

# NOTICE OF OPEN MEETING

## Wisconsin Elections Commission

Special Meeting

Friday, August 4, 2023

3:00 P.M.

*This meeting is being held via video teleconference only. Members of the public and media may attend online or by telephone. Please visit <https://elections.wi.gov/event/652023-special-meeting> to view materials for the meeting. All public participants' phones/microphones will be muted during the meeting.*

### **Zoom information for the meeting:**

You are invited to a Zoom webinar.

When: August 4, 2023 3:00 PM Central Time (US and Canada)

Topic: Wisconsin Election Commission Meeting

Please click the link below to join the webinar:

<https://us06web.zoom.us/j/89420292383?pwd=MIpzM0RlR1N0ZEVzU0gxaXM3VmZYQT09>

Passcode: 843192

Or One tap mobile :

+13052241968,,89420292383#,,,,\*843192# US

+13092053325,,89420292383#,,,,\*843192# US

Or Telephone:

Dial(for higher quality, dial a number based on your current location):

+1 305 224 1968 US; +1 309 205 3325 US; +1 312 626 6799 US (Chicago); +1 646 558 8656 US (New York); +1 646 931 3860 US; +1 301 715 8592 US (Washington DC); +1 669 444 9171 US; +1 689 278 1000 US; +1 719 359 4580 US; +1 720 707 2699 US (Denver); +1 253 205 0468 US; +1 253 215 8782 US (Tacoma); +1 346 248 7799 US (Houston); +1 360 209 5623 US; +1 386 347 5053 US; +1 507 473 4847 US; +1 564 217 2000 US

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# NOTICE OF OPEN MEETING

## AGENDA

- A. Call to Order**
- B. Administrator's Report of Appropriate Meeting Notice**
- C. 2023 Commission Meeting Schedule**
- D. Discussion of, and Possible Action on, Absentee Envelope  
and Certificate Redesign ----- Pg. 3**
- E. Adjourn**





# Wisconsin Elections Commission

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(608) 266-8005 | elections@wi.gov | elections.wi.gov

**DATE:** August 4, 2023

**TO:** Wisconsin Elections Commission

**FROM:** WEC Staff

**SUBJECT:** Absentee Envelope Redesign Update and Approval

## A. Introduction

At the Commission's June 1, 2023 meeting, staff presented the absentee envelope redesign timeline, subgrant, and Uniform Instructions. The Commission unanimously approved the subgrant and directed staff to continue work on the Uniform Instructions.

This memorandum provides an update on testing and asks the Commission to approve the final design of the EL-122 certificate envelopes and EL-120 carrier envelope so that clerks may place their orders in time for both pieces to be used in the 2024 elections, as directed by the Commission. The Commission will also consider the timeline regarding the uniform instructions.

## B. Envelope Testing Results

### Approach

WEC staff worked with representatives from six populations who interact with the absentee envelope: the clerk who prepares the envelope, the voter completes the certification, that voter's chosen witness, that voter's chosen assistant (if applicable), the election inspector who reviews the envelope for sufficiency and processes it at the polling place, and the United States Postal Service (USPS), which is responsible for its delivery. Additionally, staff worked with envelope vendors and printers to ensure the final design could be produced without issue.

WEC staff routinely complete usability testing with end users before launching products for widespread adoption. Most usability testing with voters was performed as intercept testing, whereby WEC staff are stationed in public high traffic areas and members of the public are asked to participate in a short study. This approach ensures the participants are randomly selected and not approaching the product with prepared opinions.

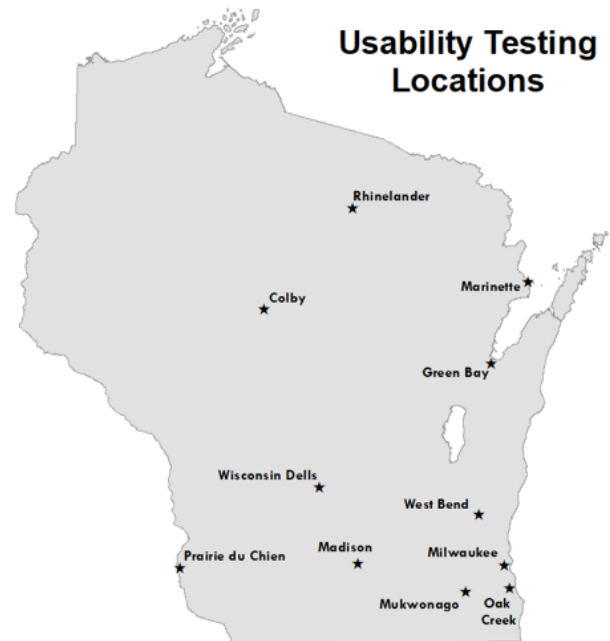
Clerks, their deputies, and local election inspectors were much easier to schedule into organized usability sessions since the agency has an established relationship with them and their participation in these studies reasonably falls within their job duties.

