legal voting residence), which must be located in Wisconsin. • Record the full house number (including fractions, if any). • Provide your full street name, including the type (St, Ave, etc) and any pre- and/or post-directional (N, S, etc.). • Provide the city name and zip that appears on mail delivered to your home address. A 5-digit zip is acceptable. • <u>You may not enter a PO Box as a residential address. A rural route box without a number should not be used.</u>
5	<ul style="list-style-type: none"> • If your mailing address is different from your home address, provide it here. A PO Box is acceptable as a mailing address. Overseas electors should provide their complete overseas address.
6	<ul style="list-style-type: none"> • If your name has changed, provide your previous first, last and middle names, along with a suffix, if any. • Provide this information regardless of the time elapsed since your last name change.
7	<ul style="list-style-type: none"> • If your residential address has changed, provide your previous address here. • Provide this information whether you moved within Wisconsin or from another state regardless of time elapsed.
8	<ul style="list-style-type: none"> • Answer both questions by filling in the appropriate circle. If you answer "No" to either question, you are not eligible to vote in Wisconsin. • Please note, for Question 2, you must either be at least 18 years old, or will be at least 18 years old at the time of the next election to be eligible to vote.
9	<ul style="list-style-type: none"> • Please read carefully. By filling in this circle you are certifying that you meet the eligibility requirements to vote. If you do not meet these requirements, you are not eligible to vote in Wisconsin, and do not fill in this circle.
10	<ul style="list-style-type: none"> • If you need assistance when voting, describe the assistance required (e.g. wheelchair access). • If you are interested in being a poll worker for your municipality, fill in the circle. • If you do not have a street address, use the map to show where you live.
11	<ul style="list-style-type: none"> • By signing and dating this form, you certify that all the information you have provided on this form is true and correct, and that you meet the eligibility requirements for voting, listed in the statement in Box 9 of this form.
12	<ul style="list-style-type: none"> • Corroborator: If you are registering on Election Day or after the official close of registration (5 pm on the 20th day before an election), you must provide proof of residence. If you are unable to do so, another qualified elector of the municipality may do so on your behalf. That corroborator must record his or her signature and address on the form in the space provided. • Assistant: If you are unable to sign this form due to a physical disability, you may have an assistant do so on your behalf. That assistant must provide his or her signature and address in the space provided. By signing, the assistant certifies that he or she signed the form at your request.

EB-133 Certificate of Registration (sample)

 Certificate of Registration	
General Instructions: Please use uppercase (CAPITAL) letters only. Please Review Fully Form to be completed by municipal clerk. Completed form is given to Elector to give to Election Inspector at polling location.	
Polling Location	Voting #
Ward #	Voter Registration #
	Certificate #
STATE OF WISCONSIN	
Municipality	
County	
To: Election Inspectors	
This is to certify that:	Name
	Street Address
	City, State, ZIP + 4
Has completed the required voter registration application in the Office of the Clerk and said elector should be permitted to cast his or her vote for the election to be held on:	
	Election Date (MM/DD/YYYY)
Subscribed to in the Office of the Clerk of:	
This <input type="text"/> Day of <input type="text"/> . <input type="text"/>	Municipality Name
Date Month Year	
Signature of Clerk	X

**AUTHORIZATION TO CANCEL REGISTRATION
NEW WISCONSIN RESIDENTS**

(Name of person authorizing cancellation of voter registration)

It is my intent to vote for President and Vice President in Wisconsin, under s.6.15, Wis. Stats.

I authorize the cancellation of my voting privileges at the following address:

(Former street address)

(Town, Village, or City)

(State)

(Zip Code)

I am not registered to vote at my previous address.

Date _____

(Signature of new Wisconsin resident)

(Present Address)

EB-139 (Rev.4/92)(Ref. 1/98)
s.6.15(2)(b), Stats.

**AUTHORIZATION TO CANCEL REGISTRATION
NEW WISCONSIN RESIDENTS**

(Name of person authorizing cancellation of voter registration)

It is my intent to vote for President and Vice President in Wisconsin, under s.6.15, Wis. Stats.

