



# Back to Basics: The Photo ID Law

January 10, 2024

# Agenda

## Training Requirements & Reporting

- Clerk Training Report Posted
- Clerk Training Term
- Reporting Training
- MCT Reporting Form/WisVote Entry

## The Photo ID Law

- Acceptable Photo IDs
- Reviewing Photo IDs
- Photo ID Exemptions/Substitutions
- Who must always provide Photo ID?
- Additional Documents
  - Photo ID Picture Guide
  - POR/POI Standards

# Municipal Clerk Training Report for the 2022-2023 Term

## Municipal Clerk Training Report Posted for 2022-2023 Term

Friday, January 5, 2024

**To:** [City of Milwaukee Election Commission](#)  
[Milwaukee County Election Commission](#)  
[Wisconsin County Clerks](#)  
[Wisconsin Municipal Clerks](#)

**Priority:** Timely Attention

### File Downloads

-  [Clerk Training Report Memo\\_May 2023 \(1\).pdf](#)
-  [Clerk Training Report By Term \(Rev. 1 5 2024\).pdf](#)

### Training Report

We have posted the Municipal Clerk Training Report in advance of the December 31, 2023 deadline so that clerks can see the number of training hours they have reported so far this term, as of December 1, 2023. The report will be updated monthly until later this year, when it will be updated more frequently as we near the end of the current training term.

# Training Requirements



## Clerk Training Term

- Municipal clerks needed to take and report at least six hours of election training for the 2022-2023 training term.
- Training taken during this term is applied toward recertification for the 2024-2025 training term.
- Clerks should check the report for their reported hours. We will continue to enter training from last term until January 19.
- The WEC is required to contact the governing body if a clerk has not reported sufficient training hours for the term. Letters will be mailed by the end of January.

# Training Requirements



## Report Training

- The Municipal Clerk Training Report was posted on the WEC website starting in May 2023 and updated frequently.
- If you do not appear on the list or appear incorrectly, please contact us right away.
- Deputy clerks and other office staff who have submitted training information are not listed on this report as they are not required by state law to be certified.
- All election training should be reported using the form on our website or by entering into WisVote if the clerk is a self-provider.

# Reporting Training

## Clerk Reporting Form

MCT Certification Hours Reporting Form		
Name:		Title:
Municipality:		County:
HINDI #:	Phone:	Email:
<small>(e.g. 10101)</small>	<small>(e.g. 608) 555-5555</small>	
Class Description <small>(e.g. MCT Core, Webinars, WebVote, County Clerk training, etc.)</small>	Date (mm/dd/yyyy)	Number of hours:
	Total:	0
I certify the above is true and correct.		
Signature:		(mm/dd/yyyy)
<small>Signature (or typed name if submitted by email)</small>		
<small>Instructions: Please fill out the highlighted fields. Hour totals will readjust if you are entering multiple activities. You may submit this form by email, fax or mail. To email this form: Save the form, fill it out electronically, attach it to an email and send to elections.training@wi.gov To fax this form: Save the form, fill it out by computer or by hand, print it out and fax to: MCT Training, 608-267-2500. To mail this form: Save the form, fill it out by computer or by hand, print it out and mail to: Wisconsin Elections Commission, P.O. Box 7984, Madison, WI 53707-7984</small>		

<https://elections.wi.gov/wec-form/mct-certification-hours-reporting>

# Reporting Training



WisVote

Training

- Learning Center
- Clerk Training**
- Staff Contacts
- Election Workers

**Election Official Training**

Learn to Update Clerk Training Information, Clerk Training and Elec...

**Elections Security TTX (L...**

Elections Security Materials and Exercises

**WisVote Webinar Series**

Agency staff created and produced webinars made to give users a gre...