*Wisconsin Elections Commissioners*

Don M. Millis, chair | Marge Bostelmann | Joseph J. Czarnecki | Ann S. Jacobs | Robert Spindell | Mark L. Thomsen

*Administrator*  
Meagan Wolfe

WEC staff traveled to several locations from late May to mid-July to talk to clerks, election inspectors, and voters about the new absentee envelope redesign. The locations included Mukwonago, Marinette, Prairie du Chien, Madison, Milwaukee, Oak Creek, West Bend, Green Bay, Rhinelander, Colby, Lake Delton and Wisconsin Dells. A small number of participants were recruited by the Accessibility Advisory Committee and participated in the study virtually after being mailed copies of the envelopes. Usability sessions were conducted in clerk's offices, libraries, community recreation centers, lunch-hour hubs, bingo halls, a local VFW, food truck events, and the UW-Madison Union Terrace. WEC staff ultimately collected in-person feedback from over 250 voters and local election officials.



*Figure 1. Map of usability locations.*

The following paragraphs summarize the results of usability testing. The design presented to the Commission was modified based on feedback from voters and clerks who will consequentially interact with the absentee envelope. Their needs and input were given great weight when making choices, aesthetic and otherwise.

## Clerks

### *Positive Clerk Feedback*

Clerks first interact with the envelope when preparing it for the voter, where they may complete the voter information section and the clerk initialing section. They also perform the initial review for completeness when envelopes are returned to their office ahead of or on Election Day. Clerks were nearly universal in their agreement that the proposed design is a significant improvement over the current design. Clerks commented that the text is more readable, while still small, and what is required seems clear from their perspective. Some expressed concerns about the cost associated with using colors but praised the additions of yellow highlighting on required fields and using color to differentiate between regular, special voting deputy, and military and overseas EL-122 envelopes. They also greatly appreciated that the new envelopes are designed to fit the 2x4 inch label many clerks print from WisVote so that labels totally fill the voter information section on the EL-122 envelope. The current envelope is not designed for the labels, and information is sometimes blocked when a label is applied.

### *Constructive Clerk Feedback and Resulting Changes*

In using the current version, clerks are in the habit of carefully reviewing the certificate envelope before sending it out to voters. In performing this review, nearly all clerks described reviewing envelopes from the top edge, where their initials are always present. To support this practice, the location for clerk initials was moved to the top of the envelope. Clerks also reported that boxes on the earlier design appeared to require a checkmark instead of initials, so the box format was swapped for a line.

Staff seek the Commission's guidance on the envelope language associated with clerk initials. Clerks are strongly in favor of keeping previous language that reads: "The voter has met or is exempt from the photo ID requirement." This language goes beyond the statutory requirements, since the law does not require clerks to initial the envelope when a by-mail voter provided photo ID. Statute references the application of initials **only** if the voter is exempt from providing photo ID or when the absentee voter presented valid photo ID for in-person absentee voting purposes. Clerks, however, prefer the practice of initialing **all** envelopes, because the practice documents who prepared the ballot and ensures uniform treatment of all absentee ballots. Put simply, clerks believe that initialing every envelope enhances accountability and security. Clerks have therefore asked the Commission to not change the language associated with clerk initials.

Figure 1. Current envelope language preferred by clerks (box for initials)

\* requested change highlighted

Figure 2. Language meeting statutory requirements (line for initials)

### Voters, Witnesses, and Assistants

#### *Positive Public Feedback*

Voters were also largely positive about the new design of the EL-122 and EL-120 envelopes. They said the EL-120 envelope looks official and is attention grabbing so they would not discard the envelope by mistake. Most voters were presented versions of the EL-122 envelope in which a label completed the voter information for them, since that is the experience of most absentee voters across the state. Voters were observed to largely skip over the clerk initialing and label-covered voter information section at the

top of the envelope and to jump directly to Step 2, to the voter certification signature. Some voters provided feedback that the certification statement was confusing and long, but that the bullet points helped to break it up. Voters did not have any difficulty understanding the requirement to sign their own name in the voter signature field. Upon review of the military and overseas envelope, some noted that the signature field may be too small, since that space is also shared with the date of birth requirement. Most voters understood the meaning of the assistant certification, and nearly all recognized that it is required only as applicable and is distinct from the role of witness.

### *Constructive Voter Feedback and Resulting Changes*

The EL-122 assistance certification statement presented to the Commission on April 28, 2023, included the term “physical disability.” WEC staff have removed the term “physical” due to the U.S. Code section 10508 which states: “Any voter who requires assistance to vote by reason of blindness, **disability**, (emphasis added) or inability to read or write may be given assistance by a person of the voter’s choice, other than the voter’s employer or agent of that employer or officer or agent of the voter’s union.” Because the law does not specify a “physical” disability, staff adjusted the language to mirror the U.S. Code.

