



Wisconsin Elections Commission

What You Need to Know About Absentee Voting in 2020

January 15, 2020

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Agenda

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 - **Ballot Requests**
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Training Reminders & Resources



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EL-121 Absentee Ballot Application



Wisconsin Application for Absentee Ballot

Confidential Election ID# W/Vote ID # Ward No.

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

* You must be registered to vote before you can receive an absentee ballot. You can confirm your voter registration at <http://www.do.state.wi.us>.

PHOTO IS REQUIRED, unless you qualify for an exception. See instructions on back for exceptions.

VOTER INFORMATION

1 Municipality Town Village County

2 Last Name First Name
Middle Name Suffix (jr, etc.)
Phone Fax Email

3 Residence Address: Street Number & Name
Apt. Number

4 Fill in the appropriate circle - if applicable

I PREFER TO RECEIVE MY ABSENTEE BALLOT BY:

MAIL Mailing Address
 VOTE IN CLERK'S OFFICE Same Facility (name of applicant)
 FAX Fax Number
 EMAIL Email Address

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

The elections on the following dates: _____
 All elections from today's date through the end of the current calendar year (ending 12/31).
 Every election subsequent to today's date. I further certify that I am temporarily 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 lines)

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. § 6.80(3):
Agent Last Name: _____ Agent First Name: _____ Agent Middle Name: _____

7 **AGENT:** 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: _____ 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 10 consecutive days immediately preceding the 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 understood the above.
Voter Signature: _____ X _____ Today's Date: _____

4 Fill in the appropriate circle - if applicable (see instructions for definitions): Military Permanent Overseas Temporary Overseas

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Federal Postcard Application Ballot (FPCA)



Voter Registration and Absentee Ballot Request
Federal Post Card Application (FPCA)

This form is for absent Uniformed Service members, their families, and citizens residing outside the United States. It is used to register to vote, request an absentee ballot, and update your contact information. See your State's instructions at FVAP.gov.

Print clearly in blue or black ink.

1. Who are you? Pick one.

I request an absentee ballot for all elections in which I am eligible to vote AND:

I am on active duty in the Uniformed Services or Merchant Marine -OR- I am an eligible spouse or dependent.
 I am an activated National Guard member on State orders.
 I am a U.S. citizen living outside the country, and I intend to return.
 I am a U.S. citizen living outside the country, and my return is uncertain.
 I am a U.S. citizen living outside the country, and I have never lived in the United States.

Last name _____ Suffix (Jr., II) _____ Sex: Female
 Male
First name _____ Previous names (if applicable) _____
Middle name _____ Birth date (MM/DD/YYYY) ____/____/____
Social Security Number ____-____-____ Driver's license or State ID # _____

2. What is your address in the U.S. State or territory where you are registering to vote and requesting an absentee ballot?
Your voting materials will not be sent to this address. See instructions on other side of form.

Street address _____ Apt. # _____
City, town, village _____ State _____
County _____ ZIP _____

3. Where are you now? You must give your CURRENT address to receive your voting materials.

Your mailing address. (Different from above) _____
Your mail forwarding address. (If applicable) _____

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Federal Write-In Application Ballot (FWAB)



Voter Information
Federal Write-In Absentee Ballot (FWAB)

Have you already registered and requested an absentee ballot? Yes No
Some States allow you to use this form to register and request ballots for future elections. Visit FVAP.gov for more details.

Print clearly in blue or black ink.

1. Who are you? Pick one.

For absent Uniformed Service members, their families, and citizens residing outside the United States:

I am on active duty in the Uniformed Services or Merchant Marine -OR- I am an eligible spouse or dependent.
 I am an activated National Guard member on State orders.
 I am a U.S. citizen living outside the country, and I intend to return.
 I am a U.S. citizen living outside the country, and my return is uncertain.
 I am a U.S. citizen living outside the country, and I have never lived in the United States.

Last name _____ Suffix (Jr., II) _____ Sex: Female
 Male
First name _____ Previous names (if applicable) _____
Middle name _____ Birth date (MM/DD/YYYY) ____/____/____
Social Security Number ____-____-____ Driver's license or State ID # _____

2. What is your U.S. voting residence address?
Your voting materials will not be sent to this address. See instructions on other side of form.

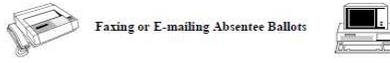
Street address _____ Apt. # _____
City, town, village _____ State _____
County _____ ZIP _____

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Emailing/Faxing Ballots





All voters can request to have an absentee ballot emailed or faxed to them. If you receive a request from a voter who would like to receive their ballot by email or fax, follow these instructions when sending the voter their ballot.

REQUEST

- Review the written request for an absentee ballot from a qualified elector. The absentee application request may be on the form prescribed by the Wisconsin Elections Commission (WEC) (Application for Absentee Ballot EL-111) or may be in the form of a letter, email or fax that contains the information needed for an absentee ballot request. Remember, the request must be in writing, but email and fax requests do not need to include the voter's signature. Voters can also submit their request through the MyVote Wisconsin website: MyVote.wi.gov. You will receive an email notification when the voter makes their request through MyVote.
- All voters may receive their absentee ballot by mail, email or fax. However, clerks must honor email and fax requests from Military, Temporary Overseas and Permanent Overseas voters. Military, Permanent Overseas, indefinitely confined, and confidential voters do not need to provide a photo ID with their request. Regular and Temporary Overseas voters must provide a photo ID with their absentee ballot request.
- After determining that the elector is qualified to receive an absentee ballot, the municipal clerk may fax or e-mail the ballot to the elector.

