

# **Absentee Processing**

## **Observer Guide**

Absentee Carrier Envelopes Poll workers document the serial number of the tamper-evident seal as they open each envelope of absentees.

Poll Workers Check Ward on Label Poll workers verify that each absentee envelope is for a ward served by their polling location.

Poll Workers Check Certificate Certificates missing a signature or witness address are set aside to be rejected at 8 p.m.

Poll Workers Check Ineligible List If an absentee voter is on the ineligible list, poll workers follow the Challenge procedure.

#### Poll Book

Poll Workers announce each absentee voter's name and address at poll book. Voter slip number is assigned if voter is registered and hasn't already voted.

Open Envelopes, Flatten Ballots Envelopes are opened only after a voter slip number is assigned. Ballots are unfolded and flattened.

#### Duplication, if needed

Two poll workers work together to determine voter intent and duplicate a ballot if the tabulator will not be able to read it. These would be ballots that are marked with green or red pen, torn, overvoted, printed on regular paper, or marked creatively (not filling in the ovals).

#### Scan

Ballots are counted by the DS-200. The Clerk's Office tested every DS-200 for accurate vote tabulation of every ballot style and every office on the ballot 10 days before the election.

### **APPENDIX 34**















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Name (Last, First, Middle)	
Street Address	
County	city
State Zip	Ward Ald. Dist
VOTER must complete this	ete this part
I certify, subject to the per Wis. Stat. § 12.60(1) (b), the	halties for false statements of at:
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Voter Signature Certification of Assistant (if applicable) Learthy that the voter is unable to sign their name due to a disability and that I signed the voter's name at the direction and request of the voter	eir norme due to a disability and that I and request of the voter
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REQUIRED for or against	or or against any candidate or measure
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Witness Printed Name	
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