**Subgrant Program**

Elections Security Subgrant Program

**Badger Book**

In 2017, Wisconsin

**Enter a Clerk Training Record**

1. Click the Clerk Training tile
2. Click the +New button at the top of the Clerk Training view page to open a new Clerk Training Record

**Warning:** The system will not allow a user to enter future training dates!

SAVE SAVE & CLOSE NEW APPROVED CANCEL

**CLERK TRAINING** New Clerk Training Status Reason Pending Appro...

**General**

Name *	<input type="text"/>	Date Attended *	--
Jurisdiction *	--	Term *	2015 - 2016
Class Description *	--	Comments	--
Hours *	--		

# The Photo ID Law



## Acceptable Photo IDs

- Proof of Identification is required from all voters, except those with an exemption or substitution allowed by law.
- The following documents must be unexpired or expired after *November 8, 2022 (last general election)*:
  - WI Driver License or WI State-Issued ID card
  - Military ID (including retired military)
  - Passport (book or card)



# The Photo ID Law



## Acceptable Photo IDs continued

- The following types of documents must be unexpired:
  - Certificate of naturalization (issued no earlier than two years before the election)
  - Receipt for WI DL or State ID (valid for 45 days)
    - IDPP (valid for 60 days)
  - A veteran's photo ID issued by the Veterans Health Administration of the federal Department of Veterans Affairs.

# The Photo ID Law



## Acceptable Photo IDs continued

- The following types of documents may be expired or unexpired:
  - University, College, or Tech College photo ID
    - If expired, must include proof of enrollment
    - If unexpired, no secondary documentation is required
- The following type of document is valid regardless of expiration:
  - A Tribal ID

# The Photo ID Law



## Reviewing the Photo ID (both inspectors at poll book)

- Review the Elector's Photograph
  - The photo must reasonably resemble the elector, but keep in mind that appearances change over the years
- Review the Elector's name
  - The elector's name must conform to the name on their voter registration, but does not have to be identical
- Review if there is an expiration date
  - If the ID has an expiration date, it must meet the requirements listed previously

## The Photo ID Law



### What does not have to be reviewed on the photo ID

- A current address
  - The ID does not have to list a current address
- The voter's signature to match to the poll list or registration application
  - Election inspectors are not handwriting experts and don't have to verify the signature of the voter
- Don't confuse photo ID with proof of residence.
  - Some documents can provide both, but they are two different procedures with different statutory requirements.

# The Photo ID Law

## Photo ID Exemptions

Type of Elector	Description	Proof of Identification	Duration of Ballots
Confidential	Voter has applied for this status with the clerk and has the requirement documentation to qualify.	Not required with application. Clerk will issue a confidential elector card with identifying number.	Specific elections or calendar year requests.
Military	Members of a uniformed service (at home or away), members of the merchant marine and their spouses or voting-age dependents.	Exempt	Specific elections or calendar year requests.
Overseas	An elector who is permanently outside of the U.S. with no intent to return to their residence may only vote for federal offices.	Exempt	Specific elections or calendar year requests. Federal offices only.

# The Photo ID Law

## Photo ID Substitutions

Type of Elector	Description	Proof of Identification	Duration of Ballots
By Mail	Voter requesting absentee ballot by mail who has already submitted a photo ID with a previous request.	Not required with application. Clerks should check if voter previously voted absentee by mail and has a photo ID on file.	Specific elections or calendar year requests. Photo ID on file does not "expire" unless voter changes name and/or address.
Indefinitely Confined	Voter indefinitely confined in their home or other facility due to age, disability, physical illness or infirmity.	Not required with the application. By signing the absentee certificate envelope, the witness is certifying they have verified the name and address of the voter.	Receive ballots for as long as they return them.
Electors served by Special Voting Deputies	Voters residing in a qualified care facility or retirement home that is served by special voting deputies.	Not required with the application. By signing the absentee certificate envelope, both SVDs verify the voter's name and address is correct.	Specific elections or calendar year requests.
Electors at eligible residential care facilities not served by Special Voting Deputies	Voters residing in a qualified care facility or retirement home that is NOT served by special voting deputies.	For regular voter, a copy of photo ID submitted with application or returned ballot -OR- by signing the absentee certificate envelope, the witness and representative of the care facility are certifying that they have verified the voter's name and address are correct.	Specific elections or calendar year requests.