FAXING

- The municipal clerk should initial the ballot in the endorsement section and initial the face of the ballot.
- Fax the ballot and the face of the Certification Envelope along with the Uniform Instructions for Absentee Voters.
- The voter should be instructed to vote the ballot in the presence of a witness, fold the ballot and seal it inside a regular, non-window envelope, and complete and sign the absentee certificate. A U.S. citizen, age 18 years or older, must witness, sign, and provide his or her address on the certificate. Military or permanent overseas voters must provide their birthdate. The certificate should be affixed (with glue or tape) to the envelope containing the voted ballot. The envelope with the certificate attached should be placed into another, larger, envelope, sealed and mailed to the municipal clerk. The ballot must be received by 8 p.m. on Election Day.
- When faxing to military and overseas voters (temporary and permanent), follow procedures set out in Fax & Email Guidelines provided by the Federal Voting Assistance Program.

E-MAILING

- The municipal clerk should print their initials in the endorsement section of the ballot and on the face of the ballot and scan the initialed ballot. If you do not have access to a scanner, work with your county or the WEC to determine an alternate way of initialing the ballot before sending it via email.

2020 UOCAVA Ballot Deadlines



2020 UOCAVA Ballot Deadlines	
April 7, 2020 Spring Election and Presidential Preference Primary	
State Deadline for County Clerks to deliver ballots to their municipalities	Wednesday, February 19, 2020 (48 days prior to the election)
State Deadline for Municipalities to send out absentee ballots requested on or before Thursday, February 20, 2020	Thursday, February 20, 2020 (47 days prior to the election)
Federal Deadline for Municipalities to send out absentee ballots requested on or before Saturday, February 22, 2020	Saturday, February 22, 2020 (45 days prior to the election)
August 11, 2020 Partisan Primary	
State Deadline for County Clerks to deliver ballots to their municipalities	Wednesday, June 24, 2020 (48 days prior to the election)
State Deadline for Municipalities to send out absentee ballots requested on or before Thursday, June 25, 2020	Thursday, June 25, 2020 (47 days prior to the election)
Federal Deadline for Municipalities to send out absentee ballots requested on or before Saturday, June 27, 2020	Saturday, June 27, 2020 (45 days prior to the election)
November 3, 2020 General Election	
State Deadline for County Clerks to deliver ballots to their municipalities	Wednesday, September 16, 2020 (48 days prior to the election)
State Deadline for Municipalities to send out absentee ballots requested on or before Thursday, September 17, 2020	Thursday, September 17, 2020 (47 days prior to the election)
Federal Deadline for Municipalities to send out absentee ballots requested on or before Saturday, September 19, 2020	Saturday, September 19, 2020 (45 days prior to the election)

Absentee Voting by Mail



- Absentee Requests
- Spoiling Ballots
- Photo ID
- Faxing/Emailing Ballots
- Witness Information

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Absentee Voting in the Clerk's Office



- Absentee Application/Certification
- Witness
- Photo ID
- Type E Notice
- Clerk Availability

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Absentee Voting in Residential Care Facilities



- Voter Registration
- Teamwork
- Witnesses
- Observers

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Processing Absentee Ballots at the Polls

- Processing Ballots
- Ballots to be Rejected
- Absentee Ballot Returned

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Election Administration Tabletop Exercise



Inject: Absentee 1

Scenario: Election inspectors are processing absentee ballots during a lull at the polls. Which of the following certificate envelopes should be processed, rejected or held for processing until after the polls close at 8:00 p.m.? The clerk's name is Alice Cole.

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Election Administration Tabletop Exercise



Inject: Absentee 2

Scenario: Voter is marked "absentee returned" in poll book and absentee ballot log and wants to vote a new ballot.

WARD 1	0710038540	Adleman, Wanda Jean	Wanda Jean Adleman
WD-001		917 GOLDSMITH ST	6
09211-001-1092-1		CHIPPEWA FALLS, WI 54729	6
CG-03 1092 TC-01 AS-67			ABSENTEE RETURNED
Notes:			ABSENTEE RETURNED

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Election Administration Tabletop Exercise



Inject: Counting Votes 1

Scenario: For a Spring Primary or Election, use the following information to determine which votes should be counted:

Registered Write-in Candidates
Fanny Hill
Izzy Serton

Deceased
Bill Melator

1
Village Trustee Vote for not more than 3
<input checked="" type="radio"/> Wanda Round
<input type="radio"/> Randy Sailor
<input checked="" type="radio"/> Bill Melator
<input checked="" type="radio"/> <u>Fanny Hill</u>
<input type="radio"/>
<input type="radio"/>

2
Village Trustee Vote for not more than 1
<input checked="" type="radio"/> Ida Thotso
<input type="radio"/> <u>Izzy Serton</u>
<input type="radio"/>

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Questions?

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Wisconsin Elections Commission

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DATE: January 3, 2020

TO: Wisconsin Municipal Clerks
City of Milwaukee Election Commission
Wisconsin County Clerks
Milwaukee County Election Commission

FROM: Richard Rydecki Allison Coakley
Assistant Administrator Training Coordinator

SUBJECT: New Training Resources for the 2020 Election Cycle

Election Administration Tabletop Exercise

In 2018, the Wisconsin Elections Commission rolled out the first Election Security Tabletop Exercise, followed this year by version 2.0. Based on the positive feedback we received from the hundreds of county and municipal clerks, local election officials and election officials visiting from other states who participated in one or both of the exercises, Commission staff developed an Election Administration Tabletop Exercise (EA TTX). The EA TTX is a scenario-based training that focuses on the common and not-so-common situations encountered by clerks, chief inspectors, and other election workers at the polling place on Election Day.

The EA TTX is comprised of an introductory PowerPoint presentation to set the stage for the exercise, followed by a simulated and timed Election Day that employs a series of administrative tasks, procedural issues and routine questions that election officials may face. Following the Election Day simulation is a “right answers” discussion that gives all participants of the EA TTX an opportunity to discuss the situations they encountered and how they responded. The full training exercise and discussion takes around two hours to complete but the exercise is designed to be adaptable and can accommodate a variety of formats and time slots.

Complete EA TTX training materials, the recording of the Election Day clock and instructions are posted in The Learning Center (TLC). For access to TLC, please contact the Elections Help Desk: elections@wi.gov. Note: The EA TTX does not count toward the security training requirement for the Election Security Subgrant Program. It does count toward clerk and chief inspector required training hours.

