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# **Absentee Voting at Care Facilities in 2020**

## **Your Role as a Care Facility Administrator**

In a typical election, Special Voting Deputies (SVDs) may be coming into your facilities and conducting absentee voting with your residents. However, due to safety concerns, SVDs will not be entering your facility for the August and November elections. Instead ballots will be mailed out to individual voters with current requests on file. Many care facility and nursing home residents rely on family members for assistance in voting. Because most care facilities and nursing homes are not allowing guests at this time, some voters may require assistance from care facility staff to vote. We know that this may be difficult for many facilities due to competing priorities and staffing. This document will provide resources to make absentee voting and registering to vote as smooth as possible for your facility and your residents.

As a care facility administrator or staff member, you are able to:

- Assist residents in filling out their ballots or certificate envelopes.
- Assist residents in completing voter registration forms and absentee requests.
- Sign the special certificate envelope (EL-122sp) if necessary (see below for explanation).
- Witness ballots.

## **Absentee Voting for Residents of Your Facility**

Ballots began being mailed out on June 25 for voters with current absentee requests on file for the August 11 election. Most ballots will be mailed to voters, but some clerks have indicated that they are hand delivering ballots to care facilities in a large envelope or other sealed container. After receiving ballots, you must distribute ballots individually to those voters. If a voter no longer lives in your facility or is deceased, please mark the ballot carrier envelope “moved” or “deceased” and return it to the municipal clerk as soon as possible.

Each absentee carrier envelope should contain the ballot, an instruction sheet and a certificate envelope used to return the ballot (referred to as the EL-122).

## **How to assist the voter in filling out their absentee ballot**

If a voter requests assistance, you may read the ballot, including candidate names, party affiliations and ballot instructions, to the voter or mark the ballot as directed by the voter. If the voter asks questions about individual candidates or their political platform, you cannot answer those questions. You cannot in any way prompt the voter to vote for a particular candidate. If uncertain for whom to vote, the voter may decide to leave a contest unvoted.

Please note that for the August 11 Partisan Primary, voters can only vote in ONE political party. For example, they cannot vote for State Senate in the Democratic party, and then vote for County Clerk in the Republican party. If the elector does this, no votes will be counted. They must pick either the Democratic, Republican, or Constitution party, and only vote for candidates in that party. Voters should review instructions provided on the ballot that explain voting options before marking their ballot.

After assisting the voter, you will sign the ballot in the box that says, “Certification of Voter Assistance.”

## How to witness an absentee ballot

Anyone who is a U.S. Citizen, 18 years or older, and is not a candidate at the election may witness a ballot for a voter. Wis. Stat. § 6.87(4)(b)

1. Confirm that the ballot is blank before the voter begins to mark the ballot.
2. Allow the voter to fill their ballot out privately. You should not see how they vote unless you are providing assistance (see above).
3. After the voter finishes marking the ballot, make sure the voter inserts the ballot into the absentee certificate return envelope and seals it. The voter must sign the envelope, and then you, as the witness, must sign your name and provide your address (street number, name, and city).
4. Note: If you assisted the voter in signing their name on the certificate return envelope, sign as the assistant AND as the witness on the envelope.
5. The ballot is ready to be mailed to the municipal clerk’s office!

There is a sample of the certificate return envelope (EI-122) attached to this packet, with the required sections highlighted.

## The Special Certificate Ballot Return Envelope

The EL-122sp is the return envelope used for voters in care facilities in what is usually a rare circumstance but will be more common for the 2020 elections with SVD voting suspended. If the voter has NOT requested a ballot as an indefinitely confined voter (meaning they are not indefinitely confined due to age, illness, infirmity, or disability), they must provide a copy of their photo ID in order for their absentee ballot to be counted. This is not always feasible for individuals in care facilities, so there is another way for the voter to meet the photo ID requirement. The voter may use a special certificate envelope (EL-122sp) and instead of including a copy of photo ID, an authorized care facility representative can sign the certificate on the ballot return envelope to affirm the voter’s identity.