I authorize the cancellation of my voting privileges at the following address:

(Former street address)

(Town, Village, or City)

(State)

(Zip Code)

I am not registered to vote at my previous address.

Date _____

(Signature of new Wisconsin resident)

(Present Address)

EB-139 (Rev.4/92)(Ref. 1/98)
s.6.15(2)(b), Stats.

Application For Presidential Ballot - New Wisconsin Resident

For Presidential Election to be held on November ____, ____.

To the Clerk of _____,
State of Wisconsin.

(check one):
Town
Village
City

I, _____, do solemnly swear that:

1. I am a citizen of the United States, and before establishing my present residence in Wisconsin, my legal residence was at:

(former street address)

(former state)

(check one):
Town
Village
City

2. On the day of the next Presidential Election, I will be at least 18 years of age, and I have been a legal resident of the State of Wisconsin at the following address since the date indicated:

(date established residency)

(present street address)

(present municipality and county)

(check one):
Town
Village
City

3. I am qualified to vote for President and Vice President at the election to be held on November ____, ____.

4. I have resided in Wisconsin for less than 10 days, and I am not voting at any other place in this election.

I request an Official Presidential Ballot, in accordance with s.6.15, Wis. Stats.

Signature of applicant _____

Residence address _____

City _____, **State** _____ **Zip** _____

State of Wisconsin)
) ss.
County of _____)

Subscribed and sworn to before me this _____ day of _____, _____.

(signature of municipal or deputy clerk or election inspector)

Penalties for Violation. Whoever swears falsely to any absent elector affidavit under s.6.15, Wis. Stats., may be fined not more than \$1,000 or imprisoned not more than 6 months, or both. Whoever intentionally votes more than once in an election may be fined not more than \$10,000 or imprisoned not more than 4 years and 6 months, or both.

INSTRUCTIONS FOR APPLICATION FOR PRESIDENTIAL BALLOT - NEW WISCONSIN RESIDENT

Any person who is a United States citizen, at least 18 years old on election day, who has moved into the State of Wisconsin less than 10 days before the presidential election, and is ineligible to vote absentee in his or her state of previous residence, may vote for president and vice president by completing this application.

If voter registration is required, a new Wisconsin resident making application for a presidential ballot need not be registered.

A new Wisconsin resident can complete this application and vote for president and vice president either by absentee ballot in the office of the municipal clerk, or by voting at the polling place on election day.

In addition to completing this application form (EB-141), the elector also must complete a voter registration cancellation card (EB-139).

Both of these items are provided by the municipal clerk. They also can be obtained from an election inspector at the polling place on election day.

PROCEDURE FOR MAKING APPLICATION IN THE MUNICIPAL CLERK'S OFFICE

1. The new Wisconsin resident completes the application form (EB-141) and the voter registration cancellation card (EB-139).
2. If the new Wisconsin resident chooses to vote an absentee presidential ballot in the clerk's office, the municipal clerk provides the person with an absentee ballot certificate envelope (EB-122) and a presidential ballot. The clerk must keep a list which includes the name, address, date of application, and the date on which the ballot was cast.
3. If the new Wisconsin resident making this application chooses to go to the polling place on election day to vote, the municipal clerk must provide the person with a copy of the completed application form (EB-141) to take to the polling place.
4. The municipal clerk must keep a separate list of all new Wisconsin residents who vote under the provisions of s.6.15, Stats. The list must include the person's name, address, and date of application, and if voting by absentee ballot, the date of receipt of the voted ballot.
5. The municipal clerk shall send the voter registration cancellation card (EB-139) to the elector's municipality of previous residence.

PROCEDURE FOR VOTING FOR PRESIDENT AT THE POLLING PLACE

1. The new Wisconsin resident can complete this application (EB-141) and the voter registration cancellation card (EB-139) at the polling place, or bring a copy of the application form that was completed in the municipal clerk's office.
2. The election inspector will provide the person with a paper ballot to vote for the offices of president and vice president only.
3. The election inspectors shall indicate on the voter list next to the new Wisconsin resident's name that he or she received only a presidential ballot.
4. The application form (EB-141) and the voter registration cancellation card (EB-139) are returned to the municipal clerk along with the voter lists and other election documents.