New Clerk Checklist

Commission staff has developed a new clerk checklist to guarantee that all clerks are familiar with state training requirements and resources, how to get access to The Learning Center

Wisconsin Elections Commissioners

Dean Knudson, chair | Marge Bostelmann | Julie M. Glancey | Ann S. Jacobs | Robert Spindell | Mark L. Thomsen

Administrator
Meagan Wolfe

and tips on navigating the WEC website. The checklist is the foundation of the *New Clerk Orientation* webinar that was held on September 25, 2019 and will be given to clerk organizations to distribute to members and post in their newsletters:
<https://elections.wi.gov/clerks/education-training>.

Training Agendas

Commission staff, in coordination with the Clerk Training Advisory Committee, identified the development of training agendas cataloging the Election Day duties of election workers as an important training resource for both new clerks just starting to train their election workers and seasoned clerks looking for fresh and up-to-date training materials. Training agendas are structured to be task-based and modular in function so clerks can assemble a training plan depending on their training needs for a specific type of election and election worker. Agendas include voter registration, voting equipment and poll book management, among other Election Day duties. The agendas are available in word formats, so they are easily customizable:
<https://elections.wi.gov/clerks/education-training/election-inspectors>.

New Manuals

Commission staff has developed a manual geared specifically to school district clerks and the types of elections they may encounter. The *Election Administration Training Manual for School District Clerks* includes instructions on ballot access procedures, candidate qualifications, communicating with the county clerks and scheduling the school district canvass. Staff also created *A Guide to Understanding Referenda* to help county, municipal and school district clerks understand how a referendum gets on the ballot, types of referenda and notice and procedural requirements: <https://elections.wi.gov/publications/manuals>.

Storyline Video Development

In accordance with plans to provide training resources in a variety of formats, Commission staff has developed a “gamified” version of the Chief Inspector Self-Evaluation, currently available in paper and video formats. Participants will receive a score and a badge upon completion of the self-evaluation. Storyline software is currently used to provide online WisVote training and allows users to interact with the training module. Training is available in The Learning Center.

Questions

If you have any questions regarding any of these materials, please contact Allison Coakley: allison.coakley@wi.gov or (608) 261-2033. Thank you.

	Wisconsin Application for Absentee Ballot				(Municipal Clerk) If in-person voter, check here: <input type="checkbox"/>
	Absentee ballots may also be requested at MyVote.wi.gov				
	Confidential Elector ID# <small>(HINDI - sequential #) (Official Use Only)</small>		WisVote ID # <small>(Official Use Only)</small>		Ward No.

Instructions	<p>Detailed instructions for completion are on the back of this form. Return this form to your municipal clerk when completed.</p> <ul style="list-style-type: none"> You must be registered to vote before you can receive an absentee ballot. You can confirm your voter registration at https://myvote.wi.gov <p>! PHOTO ID REQUIRED, unless you qualify for an exception. See instructions on back for exceptions.</p>
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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	Fill in the appropriate circle – if applicable (see instructions for definitions): <input type="radio"/> Military <input type="radio"/> Permanent Overseas <input type="radio"/> Temporary Overseas				

I PREFER TO RECEIVE MY ABSENTEE BALLOT BY: (Ballot will be mailed to the address above if no preference is indicated. Absentee ballots may not be forwarded.)

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		Voter must have a computer and printer when receiving a ballot by fax or email. Voted ballots must be returned by mail.	
<input type="radio"/> EMAIL	Email Address				

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"/> For indefinitely-confined voters only: I certify that I am indefinitely confined because of age, illness, infirmity or disability and request absentee ballots be sent to me automatically until I am no longer confined, or I fail to return a ballot. <i>Anyone who makes false statements in order to obtain an absentee ballot may be fined not more than \$1,000 or imprisoned not more than 6 months or both.</i> Wis. Stats. §§ 12.13(3)(i), 12.60(1)(b).
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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
	AGENT: 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	
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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 10 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 Instructions

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 (EL-131) with this form.

Photo ID requirement: If you will receive your absentee ballot by mail, and have not previously provided a copy of acceptable photo ID with a prior by-mail absentee ballot request, a copy of photo ID must accompany this application. You may submit your application and a copy of your ID by mail, fax or email. In-person voters must always show acceptable photo ID.

The following documents are acceptable Photo ID (For specific information regarding expired documents visit <http://bringit.wi.gov>.)

State of WI driver license or ID card	Certificate of Naturalization
Military ID card issued by a U.S. uniformed service	WI DOT DL or ID card receipt
Photo ID issued by the federal Dept. of Veterans Affairs	Citation/Notice to revoke or suspend WI DL
University, college or tech college ID and enrollment verification	ID card issued by federally recognized WI tribe
U.S. passport booklet or card	