# The Photo ID Law



## Voters who must always provide photo ID

- Anyone voting in-person at the polls or in the clerk's office, including military and permanent overseas voters – except for confidential electors
- Temporarily overseas absentee voters
- First time by-mail absentee voters
- Voters changing their name and/or address (must re-register as well)
- Curbside voters
- Voters hospitalized within 7 days of an election
- Sequestered jurors

# The Photo ID Law



## Reminders

- Voters must be registered to receive an absentee ballot
- Photo ID on file for by mail voter does not “expire” unless voter changes name and/or address.
- No voter (except confidential voters) may be issued a ballot at the polls on Election Day without showing Photo ID.
- Voters must show photo ID each time they vote in-person, even if ID on file from previous election.
- Any voter unable or unwilling to provide Photo ID at the polls on Election Day *must* be offered a provisional ballot.



# The Photo ID Law

## Photo ID Picture Guide

### ACCEPTABLE PHOTO IDS

**WI Driver License**

**US Uniformed Services**

**US Passport Book or Card**

**WI Driver, State ID, or IDPP Receipt**

**WI State ID**

**Veteran Affairs ID Card**

**Certificate of Naturalization**

**University / College Tech College\***

**Tribal ID**

**Enrollment Verification Needed if Expired**

**Some ID variations are not shown.**

PROOF OF RESIDENCE		vs.	PROOF OF IDENTIFICATION	
Proof of Residence (Registration)	Standards	Proof of ID (Issuing a ballot)	Standards	
State of WI Driver License or Instructional Permit <i>(Cannot be used as POR if hole punched)</i>	- May be revoked or suspended --Unexpired	State of WI Driver License or Instructional Permit <i>(May be used if hole punched and date visible)</i>	- May be revoked or suspended - Unexpired or expired after 11/8/2022	
State of WI Identification Card <i>(Cannot be used as POR if hole punched)</i>	- Unexpired	State of WI Identification Card <i>(May be used if hole punched)</i>	- Unexpired, or expired after 11/8/2022	
Identification card issued by WI governmental body or unit	- Valid on date of registration*	Military ID card issued by a U.S. Uniformed Service	- Unexpired, or expired after 11/8/2022	
Identification card issued by employer <i>(not a business card)</i>	- Valid on date of registration* - Photo required	Military ID card issued to a veteran by a U.S. Uniformed Service.	- May be expired—some may indicate "indefinite."	
Real estate tax bill or receipt	- For current year or year preceding date of the election	Photo ID issued by the federal Dept. of Veterans Affairs	- Unexpired or has no expiration date	
Wisconsin University, College or Technical College ID	- Photo required – Address not required on ID - Plus fee receipt with address dated within last 9 months OR - the clerk may verify the ID against the certified housing list	Wisconsin University, College or Technical College ID	- May be expired – Date of issuance - Signature of student – Photo required - Expiration date no later than 2 years after date of issuance. - Document that proves enrollment. (not required if ID is unexpired)	
Utility bill (gas, electric, phone, cell phone, cable TV, satellite, internet, garbage)	- For period that starts no earlier than 90 days before registration	U.S. Passport booklet or card	- Unexpired, or expired after 11/8/2022	
Bank or Credit Union Statement	- Any bank or CU account statement, regardless of the type of account.	Certificate of Naturalization	- Unexpired - issued not earlier than 2 years before election	
Credit Card Statement	- any credit card statement, including retail	WI DOT Driving Receipt	- Unexpired – Valid for 45 days	
Paycheck or stub	- None	WI DOT ID Card Receipt	- Unexpired – Valid for 45 days	
Check or other document issued by a unit of government	- Valid on date of registration*	Citation or Notice to Revoke or Suspend WI Driver License	- Unexpired - Dated within 60 days of the election	
Residential Lease	- Effective on date of registration* - Cannot be used as POR when registering by mail.	IDPP receipt	- Unexpired, valid for 60 days.	
Care Facility Contract or Intake Document	- Must indicate voter resides at facility - is not required to indicate room number	ID card issued by federally recognized WI tribe	- Expired or unexpired	
*Proof of Residence documents which are valid for use during a specified period must be valid on the day an elector registers to vote. Wis. Stat. 6.34(3)(c).		Proof of Identification documents do not have to list a current address to be valid.  (Rev. 2023-03)		

# The Photo ID Law

## POR vs Photo ID Standards



**Thank you!**

For further information, contact WEC.  
PH: 608-266-8005 Email: elections@wi.gov