



Faxing or Emailing Absentee Ballots



Any military, permanent overseas, or temporarily overseas voter can request an absentee ballot to be sent to them by fax or email. 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 request for an absentee ballot from a qualified elector.** The absentee application request may be on the form prescribed by the Wisconsin Elections Commission (*Application for Absentee Ballot EL-121*), the Federal Post Card Application (FPCA), 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 needs to 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 My Vote Wisconsin website: myvote.wi.gov. You will receive an email notification when the voter makes their request through MyVote.
- Military and permanent overseas voters do not need to provide a photo ID with their request. Temporarily overseas voters must provide a photo ID with their absentee ballot request.
- After determining that the elector is qualified to receive an emailed or faxed 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 [Absentee Ballot Certificate](#) 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, complete and sign the absentee certificate. An adult witness must sign and provide their address on the certificate. Military or permanent overseas voters should 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.

EMAILING

- 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, complete and sign the absentee certificate. An adult witness must sign and provide their address on the certificate. Military or permanent overseas voters should 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. Some overseas voters may not have access to public mail services. These electors may choose to select a private mail carrier (such as UPS, FedEx, DHS, etc.) to return their ballot.
- The USPS recommends that ballots be mailed one week prior to the date of the Election to arrive on time.

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 records the information is recorded in WisVote or their WisVote Provider. The clerk encloses the envelope holding the ballot into a certificate envelope and attaches the completed certificate to the outside. 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 in order for the ballot to be accepted by electronic tabulating equipment.