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 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"> • 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).
2	<ul style="list-style-type: none"> • 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 (EL-131) with this form to update your information. • Provide your month, day and year of birth. Remember to use your birth year, not the current year.
3	<ul style="list-style-type: none"> • Provide your home address (legal voting residence) with full house number (including fractions, if any). • Provide your full street name, including the type (eg., Ave.) and any pre- and/or post-directional (N, S, etc.). • Provide the city name and ZIP code as it would appear on mail delivered to the home address. • You may not enter a PO Box as a voting residence. A rural route box without a number may not be used.
4	<ul style="list-style-type: none"> • 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. • 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 will receive ballots for federal offices only and must be registered to vote prior to receiving a ballot. • A "Temporary Overseas elector" is a person who is a United States citizen, 18 years of age or older, a resident of Wisconsin and is overseas for a temporary purpose and intends to return to their Wisconsin residence.
5	<ul style="list-style-type: none"> • Fill in the circle to indicate your preferred method of receiving your absentee ballot. • Military and Permanent Overseas voters may request and access their ballot directly at https://myvote.wi.gov. • If no preference is indicated, your absentee ballot will be mailed to your residence address listed in Box 3. • You are encouraged to provide a physical mailing address as backup in case of electronic transmission difficulties. Please only fill the circle for your preferred means of transmission. • If you are living in a care facility, please provide the name of the facility. • 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.
6	<ul style="list-style-type: none"> • Select the first option if you would like to receive a ballot for a single election or a specific set of elections. • Select the second option if you would like to have a standing absentee request for any and all elections that may occur in a calendar year (ending December 31). • Select the third option only if you are indefinitely confined due to age, illness, infirmity or disability and wish to request absentee ballots for all elections until you are no longer confined or fail to return a ballot for an election.
7	<ul style="list-style-type: none"> • This section is only to be completed by an elector or the agent of an elector who is currently hospitalized. • An agent completing this form for a hospitalized elector must provide his/her name, signature and address on this application.
Assistant Signature:	In the situation where the elector is unable to sign the Voter Declaration / Certification due to a physical disability, the elector may authorize another elector to sign on his or her behalf. Any elector signing an application on another elector's behalf shall attest to a statement that the application is made on request and by authorization of the named elector, who is unable to sign the application due to physical disability.
Voter Signature:	By signing and dating this form, you certify that you are a qualified elector, a U.S. citizen, at least 18 years old, having resided at your residential address for at least 10 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.

Voter Registration and Absentee Ballot Request

Federal Post Card Application (FPCA)

This form is for absent Uniformed Service members, their families, and citizens residing outside the United States. It is used to register to vote, request an absentee ballot, and update your contact information. See your state's instructions at FVAP.gov.

Print clearly in blue or black ink, please see back for instructions.

1. Who are you? Pick one.

I request an absentee ballot for all elections in which I am eligible to vote AND:	<input type="checkbox"/> I am on active duty in the Uniformed Services or Merchant Marine -OR- <input type="checkbox"/> I am an eligible spouse or dependent.		
	<input type="checkbox"/> I am a U.S. citizen living outside the country, and I intend to return.		
	<input type="checkbox"/> I am a U.S. citizen living outside the country, and my intent to return is uncertain.		
	<input type="checkbox"/> I am a U.S. citizen living outside the country, and I have never lived in the United States.		
Last name	Suffix (Jr., II)	Sex	<input type="checkbox"/> Female <input type="checkbox"/> Male
First name	Previous names (if applicable)		
Middle name	Birth date (MM/DD/YYYY)	/	/
Social Security Number	Driver's license or State ID #		

2. What is your address in the U.S. state or territory where you are registering to vote and requesting an absentee ballot?

Your voting materials will not be sent to this address. See instructions on other side of form.

Street address	Apt #
City, town, village	State
County	ZIP

3. Where are you now? You MUST give your CURRENT address to receive your voting materials.

Your mailing address. (Different from above)	Your mail forwarding address. (If different from mailing address)

4. What is your contact information? This is so election officials can reach you about your request.

Provide the country code and area code with your phone and fax number. Do not use a Defense Switched Network (DSN) number.

Email:	Phone:
Alternate email:	Fax:

5. What are your preferences for upcoming elections?

A. How do you want to receive voting materials from your election office? (Select One)	<input type="checkbox"/> Mail <input type="checkbox"/> Email or online <input type="checkbox"/> Fax	B. What is your political party for primary elections?
--	---	--

6. What additional information must you provide?

Puerto Rico and Vermont require more information, see back for instructions. *Additional state instructions* may be found at FVAP.gov. You may also use this space to clarify your voter information.

7. You must read and sign this statement.

I swear or affirm, under penalty of perjury, that:

- The information on this form is true, accurate, and complete to the best of my knowledge. I understand that a material misstatement of fact in completion of this document may constitute grounds for conviction of perjury.
- I am a U.S. citizen, at least 18 years of age (or will be by the day of the election), eligible to vote in the requested jurisdiction, and
- I am not disqualified to vote due to having been convicted of a felony or other disqualifying offense, nor have I been adjudicated mentally incompetent; or if so, my voting rights have been reinstated; and
- I am not registering, requesting a ballot, or voting in any other jurisdiction in the United States, except the jurisdiction cited in this voting form.

Sign here **X**

Today's date
(MM/DD/YYYY)

/	/
---	---

You can vote wherever you are.

1. Fill out your form completely and accurately.

- Your U.S. address is used to determine where you are eligible to vote absentee. For military voters, it is usually your last address in your state of legal residence. For overseas citizens, it is usually the last place you lived before moving overseas. You do not need to have any current ties with this address. **DO NOT** write a PO Box # in section 2.
- Most states allow you to provide a Driver's License number or the last 4 digits of your SSN. Some states require a full SSN. See your state's guidelines at FVAP.gov.
- If you cannot receive mail at your mailing address, please specify a mail forwarding address.
- Most states require you to specify a political party to vote in primary elections. This information may be used to register you with a party.
- **Section 6 Requirements:** If your voting residence is Vermont, you must acknowledge the following by writing in section 6: "I swear or affirm that I have taken the Vermont Voter's Oath." If your voting residence is in Puerto Rico, you must list your mother's and father's first name.
- We recommend that you complete and submit this form every year while you are an absentee voter.

2. Remember to sign this form!

3. Remove the adhesive liner from the top and sides.

Fold and seal tightly. If you printed out the form yourself you can fold the form and seal it in an envelope.

- You can find the address for your election office at FVAP.gov.
- All states accept this form by mail, but they vary on email and fax. See your state's rules in the *Voting Assistance Guide* at FVAP.gov.

Agency Disclosure Statement

The public reporting burden for this collection of information is estimated to average 15 minutes per response, including the time for reviewing instructions, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden to: Department of Defense, Washington Headquarters Services, Executive Services Directorate, Information Management Division, 4800 Mark Center Dr., East Tower, Suite 03F09, Alexandria, VA 22350-3100. [OMB Control #0704-0503]. Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number. **DO NOT RETURN YOUR FORM TO THE ADDRESS ABOVE.**

Privacy Advisory

When completed, this form contains personally identifiable information and is protected by the Privacy Act of 1974, as amended.