For reference, the care facility administrator certification section on the return envelope form looks like this:

<b>5</b>	<b>Enclose a copy of acceptable photo ID, or complete this section</b>
<b>CERTIFICATION OF CARE FACILITY AUTHORIZED REPRESENTATIVE</b>	
I certify I am an authorized representative of the facility listed. I further certify that this facility is registered or certified as required by law, that the above voter is a resident, and I verify that the name and address of the voter described above are correct.	
▲ Name of Facility▲	▲ Signature of Authorized Representative ▲
<i>(Certification of Witness section must also be completed.)</i>	

In this situation, the voter can either insert a copy of their photo ID or the care facility administrator can sign in section 5 on the envelope. It is possible for a care facility administrator to serve as the witness, the assistant AND care facility authorized representative for purposes of the voter meeting the photo ID requirement.

There is a sample of the EL-122sp attached to this packet for your reference.

## **Absentee Voting FAQs**

Q: Is the EL-122sp with the care facility administrator's certification that is used to meet the photo ID requirement posted online?

A: This certificate form is available online and may be printed from here: <https://elections.wi.gov/forms/el-122sp>.

Q: How do residents of my facility return their ballot? We used to have people (SVDs) come to the facility and administer the voting and take the ballots back. Now what is expected?

A: Ballots should be mailed back to the clerk using the postage-paid return envelope provided by the clerk with the voter's ballot. They can also be returned to the clerk's office in-person at the request of the voter.

Q: Who can assist the voter in voting their ballot?

A: Anyone can assist the voter in reading and/or marking their ballot, except the voter's employer, including care facility staff and family. Normally, care facility staff are restricted from assisting voters, but this restriction is not in effect because the voter is casting their ballot by mail. Wis. Stat. § 6.87(5)

Q: Can a resident's ballot be returned using a drop box at the Town/Village/City Hall?

A: Yes, the ballot may be returned to a drop box or directly to the clerk's office at the request of the voter. All ballots must be received by 8:00 PM on election day in order to be counted. Not all municipalities offer drop boxes, so you should check with the clerk to see if one is available for ballot return.

## Voter Registration for Residents of Your Facility

If a resident at the care facility wants to vote, but is not registered to vote, they can register online or by mail until Wednesday, July 22 for the August 11 election. Online voter registration is only available for voters who have a valid Wisconsin driver license or state ID card and this can be completed using the MyVote WI website: <https://myvote.wi.gov/en-us/RegisterToVote>. Voter registration by mail should be done using the Wisconsin Voter Registration Application (EL-131) and the form must be postmarked by July 22.

The voter can register either from their home address or from the care facility. If they intend to return home, they should register to vote from their home address. If their return is uncertain, they can select which one they identify as their residence. Wis. Stat. § 6.10(1).

How to fill out the voter registration form (EL-131):

- **Section 1:** The voter should review these answers to ensure that they are eligible to vote. If they do not meet all of the qualifications, they should stop filling out the application.
- **Section 2 and 3:** The voter must provide last name, first name, middle name (if they have one) and date of birth. Providing a phone number and email is optional but can be helpful for clerks to contact the voter if needed.
- **Section 4:** The voter lists their current residential street address, including apartment, city, state and zip code.

*Tip: P.O. Boxes may not be listed as the residential street address.*

- **Sections 5 and 6:** Voters with a different mailing address than provided in Section 4 should list it in Section 5.

Voters should provide their previous name, if applicable.

If the voter was previously registered at a different address than the one they are registering at now, they are required to provide the previous address, if known.

*Tip: Sometime voters cannot remember their previous address but may recall part of their previous address and/or municipality and should put down as much of their previous address as possible.*

- **Section 7:** If the voter has an unexpired Wisconsin-issued driver license or identification card and the license or card is unexpired, the voter must provide the number.

*Tip: Voters can call the DMV at (608) 264-7447 to get their DL#.*

If the voter has an unexpired Wisconsin-issued driver license or identification card, the voter must include the driver license expiration date in Box 2.

