



Wisconsin Elections Commission

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DATE: October 17, 2024

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

FROM: Wisconsin Elections Commission

SUBJECT: Nov. 5, 2024, General Election: In-Person Absentee Voting Reminders

As the Nov. 5, 2024, General Election approaches, clerks and election officials remain busier than ever. The information below represents a few important reminders for clerks regarding in-person absentee voting (IPAV).

What is in-person absentee voting (IPAV)?

In-person absentee voting (IPAV) is the process whereby a voter submits their absentee ballot request to the clerk or deputy clerk, receives and votes their ballot in person, and returns their voted ballot within a sealed absentee envelope to the clerk or deputy clerk, all within the same visit to the clerk's office. The municipal clerk then securely stores the absentee envelope and the ballot within it until it is processed and counted on Election Day at the polling places or central count facility.

When can IPAV occur?

IPAV can start no earlier than Oct. 22, 2024. Wis. Stat. §6.86(1)(b). The municipal clerk is responsible for setting the dates and hours of in-person absentee voting. Municipal clerks can also require that a voter make an appointment in order to receive an in-person absentee ballot. The times and process for making an appointment should be discussed in your Type E notice.

Sunday, Nov. 3, 2024, is the last day for a clerk to offer in-person absentee voting. Clerks are not required to have IPAV opportunities until Nov. 3; however, they cannot offer IPAV after Nov. 3, 2024.

Where can IPAV occur?

A clerk can offer in-person absentee voting at their municipal office at the times designated in their Type E notice. Additionally, Wis. Stat. § 6.855(1) states that, "The governing body of a municipality may elect to designate a site other than the office of the municipal clerk or board of election commissioners as the location from which electors of the municipality may request and vote absentee ballots and to which voted absentee ballots shall be returned by electors for any election... If the governing body of a municipality makes an election under this section, no function related to voting and return of absentee ballots that is to be conducted at the alternate site may be conducted in the office of the municipal clerk or board of election commissioners."

Wisconsin Elections Commissioners

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Please be mindful that clerk and commission offices are not to be utilized for the voting and return of absentee ballots if an alternate absentee ballot site, or sites, have been otherwise designated. Wisconsin Statute § 6.855 provides additional information on the term and notice, staffing obligations, accessibility, and designation of alternate absentee ballot site(s).

Election officials may wish to discuss this content with local counsel.

Can I accept a request for an absentee ballot in my office before the start of IPAV?

No. Under Wis. Stat. § 6.86(1)(b), clerks cannot accept applications for absentee ballots in person earlier than 14 days preceding the election and no later than the Sunday preceding the election.

For the Nov. 5, 2024, General Election, in-person absentee applications can be accepted no earlier than October 22, 2024.

Voters may submit their absentee ballot applications by email, by mail, or through MyVote.wi.gov but they cannot submit absentee ballot applications in-person prior to October 22, 2024, and only at locations designated in your Type E notice and established prior to the June 12, 2024 deadline.

Do I need a public notice for IPAV?

Yes, your Type E Notice should accurately reflect the locations where IPAV will take place and the hours that are offered at each location. Your Type E Notice should be amended if there are any changes to your voting hours. The amended Type E notice must be published or posted before you start your new in-person absentee voting schedule.

Do voters going through the IPAV process need to show photo ID?

Yes, all voters who wish to receive their ballot through in-person absentee voting need to show acceptable photo ID in order to receive their ballot.

Who witnesses the absentee ballot certificate envelope during IPAV?

Wis. Stat. §6.86(1)(b) requires that the municipal clerk or the deputy clerk serve as the witness for a ballot that is voted during IPAV. The clerk or deputy clerk should sign and print their name and provide the address of the clerk's office.

Can there be observers for IPAV?

Election observers are allowed to be present during in-person absentee voting at either the clerk's office or any alternate location. The WEC has a guide of suggested procedures for observers to follow. This guide can be found at <https://elections.wi.gov/resources/brochures/wisconsin-election-observer-rules-glance-brochure>. A dedicated observation area should be created in the clerk's office or alternate in-person absentee voting site.

Does MyVote show IPAV times and locations?

In-person absentee voting information for each municipality is available on MyVote.wi.gov/en-us/Vote-Absentee-In-Person. Voters can see the locations and hours being offered in their municipality if the municipality chooses to enter this information into WisVote. This information is determined by data that you have entered into WisVote or information that has been entered on your behalf by your provider. Please review the information in WisVote or that displays on MyVote.wi.gov to ensure it is accurate. If it is not accurate, please contact the WEC for instructions on how to update your in-person absentee schedule.

Where can I find more information about IPAV?

For a step-by-step guide to in-person absentee voting, please see page 82 of the Election Administration Manual. You can find the Election Administration manual at <https://elections.wi.gov/resources/manuals/election-administration-manual>.

How are absentee ballots voted at IPAV processed on Election Day?

IPAV ballots are processed at the polling place or central count facility on Election Day.

If you have any questions or concerns about your in-person absentee voting, please contact the WEC Help Desk at elections@wi.gov or 608-261-2028.