When participants were asked to play the role of witness, most participants were able to successfully complete the fields as required. Some questions arose around the meaning of the word “municipality” listed under the Witness Address field, so it is now replaced with “city” to align with other easily understood forms and websites that collect address information. Participants also commented that more space to enter witness address information, in which each element is supplied its own field, would make it more clear on what elements are required.

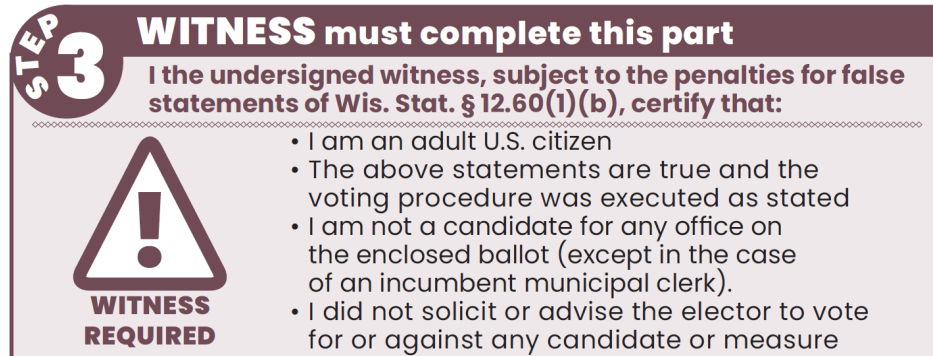
The Legislative Audit Bureau in its October 2021 Report on Election Administration pointed out that it is a legislative issue to further define a witness address. Some clerks said that their attorney believes that a zip code is necessary for a complete witness address. The Commission has consistently taken the position that a witness address constitutes the number, street name, and municipality, which the current envelope design utilizes. *Michael White v. WEC* does not outright confirm the Commission’s guidance around witness addresses, but during a September 13, 2022, hearing on a motion to stay, the *White* court indicated that the decision does not strike down the Commission’s definition of or ability to define witness address. *White v. Wisconsin Elections Commission*, 22-CV-1008, Dkt. 167 (Sept. 7, 2022).

Clerk participants reported that most mistakes or issues with EL-122 envelopes involve fields to be completed by the witness. Staff observed that the requirement for a witness was largely understood by usability participants that had prior experience voting absentee. Participants who had not previously voted absentee by mail were more likely to question the requirement to obtain a witness. Participants from the disability community indicated that witness requirements are a barrier to participation to some voters who live alone and struggle with transportation issues to gain access to a witness.

To better clarify the witness requirement, two additions were made. First, the sections of the envelope were laid out into three steps to serve as a checklist for voters. Plain language principles indicate that steps help provide guidance to individuals interacting with a form. The steps may also serve as a helpful reference point in the new Uniform Instructions. The second addition is the “alert icon” within the witness certification section, also clearly labeled “Witness Required,” which serves those more



responsive to visual rather than text-based indicators. Once these two changes were made to the design, it was observed that usability participants were more likely to continue through the entire certificate and understand that a witness is required.



*Figure 3. Proposed witness certification section*

Finally, for consistency with the voter certification section, the witness signature was moved to the first required field and the witness printed name was moved to the second required field in the witness certification section.

#### Election Inspectors and Special Voting Deputies

Election inspectors are the final point of interaction with most absentee ballot envelopes before the ballot is counted at the polling place or central count location on Election Day. Election inspectors echoed clerk remarks that missing witness information is the most common reason an absentee ballot is referred for rejection by the municipal Board of Canvassers. Election inspectors strongly supported the addition of highlighting the required fields on the absentee envelope, noted that the text size would be small for some populations, but otherwise approved of the design as it relates to completing their responsibilities in the process.

#### United States Postal Service (USPS)

Staff worked with contacts from the USPS to complete mail piece design analysis and a mock test of the absentee envelopes within the mail stream. Mail piece design analysis revealed some small adjustments to placement of the election mail logo in order to not interfere with set exclusions zones, or the placement of the 2x4 label printed from WisVote. USPS staff expressed enthusiastic support for the use of color blocking and color differentiation on the envelopes to help increase visibility of the envelopes for mail carriers.

To test how the new envelope design would perform in the mail, staff prepared 100 total envelopes for testing, 50 EL-120 envelopes and 50 EL-122 envelopes, that were processed at the USPS regional processing facility in Milwaukee. The test run did not reveal any problems with the envelope design; however, the placement of the absentee label including the intelligent mail barcode was flagged as too high on the mail piece to be read by the cancelling equipment. Additionally, due to the statewide variation in how the address is applied to mail pieces where an intelligent mail barcode may or may not

be present, a FIM (Facing Identifying Mark) is not included in the standard design on either EL-120 or EL-122 envelopes.