*Tip: If the voter does not know the expiration date and does not have the license or card with them, the voter should be asked if the license is unexpired. If the voter indicates that the license is unexpired, "voter affirmed" should be written in the expiration date field on the application.*

*Tip: If voter indicates the license is expired, the voter should be requested to list the driver license number for voter-matching purposes but must list the last four digits of their Social Security number.*

If the voter does not have a Wisconsin Driver License or state-issued ID card, the voter must list the last four digits of their social security number.

If the voter has not been issued a Wisconsin Driver License or state-issued ID card, or a social security number, the voter should fill in the oval indicating they have neither.

- **Section 8:** The voter must provide a proof of residence document that lists their current name and the address where they are registering to vote.

If they are registering from the care facility address, an intake document from your facility that contains the voter's name and indicates that the occupant currently resides in the facility (room number not required) is sufficient for proof of residence.

If they are registering from their home address, they could provide a utility bill (gas, electric, etc.), a WI Driver License or ID card with their home address, or a government document (social security information, letter from the clerk, Medicare statements, etc.). Additional options are attached to this packet.

- **Section 9:** The voter must sign and date the application and affirm that their application is accurate and they are eligible to vote.
- **Section 10:** Anyone who assists the voter with filling out or signing the form must list their name and address.

*Tip: Any person can assist a voter, except for the voter's employer, union representative or a candidate on the ballot.*

*Tip: Explaining how to complete the form is not "assistance."*

**Please see the attached copy for required sections. The highlighted yellow boxes are required and the pink sections are optional or if applicable.**

## Voter Registration FAQs

Q: What if a resident currently lives in one municipality (in the facility) but has never changed their voter registration from the municipality in which they previously resided?

A: Care facility residents can choose to remain registered at their former address or they can change their voter registration to the care facility address but are not required to do so. A resident can only be registered to vote at one location at a time.

Q: What documents can a resident from care facilities use for proof of residence?

A: The list of documents that can be used for proof of residence are set by Wis. Stat. § 6.34(3). The intake form used for the resident can be used as proof of residence as can any other document issued by any unit of government (e.g. Medicare, Social Security, IRS, municipal library, etc.) More information on proof of residence options can be found here: <https://elections.wi.gov/voters/first-time-registration-guide>

Q: How can you tell if a resident is already registered to vote?

A: The MyVote WI website can be used to determine if a voter is registered. Visit <https://myvote.wi.gov/en-us/MyVoterInfo> and search for the voter using their name and date of birth. A successful search for the voter will allow you to verify if they are registered and at which address they are currently registered to vote.

Q: What if a resident moves close to the election and cannot meet the residency requirement at their new location, will they still be able to vote?

A: State law allows voters who have not met the residence requirement at their new address to vote from their former address until they can achieve residency at the new address. Wis. Stat. § 6.10(3).

## Absentee Ballot Requests for Residents of Your Facility

Voters in your facility may have active absentee ballot requests on file with the municipal clerk and have already received their absentee ballot. Voters who do not have a request on file and would like to vote in the August 11 Partisan Primary or the November 3 General Election will need to make a request to their municipal clerk in order to receive a ballot.

Here are the details about making a request:

- A voter must be registered to vote before requesting a ballot.
- The request must be made in writing and may be made online using the MyVote WI website (<https://myvote.wi.gov/en-us/VoteAbsentee>) or submitted to the clerk by mail, email or fax. Wis. Stat. § 6.86(1)(a)
- The EL-121 Absentee Ballot Application may be used to make a request, but it is not required: <https://elections.wi.gov/forms/EL-121-english>. More information on using the application to make a request is provided below.
- If the form is not used to make a request, be sure each written request contains the following information:
  - Voter Name: The name on the voter's registration.
  - Voter Address: The address where the voter is registered to vote.
  - Mailing Address: The address where the voter would like the ballot mailed (if different from the voter registration address).
  - Duration of request: August election, November election, all remaining 2020 elections
  - Indefinitely Confined status: State law allows that voters who self-certify they are 'indefinitely confined' due to age, illness, infirmity or disability can indicate this status on their application and they will receive ballots for all future elections until they fail to return a ballot or cancel their request. This status does not mean that the voter is permanently confined. For example, a voter recovering from a broken leg could be considered indefinitely confined. The voter must indicate on their request either online or on the request form that they are indefinitely confined. Indefinitely confined voters will continue to get absentee ballots until they cancel the request or do not return a ballot. If the indefinitely confined status is temporary, the voter should update their absentee ballot request when they feel they are no longer indefinitely confined. Wis. Stat. § 6.86(2)(a)
  - Photo ID: Some voters may need to provide a copy of their photo ID along with their request. Voters who certify they are indefinitely confined do not have to provide a copy of their photo ID along with their request. More information on the photo ID requirements can be found in the next section.
  - Additionally, all requests should list the specific name of the care facility, so clerks are able to send the EL-122sp envelope for voters that are not indefinitely confined in lieu of sending photo ID.