Questions?

Email vote@fvap.gov

From

(Your name and mailing address)

International airmail postage is required if not mailed using the U.S. Postal Service, APO/FPO/DPO system, or diplomatic pouch.



U.S. Postage Paid
39 USC 3406

PAR AVION



OFFICIAL ABSENTEE BALLOTING MATERIAL – FIRST CLASS MAIL

NO POSTAGE NECESSARY IN THE U.S. MAIL – DMM 703.8.0

To

(Fill in the address of your election office.

The address can be found online at FVAP.gov.)

Federal Write-In Absentee Ballot

- If you do not receive your absentee ballot in enough time to meet your state's deadlines, use this ballot as a backup. If you send in this ballot and receive your state's ballot later, you should fill out and return your state ballot as well. Your election office will count only one ballot.
- The following require you to register and request an absentee ballot before filling out this form: AL, AS, AR, CT, FL, GU, HI, ID, IL, IN, KS, LA, NH, NJ, NM, NY, PA, PR, RI, SD, TX, WI, WV, and WY. If your state or territory is listed, complete a Federal Post Card Application (FPCA) online at FVAP.gov.
- If you already registered and requested a ballot, send in the *Voter Information* page and the *Official Backup Ballot*.
- Please be aware that some states will accept this form as registration and as an absentee ballot request for future elections.

Use this form if you are:

- On active duty in the Uniformed Services or Merchant Marine
- An eligible spouse or dependent
- A U.S. citizen living outside the United States

You can vote wherever you are. This is how.

1. Fill out your *Voter Information* page completely and accurately.
 - Your U.S. voting residence address is used to determine where you are eligible to vote absentee. For military voters, it is usually your last address in your state of legal residence. For overseas citizens, it is usually the last place you lived before moving overseas. You do not need to have any current ties with this address. DO NOT write a PO Box # in section 2.
 - Most states allow you to provide a Driver's License number or the last 4 digits of your SSN. Some states require a full SSN. See your state's guidelines at FVAP.gov.
 - If you cannot receive mail at your mailing address, please specify a mail forwarding address.
 - Most states require you to specify a political party to vote in primary elections. This information may be used to register you with a party.
 - **Section 6 Requirements:** Alabama requires two witness signatures; Alaska, Virginia and Wisconsin, require one witness signature; Puerto Rico requires your mother's and father's first name; Vermont requires a voter's oath. Additional state instructions can be found at FVAP.gov.
 - Remember to sign the bottom of the *Voter Information* page!
2. Carefully fill out and seal your *Official Backup Ballot*.
 - DO NOT sign your ballot or include any personal information. Keep your ballot anonymous.
 - If using a self-sealing form, remove the adhesive liner, fold and seal tightly.
 - If you printed out the form, fold the voted ballot and seal it in an envelope marked "ballot enclosed".
3. Assemble your documents for mailing.
 - Put your *Voter Information* page and *Official Backup Ballot* into the mailing envelope.
 - You can find the address for your election office at FVAP.gov.
 - All states accept this form by mail, but they vary on email and fax. See your state's rules in the *Voting Assistance Guide* online at FVAP.gov.

Agency Disclosure Statement

The public reporting burden for this collection of information is estimated to average 15 minutes per response, including time to review instructions, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden to: Department of Defense, Washington Headquarters Services, Executive Services Directorate, Information Management Division, 4800 Mark Center Dr., East Tower, Suite 03F09, Alexandria, VA 22350-3100. [OMB Control #0704-0502]. Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number. DO NOT RETURN YOUR FORM TO THE ADDRESS ABOVE.

Privacy Advisory

When completed, this form contains personally identifiable information and is protected by the Privacy Act of 1974, as amended.

Questions?

Email vote@fvap.gov

Voter Information

Federal Write-In Absentee Ballot (FWAB)

Have you already registered and requested an absentee ballot?

Some states allow you to use this form to register and request ballots for future elections. Visit FVAP.gov for more details.

Print clearly in blue or black ink, please see back for instructions.

1. Who are you? Pick one.

For absent Uniformed Service members, their families, and citizens residing outside the United States.

I am on active duty in the Uniformed Services or Merchant Marine **-OR-** I am an eligible spouse or dependent.
 I am a U.S. citizen living outside the country, and I intend to return.
 I am a U.S. citizen living outside the country, and my intent to return is uncertain.
 I am a U.S. citizen living outside the country, and I have never lived in the United States.

Last name _____ Suffix (Jr., II) _____ Sex Female Male
First name _____ Previous names (if applicable) _____
Middle name _____ Birth date (MM/DD/YYYY) ____ / ____ / ____
Social Security Number ____ - ____ - ____ Driver's license or State ID # _____

2. What is your U.S. voting residence address?

Your voting materials will not be sent to this address. See instructions on other side of form.

Street address _____ Apt # _____
City, town, village _____ State _____
County _____ ZIP _____

3. Where are you now? You MUST give your CURRENT contact information.

Your mailing address. (Different from above) _____ Your mail forwarding address. (If different from mailing address) _____

4. What is your contact information? This is so election officials can reach you about your request.

Provide the country code and area code with your phone and fax number. Do not use a Defense Switched Network (DSN) number.

Email: _____ Phone: _____
Alternate email: _____ Fax: _____

5. What are your preferences for future elections?

A. Do you want to register and request a ballot for all elections you are eligible to vote in? Yes No
B. How do you want to receive voting materials from your election office? Mail Email or online Fax
C. What is your political party for primary elections? _____

6. What additional information must you provide?

The following need more information: Alabama, Alaska, Puerto Rico, Vermont, Virginia and Wisconsin, see back for instructions. *Additional state instructions can be found at FVAP.gov.*

7. You must read and sign this statement.

I swear or affirm, under penalty of perjury, that:

- The information on this form is true, accurate, and complete to the best of my knowledge. I understand that a material misstatement of fact in completion of this document may constitute grounds for conviction of perjury.
- I am a U.S. citizen, at least 18 years of age (or will be by the day of election), eligible to vote in the requested jurisdiction, and
- I am not disqualified to vote due to having been convicted of a felony or other disqualifying offense, nor have I been adjudicated mentally incompetent; or if so, my voting rights have been reinstated; and
- I am not registering, requesting a ballot, or voting in any other jurisdiction in the United States, except the jurisdiction cited in this voting form.
- In voting, I have marked and sealed this ballot in private and have not allowed any person to observe the marking of this ballot, except those authorized to assist voters under State and Federal law.