### Vendors

As changes to the design prompted by stakeholders were finalized, WEC staff shared the updated design with the same printing vendors surveyed for the April 28 report. No additional issues with the design were reported. However, one vendor noted that on the addressed side of the EL-122 envelope the block of ink spans across the seam of the flap, which creates imperfections in the block of color along the seam. WEC staff and USPS believe the benefits of the block of color outweighs the perceived visual imperfection.

## **C. Certificate Envelope as an Absentee Application**

The redevelopment of the absentee certificate envelope offered an opportunity to review the voter certification language to affirm compliance with relevant provisions of § 6.86 and § 6.87. Among other statements, the current version of the certificate includes, “I further certify that I requested this ballot.” This line is not required by § 6.87(2) but is intended to establish the document in its dual purpose as an absentee application and absentee certificate. This change was raised and discussed in the Absentee Envelope Redesign Update that was presented to the Commission on April 28, 2023.

Since then, Commission staff have had additional opportunity to review the voter certification language for substantial compliance and propose two additional changes. First, staff recommend further editing the line to clarify that the certification serves as the original absentee ballot request for certain types of voters. Second, staff recommend editing the line to address the requirement in § 6.86(1)(ac), which requires the voter to submit a copy of the absentee ballot request when returning a completed absentee ballot.

Thus, Commission staff recommend that the language be revised to include the following: “I requested this ballot, and this is the original or a copy of that request.”

Commission staff recommend updating the certification language to include the word “original” to further clarify that the certification constitutes the voter’s original written request for an absentee ballot. Certain types of voters can request, receive, and return their absentee ballot at the same time. This includes in-person absentee voting (IPAV) at the municipal clerk’s office (or alternate site) under § 6.86(1)(a)(2) and IPAV through use of Special Voting Deputy (SVD) inside residential care facilities and qualified retirement homes under § 6.86(1)(a)5. For these voters, the voter certification constitutes their original, written request for an absentee ballot to the municipal clerk under § 6.86(1)(a).

Commission staff also recommend including the language “or a copy of that request” to satisfy the requirement of § 6.86(1)(ac). An elector requesting an absentee ballot under § 6.86 “shall return with the voted ballot a copy of the request bearing an original signature of the elector as provided in § 6.87(4).” Wis. Stat. § 6.86(1)(ac) (emphasis added). To be clear, Section 6.86(1)(ac) does not require the return of a copy of the absentee ballot application that was made to the municipal clerk, just a copy of the elector’s request. Accordingly, the certificate language constitutes a copy of the absentee ballot request for all electors returning their voted absentee ballots.

## D. Absentee Envelope Colors

The addition of color to indicate the type of envelope – Regular, Special Voting Deputy, or Military and Overseas – generated concerns about printing cost. All envelopes included in usability testing contained color. Comments focused on how the addition of color is more expensive and a confusion around why the specific colors were chosen. This information is included in this report to inform the Commission and clerks why these choices were made but does not suggest a change to the designs exactly as presented in the appendices. It should be noted that the yellow highlighting was not contentious or questioned by clerks reviewing the envelope design.

### Selected Colors

The colors selected to differentiate the EL-122 return envelopes were selected from the standardized options used nationally. These colors were selected for absentee envelopes because they meet accessibility contrast requirements and are easy for the USPS to identify in the mail stream. Currently of the 22 states where the envelope template is currently approved for use, 18 use a version with color while 3 states (New York, North Carolina, and Georgia) do not use a color bar on the envelope.

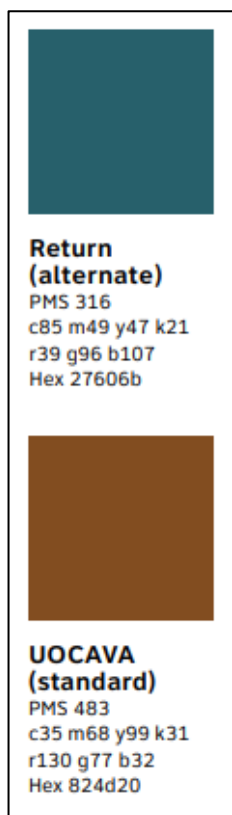


Figure 5. Less common absentee envelope colors.

The dark blue and purple colors that make up the bulk of the absentee envelopes and are the standard recommended colors for the most common outgoing and returning absentee envelopes, respectively. Brown is the standard recommended color to indicate the ballot is returning from a military or overseas voter, i.e. a UOCAVA eligible voter. The teal used for the envelopes for care facility-based voters was selected from the suggested colors for alternate purposes.