Wis. Stat. § 6.87(2)

You can assist a resident with finding their clerk's contact information, including phone number and email address, at <https://myvote.wi.gov/en-us/MyMunicipalClerk>.

### Using the Absentee Application to Make a Request

The voter will begin by using the Wisconsin Application for Absentee Ballot (EL-121, <https://elections.wi.gov/forms/EL-121-english>) form to request their ballot.

- **Section 1:** The voter must enter their municipality and county.
- **Section 2:** The voter must enter their first name and last name. Date of birth is optional.
- **Section 3:** The voter must enter their address they are registered from.
- **Section 4:** If they are military, they can check that box. Veterans are not considered “military” voters.
- **Section 5:** Ballots can only be mailed to the voter. They must enter the address they want their ballot mailed to and include the name of the care facility.

*Tip: Ballots cannot be forwarded. They must put the care facility’s address in this section.*

- **Section 6:** Voters should select which elections they want an absentee ballot for (August and/or November) OR they can select that they are indefinitely confined due to age, illness, infirmity, or disability.
- **Bottom of the Form:** If you assisted the voter in completing the form, you must sign in the Assistant Declaration Section. The voter must also sign in the Voter Declaration section.

**Please see the attached copy for required sections. The highlighted yellow boxes are required and the pink sections are optional or if applicable.**

## The Photo ID Requirement and Residents in Your Facility

Voters in care facilities or nursing homes have a few options for photo ID compliance:

1. If they requested their absentee ballot as an ‘indefinitely confined’ voter, the photo ID requirement is met through the witness providing their signature and address. The witness is, in essence, verifying the voter’s identity. Additional information or copy of a photo ID is **not** required. Wis. Stat. § 6.87(4)(b)(2)
2. If the voter is not considered ‘indefinitely confined’ and has a valid photo ID (see list below), they can always provide a copy to the clerk to satisfy the requirement. This copy can be sent electronically (fax, email) or by regular mail.
3. If the voter is not ‘indefinitely confined’ and does not have an acceptable photo ID from the list below, the care facility administrator can sign the special certificate (EL-122sp) to verify the identity of the voter. This provision is allowed in care facilities that are eligible to be served with SVDs but are not. If the field for the care facility administrator certification is not present on the envelope the voter received, the special certificate is available for download and printing on our website at the link below. It can be affixed to the return envelope prior to returning the ballot back.

## Types of Acceptable Photo IDs

The list of acceptable photo IDs for voting purposes is set by state law and must be from this list. No other types of photo IDs or documents may be used for this purpose and any exemptions or substitutions have been outlined above. Wis. Stat. § 5.02(6m)

**These types of IDs can be unexpired or expired after the date of the most recent general election (currently, the November 6, 2018 election):**

- A Wisconsin DOT-issued driver license, even if driving privileges are revoked or suspended, *with or without a star in the right-hand corner.*
- A Wisconsin DOT-issued identification card, *with or without a star in the right-hand corner.*

- A Wisconsin DOT-issued identification card or driver license without a photo issued under the religious exemption
- Military ID card issued by a U.S. uniformed service
- A U.S. passport book or card
- An identification card issued by a federally recognized Indian tribe in Wisconsin (may be used even if expired before the most recent general election.)
- A photo identification card issued by a Wisconsin accredited university or college that contains date of issuance, signature of student, and an expiration date no later than two years after date of issuance. Also, the university or college ID must be accompanied by a separate document that proves enrollment. (May be used even if expired before the most recent general election.)