Sign here **X**

Today's date
(MM/DD/YYYY)

/ /

U.S. Postage Paid
39 USC 3406

PAR AVION

From

(Your name and mailing address.)

International airmail postage is required if not mailed using the U.S. Postal Service, APO/FPO/DPO system, or diplomatic pouch.

I have enclosed my ballot for the **/** **election.**
MM YYYY

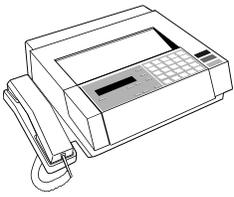


OFFICIAL ABSENTEE BALLOTING MATERIAL – FIRST CLASS MAIL

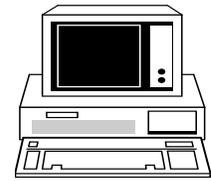
NO POSTAGE NECESSARY IN THE U.S. MAIL – DMM 703.8.0

To

(Fill in the address of your election office. The address can be found online at FVAP.gov.)



Faxing or E-mailing Absentee Ballots



All voters can request to have an absentee ballot emailed or faxed to them. If you receive a request from a voter who would like to receive their ballot by email or fax, follow these instructions when sending the voter their ballot.

REQUEST

- **Review the written request for an absentee ballot from a qualified elector.** The absentee application request may be on the form prescribed by the Wisconsin Elections Commission (WEC) (Application for Absentee Ballot EL-121) or may be in the form of a letter, email or fax that contains the information needed for an absentee ballot request. Remember, the request must be in writing, but email and fax requests do not need to include the voter's signature. Voters can also submit their request through the MyVote Wisconsin website: MyVote.wi.gov. You will receive an email notification when the voter makes their request through MyVote.
- **All voters may receive their absentee ballot by mail, email or fax.** However, clerks must honor email and fax requests from Military, Temporary Overseas and Permanent Overseas voters. Military, Permanent Overseas, indefinitely confined, and confidential voters do not need to provide a photo ID with their request. Regular and Temporary Overseas voters must provide a photo ID with their absentee ballot request.
- After determining that the elector is qualified to receive an absentee ballot, the municipal clerk may fax or e-mail the ballot to the elector.

FAXING

- The municipal clerk should initial the ballot in the endorsement section and initial the face of the ballot.
- Fax the ballot and the face of the [Certification Envelope](#) along with the [Uniform Instructions for Absentee Voters](#).
- The voter should be instructed to vote the ballot in the presence of a witness, fold the ballot and seal it inside a regular, non-window envelope, and complete and sign the absentee certificate. A U.S. citizen, age 18 years or older, must witness, sign, and provide his or her address on the certificate. Military or permanent overseas voters must provide their birthdate. The certificate should be affixed (with glue or tape) to the envelope containing the voted ballot. The envelope with the certificate attached should be placed into another, larger, envelope, sealed and mailed to the municipal clerk. The ballot must be received by 8 p.m. on Election Day.
- When faxing to military and overseas voters (temporary and permanent), follow procedures set out in [Fax & Email Guidelines](#) provided by the Federal Voting Assistance Program.

E-MAILING

- The municipal clerk should print their initials in the endorsement section of the ballot and on the face of the ballot and scan the initialed ballot. If you do not have access to a scanner, work with your county or the WEC to determine an alternate way of initialing the ballot before sending it via email.

- Email the initialed ballot and the face of the [Absentee Ballot Certificate](#) along with the [Uniform Instructions for Absentee Voters](#).
- The elector should be instructed to print the ballot, vote the ballot in the presence of a witness, fold the ballot and seal it inside a regular, non-window envelope, and complete and sign the absentee certificate. An U.S. citizen, age 18 years or older, must witness, sign, and provide his or her address on the certificate. Military or permanent overseas voters must provide their birthdate. The certificate should be affixed (with glue or tape) to the envelope containing the voted ballot. The envelope with the certificate attached should be placed into another, larger, envelope, sealed and mailed to the municipal clerk. The ballot must be received by 8 p.m. on Election Day.

RETURN

- The absentee elector must return the hard copy of the ballot and the completed certificate to the municipal clerk in time so that the clerk can deliver the ballot to the polling place before the close of the polls.
- The elector may choose overnight delivery to assure that their ballot arrives on time. The municipal clerk is not responsible for return postage of a faxed or e-mailed absentee ballot.
- The USPS recommends that ballots be mailed at least one week prior to the date of the Election to arrive on time. If the ballot is returned from overseas, the ballot should be mailed earlier.

DOCUMENTATION

- The municipal clerk records the date absentee ballots are faxed or e-mailed to voters in WisVote or forwards the information to their WisVote Provider.
- When absentee ballots are returned to the clerk's office, the municipal clerk or their WisVote Provider records the information in WisVote. The clerk ensures the certificate is attached to the envelope holding the ballot. If the certificate is not attached, the clerk uses tape or glue to affix the certificate to the envelope. If the voter did not seal the ballot in an envelope as directed, the clerk encloses the ballot in a certificate envelope and affixes the completed certificate. The clerk delivers the ballot to the appropriate polling place in a carrier envelope.
- At the polling place, the election inspectors follow the procedures for processing absentee ballots. The ballot may be remade by 2 election inspectors so the ballot is accepted by electronic tabulating equipment.