In addition to the distinct colors of each envelope, the SVD and Military and Overseas envelopes are labeled as such in the upper right corner. These envelopes also contain distinguishing fields that will differentiate them from each other, including the date of birth on the military and overseas envelope, and the split witness section to accommodate both special voting deputy requirements on that envelope. The combination of all these differentiating factors, in addition to training, should help clerks and voters to understand which envelope they are looking at so that the proper envelope is selected and communication is clear.

### Cost

Comments from clerks across the state indicate large fluctuations in the pricing of the new design. Anecdotally, clerks reported that in one instance, the envelope would cost twice as much as the previous design. Another clerk reported that their envelope costs decreased. Another clerk received a quote that indicated the EL-122 for regular voters would cost an additional \$60 per 500 envelopes (12¢ increased cost per envelope) and the EL-120 was

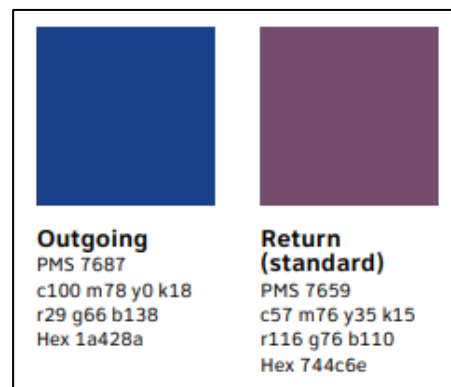


Figure 4. Frequently used absentee envelope colors.

an additional \$20 per 500 envelopes (4¢ increased cost per envelope). One vendor contacted for this report indicated that prices may not increase at all or increase up to 15%, depending on the printing method applied.

#### **E. Uniform Instructions**

The redevelopment of the absentee certificate envelope necessitates the redevelopment of the Uniform Instructions, a one-page set of guidance included with each absentee envelope. The Commission previously determined that the Uniform Instructions would be approved ahead of the 2024 election cycle but does not need to be approved on the same timeline as the EL-120 and EL-122 envelopes, which involve extra procurement and printing considerations.

The instructions were included in the package presented to voters, clerks, and election inspectors during the usability studies, but they were not the focus of data collection. A few participants took careful time to read each element of the instructions when directed toward them, but the overwhelming sentiment was that they were too long and wordy to be useful to the average voter. Many clerks reported that they include a supplemental set of instructions specifically directing voters to verify the fields on their certificate envelope are complete before returning the ballot. Many clerks mentioned that these instructions could be accomplished in just a half sheet of paper, preferably printed on bright, color paper to catch the attention of voters. As written, voters, clerks, and election inspectors said that many voters would simply disregard the instructions. When staff pressed voters for when they might refer to the instructions, usability participants stated they might reference them if they made a mistake or had a circumstance unaccounted for during normal instruction present on the ballot or certificate envelope.

#### Timeline

WEC staff will provide an update on the revised iteration of the Uniform Instructions at the next quarterly meeting in September and then aim to have the final version approved at the final quarterly meeting of 2023. Between those meetings, the instructions will be usability tested in the same manner as the absentee envelopes.

#### **F. Subgrant Update**

Since the announcement of the absentee envelope subgrant on June 12, 2023, over 250 jurisdictions, (including 25 counties who applied on behalf of their municipalities) requested funds. Staff are processing the requests as received and have awarded \$119,093 so far. WEC staff expect that jurisdictions will continue apply for funds until the June 2024 deadline.

#### **G. Conclusion**

Staff thank all participants in the usability studies and feedback sessions who contributed to the creation of the final proposed design under consideration in Motion #1. Staff also acknowledge that this change necessitates a public information campaign for voters and a training effort for local election officials once approved. Ideally, voters will require less intervention from election officials to interact with the envelopes based on the improvements to the design, and each voter will receive the correct design. Training programs will establish best practices to ensure voters receive the correct EL-122 and to ensure

election officials understand the design of the new envelopes. Staff will develop and implement a training and communication plan in the coming months to support the implementation of the new envelope designs.

#### **H. Proposed Motions**

Motion #1: The Commission approves the envelope design in Appendix A or B (Commission selects), and direct municipal clerks to use these designs exclusively beginning with the February 2024 Spring Primary. The Commission further directs WEC staff to immediately notify county and municipal clerks of the approved design.

Motions #2: The Commission approves the proposed timeline for development and approval of the Uniform Instructions.