**These types of IDs must be unexpired:**

- A veteran’s photo identification card issued by the Veterans Health Administration of the federal Department of Veterans Affairs
- A certificate of naturalization that was issued not earlier than two years before the date of an election at which it is presented
- A driver license or state ID card receipt issued by Wisconsin DOT (valid for 45 days)
- A temporary identification card receipt issued by Wisconsin DOT through the Identification Petition Process (IDPP) (valid for 180 days)
- A citation or notice of intent to revoke or suspend a Wisconsin DOT-issued driver license that is dated within 60 days of the date of the election.

**Absentee Request FAQs**

Q: How do I get a photo ID for nursing home residents who do not have one to use for voting?

A: A registered voter who requests a ballot as an indefinitely confined elector due to age, illness or disability does not have to provide photo ID to get a ballot. Voters who are not indefinitely confined can use the special certificate envelope (EL-122sp) and the signature of a qualified care facility representative will satisfy the photo ID requirement. Please refer to Photo ID Requirements and Residents in your Facility.

Q: Does an ‘admission face sheet’ qualify as photo ID for voting purposes? It has the resident’s identifying information on it, including a picture.

A: No. The list of acceptable photo IDs is specific and does not list a face sheet. If the facility is a government facility, a face sheet that contains their voting address may be used as proof of residence.

Q: Can you make one absentee ballot request to cover the year?

A: A voter can make a calendar year request, which means they receive ballots for all elections in the calendar year. A new request must be made after January 1<sup>st</sup> of the new year. If the voter moves, they must let their municipal clerk know that they need to update their registration and/or absentee request.



# Certificate Envelope (EL-122)

 Required

<b>OFFICIAL ABSENTEE BALLOT APPLICATION/CERTIFICATION</b>			
<i>(Official Use Only) The voter has met or is exempt from the photo ID requirement. Municipal or Deputy Clerk initial here:</i>			
<b>Note:</b> With certain exceptions, an elector who mails or personally delivers an absentee ballot to the municipal clerk at an election is not permitted to vote in person at the same election on Election Day. Wis. Stat. §6.86(6).			
<b>Voter: Please complete steps 1 through 5 below, in the presence of your witness.</b>			
<b>1 Place your voted ballot inside the envelope and seal it. Do not use tape or glue.</b>			
<b>2 Complete the section below if not completed by the clerk. Provide your VOTING address.</b>			
Date of Election (month, day, year)		County	
Municipality (check type and list name) Town <input type="checkbox"/> Village <input type="checkbox"/> City <input type="checkbox"/> of			
Voter's Name (Last, First, Middle) including suffix <i>(Please print legibly)</i>			
Street Address—Provide house number and street name or fire number and street name. OR			
If your rural address does not include a house number/fire number and street name, provide rural route number and box no.			
City		WI	Zip Code
<b>Official use only:</b>	Ward #	District (if applicable)	Voted in clerk's office <input type="checkbox"/>
<b>3 Sign and date this section.</b>			
<b>CERTIFICATION OF VOTER</b> <i>(Required)</i>			
I certify, subject to the penalties for false statements of Wis. Stat. § 12.60(1)(b), that I am a resident of the ward of the municipality in the county of the state of Wisconsin indicated hereon, and am entitled to vote in the ward at the election indicated hereon; that I am not voting at any other location in this election; that 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 later than 28 days before the election. I certify that I exhibited the enclosed ballot, unmarked, to the witness, that I then in the presence of the witness and in the presence of no other person marked the ballot and enclosed and sealed the ballot in this envelope in a manner that no one but myself and any person providing assistance under Wis. Stat. § 6.87(5), if I requested assistance, could know how I voted. I further certify that I requested this ballot.			
X _____		_____/_____/_____	
▲ Signature of Voter ▲ <i>(All voters must sign.)</i>		Today's Date	
<b>REQUIRED OF MILITARY AND OVERSEAS VOTER ONLY:</b> I further certify my birth date is: _____/_____/_____			
<b>4 Have your witness sign and write their address below.</b>			
<b>CERTIFICATION OF WITNESS</b> <i>(signature and address of witness are required)</i>			
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 and that 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 voter to vote for or against any candidate or measure. I further certify that the name and address of the voter is correct as shown.			
1. _____			
▲ Signature of ONE adult U.S. citizen witness▲			
2. _____			
▲ If witnesses are Special Voting Deputies, both must sign. ▲			
▼ Address of witness or addresses of both SVDs ▼			
1. _____			
2. _____			
Provide house number and street name or fire number and street name, city, state and zip code. OR If your rural address does not include a house number/fire number and street name, provide rural route number and box number, city, state and zip code.			
<b>CERTIFICATION OF ASSISTANT</b> <i>(if applicable)</i> - assistant may also be witness			
I certify that the voter named on this certificate is unable to sign his/her name or make his/her mark due to a physical disability and that I signed the voter's name at the direction and request of the voter.			
X _____			
▲ Signature of Assistant ▲			
<b>5 Mail back your ballot. Allow 4-5 days for delivery to ensure your ballot is received by Election Day. Ballots received after Election Day will NOT be counted.</b>			