2020 UOCAVA Ballot Deadlines

April 7, 2020 Spring Election and Presidential Preference Primary	
State Deadline for County Clerks to deliver ballots to their municipalities	Wednesday, February 19, 2020 (48 days prior to the election)
State Deadline for Municipalities to send out absentee ballots requested on or before Thursday, February 20, 2020	Thursday, February 20, 2020 (47 days prior to the election)
Federal Deadline for Municipalities to send out absentee ballots requested on or before Saturday, February 22, 2020	Saturday, February 22, 2020 (45 days prior to the election)
August 11, 2020 Partisan Primary	
State Deadline for County Clerks to deliver ballots to their municipalities	Wednesday, June 24, 2020 (48 days prior to the election)
State Deadline for Municipalities to send out absentee ballots requested on or before Thursday, June 25, 2020	Thursday, June 25, 2020 (47 days prior to the election)
Federal Deadline for Municipalities to send out absentee ballots requested on or before Saturday, June 27, 2020	Saturday, June 27, 2020 (45 days prior to the election)
November 3, 2020 General Election	
State Deadline for County Clerks to deliver ballots to their municipalities	Wednesday, September 16, 2020 (48 days prior to the election)
State Deadline for Municipalities to send out absentee ballots requested on or before Thursday, September 17, 2020	Thursday, September 17, 2020 (47 days prior to the election)
Federal Deadline for Municipalities to send out absentee ballots requested on or before Saturday, September 19, 2020	Saturday, September 19, 2020 (45 days prior to the election)

Inject: Absentee 1

Scenario: Election inspectors are processing absentee ballots during a lull at the polls. Which of the following certificate envelopes should be processed, rejected or held for processing until after the polls close at 8:00 p.m.? The clerk's name is Alice Cole.

OFFICIAL ABSENTEE BALLOT APPLICATION/CERTIFICATION

(Official Use Only) The voter has met or is exempt from the photo ID requirement. Municipal or Deputy Clerk initial here:

Note: With certain exceptions, an elector who mails or personally delivers an absentee ballot to the municipal clerk at an election is not permitted to vote in person at the same election on Election Day. Wis. Stat. § 6.86(6).

Voter: Please complete steps 1 through 5 below, in the presence of your witness.

1 Place your voted ballot inside the envelope and seal it. Do not use tape or glue.

Complete the section below if not completed by the clerk

4/2/2019 GREEN COUNTY	
VILLAGE OF NEW GLARUS - Ward 3	
BS 01	1125941
VOTER, SHESA	700838153
1112 8TH ST	REGULAR
NEW GLARUS, WI 53574-9775	

Official use only: Ward # _____ District (if applicable) _____ Voted in clerk's office

3 Sign and date this section.

CERTIFICATION OF VOTER (Required)

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 10 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 Shesa Voter 4, 2, 2019
 ▲ Signature of Voter ▲ (All voters must sign.) Today's Date

REQUIRED OF MILITARY AND OVERSEAS VOTER ONLY: I further certify my birth date is: _____

4 Have your witness sign and write their address below.

CERTIFICATION OF WITNESS (signature and address of witness are required)

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. _____
 ▲ Signature of ONE adult U.S. citizen witness ▲

2. _____
 ▲ If witnesses are Special Voting Deputies, both must sign. ▲
 ▼ Address of witness or addresses of both SVDs ▼

1. _____
 2. _____

Provide house number and street name or fire number and street name, city, state and zip code. OR
 If your rural address does not include a house number/fire number and street name, provide rural route number and box number, city, state and zip code.

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 ▲

5 Mail back your ballot. Allow 4-5 days for delivery to ensure your ballot is received by Election Day. Ballots received after Election Day will NOT be counted.



EL-122 Standard Absentee Ballot Certificate Envelope | (Rev 2017-08)
 Regular, military, overseas and SVD voters.

OFFICIAL ABSENTEE BALLOT APPLICATION/CERTIFICATION	
<i>(Official Use Only) The voter has met or is exempt from the photo ID requirement. Municipal or Deputy Clerk initial here:</i>	
<i>Note: With certain exceptions, an elector who mails or personally delivers an absentee ballot to the municipal clerk at an election is not permitted to vote in person at the same election on Election Day. Wis. Stat. §6.00(5).</i>	
Voter: Please complete steps 1 through 5 below, in the presence of your witness.	
1 Place your voted ballot inside the envelope and seal it. Do not use tape or glue.	
4/2/2019 GREEN COUNTY VILLAGE OF NEW GLARUS - Ward 4 BS 01 VOTER, HESA 1019 2ND ST NEW GLARUS, WI 53574-9535	 1125940 700838152 REGULAR
WI	
Official use only: Ward #	District (if applicable) <input type="checkbox"/> Voted in clerk's office
3 Sign and date this section.	
CERTIFICATION OF VOTER <i>(Required)</i>	
I certify, subject to the penalties for false statements of Wis. Stat. § 12.00(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 10 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. § 6.07(5), if I requested assistance, could know how I voted. I further certify that I requested this ballot.	
X <u>Hesa Voter</u>	_____/_____/_____ ▲ Signature of Voter ▲ (All voters must sign.) Today's Date
REQUIRED OF MILITARY AND OVERSEAS VOTER ONLY: I further certify my birth date is: _____/_____/_____	
4 Have your witness sign and write their address below.	
CERTIFICATION OF WITNESS <i>(signature and address of witness are required)</i>	
I, the undersigned witness, subject to the penalties for false statements of Wis. Stat. § 12.00(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. <u>Corrie Sheridan</u>	_____/_____/_____ ▲ Signature of ONE adult U.S. citizen witness ▲
2. _____	▲ If witnesses are Special Voting Deputies, both must sign. ▲
▼ Address of witness or addresses of both SVDs ▼	
1. <u>212 E. WASHINGTON AVE</u>	_____/_____/_____ Provide house number and street name or r/o number and street name, city, state and zip code. OR
2. <u>MADISON, WI 53707</u>	If your rural address does not include a house number/route number and street name, provide rural route number and box number, city, state and zip code.
CERTIFICATION OF ASSISTANT <i>(if applicable) - assistant may also be witness</i>	
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 ▲
5 Mail back your ballot. Allow 4-5 days for delivery to ensure your ballot is received by Election Day. Ballots received after Election Day will NOT be counted.	

