



Wisconsin Elections Commission

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DATE: October 25, 2024

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

FROM: WEC Staff

SUBJECT: FWAB form from UOCAVA voters

1. Purpose. This memo is intended to clarify procedures for the Federal Write-in Absentee Ballot (FWAB) due to a large volume of them coming in to clerks. This form is made available to voters through the various branches of the U.S. military, through U.S. embassies, or online. The FWAB form can serve as both an absentee ballot request and a write-in absentee ballot for some Wisconsin voters.

2. Resources. Review the Resources we have provided for you:

- a. [FWAB Tips for Clerks | Wisconsin Elections Commission](#)
- b. [Military & Overseas Voters At-a-Glance Guide | Wisconsin Elections Commission](#)
- c. [Military and Overseas Voter Manual | Wisconsin Elections Commission](#)

3. Procedures. In order for the FWAB to be valid as a ballot, it must be properly completed. Clerks should look for:

- a) Voter signature
- b) Witness signature and address (additional requirements section 6)
- c) Voter date of birth

If the FWAB is missing any of this information, it cannot be accepted as a ballot.

If a municipal clerk receives a FWAB from a voter who already requested and has been sent an absentee ballot, the clerk should:

- a) Contact the voter and verify whether they are returning their existing absentee ballot, and let the voter know this FWAB request will deactivate that ballot.
- b) Retain the FWAB as a backup ballot if the voter does not respond.
- c) Deactivate the absentee ballot previously sent to the voter
- d) Send the voter a new absentee ballot

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- e) If the absentee ballot associated with the FWAB does not return by close of polls on Election Day, election inspectors will remake the FWAB onto a ballot and tabulate

Please remember, military voters do not need to register to request a ballot. Clerks who receive a FWAB from a registered voter who has not requested a ballot already, proceed as normal.

4. Questions. Please contact the WEC Help Desk at elections@wi.gov or 608-261-2028 with questions.