



# Wisconsin Elections Commission

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**DATE:** March 19, 2020

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

**FROM:** Meagan Wolfe  
Administrator

**SUBJECT: Absentee Envelope Order Status and Delivery Details**

In response to the shortage of absentee ballot envelopes, the Wisconsin Elections Commission (WEC) has placed a significant print order for both transmittal and return envelopes and is coordinating delivery to each county. The counties will handle distribution to each municipality who needs envelopes to meet the increased demand for absentee ballots. Please note the following details:

- The WEC is expected to begin to receive a large portion of the envelopes on **March 25, 2020** and the envelopes will then be shipped by express delivery directly to each county who placed an order with us.
- Each county will then coordinate with their municipalities on how to pick up their envelopes.
- The WEC placed an order for the most common envelope size configurations: #14 for transmittal of ballots and #12 for ballot return envelopes.
- The return envelopes will have FIM bars on them as that was identified by the U.S. Postal Service as the most effective layout for efficient postal delivery.
- Postage is required for both the transmittal and return envelopes.
- The envelopes themselves will be provided at no cost to the counties or municipalities.

It is recommended that municipalities that have placed replacement envelope orders with other printers do not cancel those orders. The unprecedented demand for absentee ballots will continue so we will need all available resources to meet that demand.

Thank you for all of your hard work in support of Wisconsin elections. Please contact us if you have any questions or concerns about the envelope order please contact us at [elections@wi.gov](mailto:elections@wi.gov) or (608)261-2028.

*Wisconsin Elections Commissioners*

Dean Knudson, chair | Marge Bostelmann | Julie M. Glancey | Ann S. Jacobs | Robert Spindell | Mark L. Thomsen

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Administrator  
Meagan Wolfe