2

EL-122 Standard Absentee Ballot Certificate Envelope | (Rev 2017-08)
Regular, military, overseas and SVD voters.

OFFICIAL ABSENTEE BALLOT APPLICATION/CERTIFICATION						
<i>(Official Use Only) The voter has met or is exempt from the photo ID requirement. Municipal or Deputy Clerk initial here:</i>						
Note: With certain exceptions, an elector who mails or personally delivers an absentee ballot to the municipal clerk at an election is not permitted to vote in person at the same election on Election Day. Wis. Stat. § 6.86(5).						
Voter: Please complete steps 1 through 5 below, in the presence of your witness.						
1	Place your voted ballot inside the envelope and seal it. Do not use tape or glue.					
2	Complete the section below if not completed by the clerk.					
<p>4/2/2019 GREEN COUNTY VILLAGE OF NEW GLARUS - Ward 4 BS 01 VOTER, IMA 1013 1ST ST NEW GLARUS, WI 53574-9316</p>						
<table border="1"> <tr> <td>Official use only:</td> <td>Ward#</td> <td>District (if applicable)</td> <td>Voted in clerk's office <input type="checkbox"/></td> </tr> </table>			Official use only:	Ward#	District (if applicable)	Voted in clerk's office <input type="checkbox"/>
Official use only:	Ward#	District (if applicable)	Voted in clerk's office <input type="checkbox"/>			
3	Sign and date this section. CERTIFICATION OF VOTER (Required) 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 10 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 _____ 4/1/2019 ▲ Signature of Voter ▲ (All voters must sign.) Today's Date					
REQUIRED OF MILITARY AND OVERSEAS VOTER ONLY: I further certify my birth date is: _____						
4	Have your witness sign and write their address below. CERTIFICATION OF WITNESS (signature and address of witness are required) 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. _____ ▲ Signature of ONE adult U.S. citizen witness ▲ 2. _____ ▲ If witnesses are Special Voting Deputies, both must sign. ▲ ▼ Address of witness or addresses of both SVDs ▼ 1. _____ 2. _____ Provide house number and street name or fire number and street name, city, state and zip code. OR If your rural address does not include a house number, fire number and street name, provide rural route number and box number, city, state and zip code.					
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 ▲						
5	Mail back your ballot. Allow 4-5 days for delivery to ensure your ballot is received by Election Day. Ballots received after Election Day will NOT be counted.					

3

EL-122 Standard Absentee Ballot Certificate Envelope | (Rev 2017-08)
 Regular, military, overseas and SVD voters.

Inject: Absentee 1

Solution/Discussion:

- Absentee Certificate Envelope #1 should be held until after 8 pm in case the voter brings their original witness in to sign the envelope. No one other than the original witness may sign the certificate envelope. The voter cannot vote a new ballot at the polls.
- Absentee Certificate Envelope #2 can be processed at any time on Election Day. The lack of date next to the voter's name is not a reason to reject the ballot. Clerk Alice Cole determined the voter's address, added it to the envelope and initialed the envelope. Clerks are allowed to use other means to determine a witness address and add it to the envelope.
- Absentee Certificate Envelope #3 should be held until after 8 pm in case the voter, witness or clerk supplies the missing address. The voter cannot vote a new ballot at the polls. The signature of the voter or their witnesses can be their "mark," including an "X."

Discussion: What should be reviewed on the certificate envelope?

Inject: Absentee 2

Scenario: Voter is marked “absentee returned” in poll book and absentee ballot log and wants to vote a new ballot.

WARD 1	0710038540	Adleman, Wanda Jean	Wanda Jean Adleman	9
WD-001				
09211-001-1092-1		917 GOLDSMITH ST	ABSENTEE RETURNED	6
CG-03 1092 TC-01 AS-67		CHIPPEWA FALLS, WI 54729		
Notes:			ABSENTEE RETURNED	

Inject: Absentee 2

Solution:

- Voter should be asked if they returned or personally delivered the ballot to the clerk. If the voter did not, they can vote at the polling place. If they did, they cannot vote a new ballot.

Discussion:

- If the voter insists they did not return a ballot, issue the voter a ballot and the election inspectors should challenge the ballot.
- It's possible there is an error in the poll book.
- If the inspectors find an absentee ballot in the voter's name when they are processing absentee ballots, they should notify the clerk immediately as a possible case of double voting.

Inject: Counting Votes 1

Scenario: For a Spring Primary or Election, use the following information to determine which votes should be counted:

Registered Write-in Candidates

Fanny Hill
Izzy Serton

Deceased

Bill Melator

1
Village Trustee Vote for not more than 3
<input checked="" type="radio"/> Wanda Round
<input type="radio"/> Randy Sailor
<input checked="" type="radio"/> Bill Melator
<input checked="" type="radio"/> <u>Fannie Hill</u>
<input type="radio"/> _____
<input type="radio"/> _____
<input type="radio"/> _____

2
Village Trustee Vote for not more than 1
<input checked="" type="radio"/> Ida Thotso
<input type="radio"/> <u>Izzy Serton</u>

Inject: Counting Votes 1

Solution/Discussion:

1. Fannie Hill, Wanda Round, Bill Melator

There are 3 ballot candidates for a “vote for 3” contest, but Bill Melator is dead, so all write-ins can be counted. Count Fannie Hill’s write-in vote. The voter is entitled to two more votes. Ballot candidates Wanda Round and Bill Melator have been selected by the voter. The vote for Bill is still counted even though he passed away before Election Day.

2. Izzy Serton

There is 1 ballot candidate for a vote for 1 contest, so only registered write-ins count. Count Izzy Serton’s vote (even though the oval was not filled in). The voter is only entitled to one vote, so the ballot candidate may not be counted, even though it was selected by the voter.