# Official Absentee Ballot Certificate & Application

**CLERK OR  
DEPUTY >>**  
Initial Here >>

In-person  
absentee voter  
showed valid POI \_\_\_\_\_

Voter exempt  
from or met POI  
requirement \_\_\_\_\_

**STEP  
1**

## CLERK OR VOTER must complete this part

### Voter Information

- ☐ City Name:  
☐ Village Name:  
☐ Town Name:

Election Date (mm/dd/yyyy) \_\_\_\_\_

Name (Last, First, Middle)

Street Address

County

City

State

Zip

Ward

Ald. Dist

**STEP  
2**

## VOTER must complete this part

**I certify, subject to the penalties for false statements of Wis. Stat. § 12.60(1)(b), that:**

- I am a resident of the ward or of the aldermanic district of the municipality in the county of the state of Wisconsin indicated hereon  
**OR** I am entitled to vote in the ward or aldermanic district at the election indicated hereon
- I am not voting at any other location in this election
- I am unable or unwilling to appear at the polling place in the ward on Election Day, or I have changed my residence within the state from one ward to another less than 28 days before the election
- I displayed the ballot unmarked to the witness and in the presence of no other person marked the ballot and enclosed and sealed it in this envelope in a manner that no one but myself and an assistant under s. 6.87 (5), if I requested assistance, could know how I voted
- I requested this ballot and this is the original or a copy of that request

**X**

**Voter Signature**

**Certification of Assistant** (If applicable)

I certify 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

**Assistant Signature**

**STEP  
3**

## WITNESS must complete this part

**I the undersigned witness, subject to the penalties for false statements of Wis. Stat. § 12.60(1)(b), certify that:**



**WITNESS  
REQUIRED**

- I am an adult U.S. citizen
- The above statements are true and the voting procedure was executed as stated
- I am not a candidate for any office on the enclosed ballot (except in the case of an incumbent municipal clerk).
- I did not solicit or advise the elector to vote for or against any candidate or measure

**X**

**Witness Signature**

**Witness Printed Name**

**Witness Address (Number, Street Name, City)**

# Absentee Ballot Return Envelope

Ballot must  
arrive by 8 p.m.  
on Election Day

Voter First Lastname  
123 Voter Address  
Sometown, WI 54321



Clerk First Lastname  
City of Sometown  
456 Example Blvd Suite 789  
Sometown, WI 54321

FIRST  
CLASS  
POSTAGE  
REQUIRED

# Official Absentee Ballot Certificate & Application

CLERK OR DEPUTY  
Initial Here >>

Voter exempt from or  
met POI requirement \_\_\_\_\_

SVD

STEP  
1

## CLERK OR VOTER must complete this part

### Voter Information

Election Date (mm/dd/yyyy) \_\_\_\_\_

- ☐ City Name:  
☐ Village Name:  
☐ Town Name:

Name (Last, First, Middle)

Street Address

County

City

State

Zip

Ward

Ald. Dist

STEP  
2

## VOTER must complete this part

I certify, subject to the penalties for false statements of Wis. Stat. § 12.60(1)(b), that:

- I am a resident of the ward or of the aldermanic district of the municipality in the county of the state of Wisconsin indicated hereon OR I am entitled to vote in the ward or aldermanic district at the election indicated hereon
- I am not voting at any other location in this election
- I am unable or unwilling to appear at the polling place in the ward on Election Day, or I have changed my residence within the state from one ward to another less than 28 days before the election.
- I displayed the ballot unmarked to the witness and in the presence of no other person marked the ballot and enclosed and sealed it in this envelope in a manner that no one but myself and an assistant under s. 6.87 (5), if I requested assistance, could know how I voted.
- I requested this ballot and this is the original or a copy of that request

X

Voter Signature

Certification of Assistant (if applicable)

I certify 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

Assistant Signature

STEP  
3

## SVD must complete this part

I the undersigned witness, subject to the penalties for false statements of Wis. Stat. § 12.60(1)(b), certify that:

- I am an adult U.S. citizen
- I am not a candidate for any office on the enclosed ballot (except in the case of an incumbent municipal clerk).
- I did not solicit or advise the elector to vote for or against any candidate or measure.
- I further certify that the name and address of the voter is correct as shown

X

Deputy #1 Signature

Deputy #1 Printed Name

Deputy #1 Address (Number, Street Name, City)

X

Deputy #2 Signature

Deputy #2 Printed Name

Deputy #2 Address (Number, Street Name, City)



# Absentee Ballot Return Envelope

For Special  
Voting Deputies  
Only



Clerk First Lastname  
City of Sampletown

# Official Absentee Ballot Certificate & Application

CLERK OR DEPUTY  
Initial Here >>

Voter exempt from or  
met POI requirement \_\_\_\_\_

MILITARY &  
OVERSEAS

STEP  
1

## CLERK OR VOTER must complete this part

### Voter Information

Election Date (mm/dd/yyyy)    /    /

- ☐ City Name:  
☐ Village Name:  
☐ Town Name:

Name (Last, First, Middle)

Street Address

County

City

State

Zip

Ward

Ald. Dist

STEP  
2

## VOTER must complete this part

I certify, subject to the penalties for false statements of Wis. Stat. § 12.60(1)(b), that:

- I am a resident of the ward or of the aldermanic district of the municipality in the county of the state of Wisconsin indicated hereon  
OR I am entitled to vote in the ward or aldermanic district at the election indicated hereon
- I am not voting at any other location in this election
- I am unable or unwilling to appear at the polling place in the ward on Election Day, or I have changed my residence within the state from one ward to another less than 28 days before the election
- I displayed the ballot unmarked to the witness and in the presence of no other person marked the ballot and enclosed and sealed it in this envelope in a manner that no one but myself and an assistant under s. 6.87 (5), if I requested assistance, could know how I voted
- I requested this ballot and this is the original or a copy of that request

X

Voter Signature

Date of Birth    /    /  
(mm/dd/yyyy)

Certification of Assistant (if applicable)

I certify 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

Assistant signature

STEP  
3

## WITNESS must complete this part

I the undersigned witness, subject to the penalties for false statements of Wis. Stat. § 12.60(1)(b), certify that:



WITNESS  
REQUIRED

- I am at least 18 years old
- The above statements are true and the voting procedure was executed as stated
- I am not a candidate for any office on the enclosed ballot (except in the case of an incumbent municipal clerk).
- I did not solicit or advise the elector to vote for or against any candidate or measure

X

Witness Signature

Witness Printed Name

Witness Address (Number, Street Name, City)

# Absentee Ballot Return Envelope

Ballot must  
arrive by 8 p.m.  
on Election Day



OFFICIAL ABSENTEE BALLOTING MATERIAL — FIRST-CLASS MAIL

NO POSTAGE NECESSARY IN THE U. S. MAIL — DMM-703.8.0

Clerk First Lastname  
City of Sampletown  
456 Example Blvd Suite 789  
Sampletown, WI 54321

U.S. POST-  
AGE PAID,  
39 USC  
3406

PAR AVION  
AIRMAIL

# Official Absentee Balloting Material

First Class Mail

Clerk First Lastname  
City of Sampletown  
456 Example Blvd Suite 789  
Sampletown, WI 54321



Voter First Lastname  
123 Voter Address  
Sampletown, WI 54321

FIRST  
CLASS  
POSTAGE  
REQUIRED

Return Service Requested



# **Official Absentee Balloting Material**

## Official Absentee Ballot Certificate & Application

**CLERK OR  
DEPUTY >>**  
Initial Here >>

In-person  
absentee voter  
showed valid POI \_\_\_\_\_

Voter exempt  
from POI  
requirement \_\_\_\_\_

**STEP  
1**

### CLERK OR VOTER must complete this part

#### Voter Information

- ☐ City Name:  
☐ Village Name:  
☐ Town Name:

Election Date (mm/dd/yyyy) \_\_\_\_\_

Name (Last, First, Middle)

Street Address

County

City

State

Zip

Ward

Ald. Dist

**STEP  
2**

### VOTER must complete this part

I certify, subject to the penalties for false statements of Wis. Stat. § 12.60(1)(b), that:

- I am a resident of the ward or of the aldermanic district of the municipality in the county of the state of Wisconsin indicated hereon  
**OR** I am entitled to vote in the ward or aldermanic district at the election indicated hereon
- I am not voting at any other location in this election
- I am unable or unwilling to appear at the polling place in the ward on Election Day, or I have changed my residence within the state from one ward to another less than 28 days before the election
- I displayed the ballot unmarked to the witness and in the presence of no other person marked the ballot and enclosed and sealed it in this envelope in a manner that no one but myself and an assistant under s. 6.87 (5), if I requested assistance, could know how I voted
- I requested this ballot and this is the original or a copy of that request

**X**

**Voter Signature**

**Certification of Assistant** (If applicable)

I certify 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

Assistant Signature

**STEP  
3**

### WITNESS must complete this part

I the undersigned witness, subject to the penalties for false statements of Wis. Stat. § 12.60(1)(b), certify that:



**WITNESS  
REQUIRED**

- I am an adult U.S. citizen
- The above statements are true and the voting procedure was executed as stated
- I am not a candidate for any office on the enclosed ballot (except in the case of an incumbent municipal clerk).
- I did not solicit or advise the elector to vote for or against any candidate or measure

**X**

**Witness Signature**

**Witness Printed Name**

**Witness Address (Number, Street Name, City)**

FIRST  
CLASS  
POSTAGE  
REQUIRED

Voter First Lastname  
123 Voter Address  
Sometown, WI 54321



Clerk First Lastname  
City of Sometown  
456 Example Blvd Suite 789  
Sometown, WI 54321

# Absentee Ballot Return Envelope

Ballot must  
arrive by 8 p.m.  
on Election Day

# Official Absentee Ballot Certificate & Application

CLERK OR DEPUTY  
Initial Here >>

Voter exempt from  
POI requirement \_\_\_\_\_

SVD

STEP  
1

## CLERK OR VOTER must complete this part

### Voter Information

Election Date (mm/dd/yyyy) \_\_\_\_\_

- ☐ City Name:  
☐ Village Name:  
☐ Town Name:

Name (Last, First, Middle)

Street Address

County

City

State

Zip

Ward

Ald. Dist

STEP  
2

## VOTER must complete this part

I certify, subject to the penalties for false statements of Wis. Stat. § 12.60(1)(b), that:

- I am a resident of the ward or of the aldermanic district of the municipality in the county of the state of Wisconsin indicated hereon OR I am entitled to vote in the ward or aldermanic district at the election indicated hereon
- I am not voting at any other location in this election
- I am unable or unwilling to appear at the polling place in the ward on Election Day, or I have changed my residence within the state from one ward to another less than 28 days before the election.
- I displayed the ballot unmarked to the witness and in the presence of no other person marked the ballot and enclosed and sealed it in this envelope in a manner that no one but myself and an assistant under s. 6.87 (5), if I requested assistance, could know how I voted.
- I requested this ballot and this is the original or a copy of that request

X

Voter Signature

Certification of Assistant (if applicable)

I certify 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

Assistant Signature

STEP  
3

## SVD must complete this part

I the undersigned witness, subject to the penalties for false statements of Wis. Stat. § 12.60(1)(b), certify that:

- I am an adult U.S. citizen
- I am not a candidate for any office on the enclosed ballot (except in the case of an incumbent municipal clerk).
- I did not solicit or advise the elector to vote for or against any candidate or measure.
- I further certify that the name and address of the voter is correct as shown

X

Deputy #1 Signature

Deputy #1 Printed Name

Deputy #1 Address (Number, Street Name, City)

X

Deputy #2 Signature

Deputy #2 Printed Name

Deputy #2 Address (Number, Street Name, City)



# Absentee Ballot Return Envelope

For Special  
Voting Deputies  
Only



Clerk First Lastname  
City of Sampletown

# Official Absentee Ballot Certificate & Application

CLERK OR DEPUTY  
Initial Here >>

Voter exempt from  
POI requirement \_\_\_\_\_

MILITARY &  
OVERSEAS

STEP  
1

## CLERK OR VOTER must complete this part

### Voter Information

- ☐ City Name:  
☐ Village Name:  
☐ Town Name:

Election Date (mm/dd/yyyy)    /    /

Name (Last, First, Middle)

Street Address

County

City

State

Zip

Ward

Ald. Dist

STEP  
2

## VOTER must complete this part

I certify, subject to the penalties for false statements of Wis. Stat. § 12.60(1)(b), that:

- I am a resident of the ward or of the aldermanic district of the municipality in the county of the state of Wisconsin indicated hereon  
OR I am entitled to vote in the ward or aldermanic district at the election indicated hereon
- I am not voting at any other location in this election
- I am unable or unwilling to appear at the polling place in the ward on Election Day, or I have changed my residence within the state from one ward to another less than 28 days before the election
- I displayed the ballot unmarked to the witness and in the presence of no other person marked the ballot and enclosed and sealed it in this envelope in a manner that no one but myself and an assistant under s. 6.87 (5), if I requested assistance, could know how I voted
- I requested this ballot and this is the original or a copy of that request

X

Voter Signature

Date of Birth    /    /  
(mm/dd/yyyy)

**Certification of Assistant** (if applicable)

I certify 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

Assistant signature

STEP  
3

## WITNESS must complete this part

I the undersigned witness, subject to the penalties for false statements of Wis. Stat. § 12.60(1)(b), certify that:



WITNESS  
REQUIRED

- I am at least 18 years old
- The above statements are true and the voting procedure was executed as stated
- I am not a candidate for any office on the enclosed ballot (except in the case of an incumbent municipal clerk).
- I did not solicit or advise the elector to vote for or against any candidate or measure

X

Witness Signature

Witness Printed Name

Witness Address (Number, Street Name, City)

# Absentee Ballot Return Envelope

Ballot must  
arrive by 8 p.m.  
on Election Day



OFFICIAL ABSENTEE BALLOTING MATERIAL — FIRST-CLASS MAIL

NO POSTAGE NECESSARY IN THE U. S. MAIL — DMM-703.8.0

Clerk First Lastname  
City of Sampletown  
456 Example Blvd Suite 789  
Sampletown, WI 54321

U.S. POST-  
AGE PAID,  
39 USC  
3406

PAR AVION  
AIRMAIL

# Official Absentee Balloting Material

First Class Mail

Clerk First Lastname  
City of Sampletown  
456 Example Blvd Suite 789  
Sampletown, WI 54321



Voter First Lastname  
123 Voter Address  
Sampletown, WI 54321

FIRST  
CLASS  
POSTAGE  
REQUIRED

Return Service Requested



# **Official Absentee Balloting Material**