**OFFICIAL ABSENTEE BALLOT APPLICATION/CERTIFICATION**

*(Official Use Only)* The voter has met or is exempt from the photo ID requirement. Municipal or Deputy Clerk initial here: \_\_\_\_\_

**Note:** With certain exceptions, an elector who mails or personally delivers an absentee ballot to the municipal clerk at an election is not permitted to vote in person at the same election on Election Day. Wis. Stat. §6.86(6).

**Voter:** Please complete steps **1** through **6** below, in the presence of your witness.

**1** Place your voted ballot inside the envelope and seal it. Do not use tape or glue.

**2** Complete the section below if not already completed by the clerk. Provide your VOTING address.

Date of Election (month, day, year) \_\_\_\_\_ County \_\_\_\_\_

Municipality (check type and list name) Town  Village  City  of \_\_\_\_\_

Voter's Name (Last, First, Middle) including suffix *(Please print legibly)* \_\_\_\_\_

Street Address—Provide house number and street name or fire number and street name. \_\_\_\_\_

City \_\_\_\_\_ WI \_\_\_\_\_ Zip Code \_\_\_\_\_

*Official use only:* Ward # \_\_\_\_\_ District (if applicable) \_\_\_\_\_ Voted in clerk's office

**3** Sign and date this section.

**CERTIFICATION OF VOTER** *(Required)*

I certify, subject to the penalties for false statements of Wis. Stat. § 12.60(1)(b), that I am a resident of the ward of the municipality in the county of the state of Wisconsin indicated hereon, and am entitled to vote in the ward at the election indicated hereon; that I am not voting at any other location in this election; that 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 later than 28 days before the election. I certify that I exhibited the enclosed ballot, unmarked, to the witness, that I then in the presence of the witness and in the presence of no other person marked the ballot and enclosed and sealed the ballot in this envelope in a manner that no one but myself and any person providing assistance under Wis. Stat. § 6.87(5), if I requested assistance, could know how I voted. I further certify that I requested this ballot.

X \_\_\_\_\_ / \_\_\_\_ / \_\_\_\_  
▲ Signature of Voter ▲ *(All voters must sign.)* Today's Date

**4** Have your witness sign and write their address below.

**CERTIFICATION OF WITNESS** *(signature and address of witness are required)*

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 and that 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 voter to vote for or against any candidate or measure. I further certify that the name and address of the voter is correct as shown.

▲ Signature of ONE adult U.S. citizen witness▲ \_\_\_\_\_

▲ Address of witness ▲  
Provide house number and street name or fire number and street name, city, state and zip code. OR If your rural address does not include a house number/fire number and street name, provide rural route number and box number, city state and zip code.

**CERTIFICATION OF ASSISTANT** *(if applicable)* - assistant may also be witness

I certify that the voter named on this certificate is unable to sign his/her name or make his/her mark due to a physical disability and that I signed the voter's name at the direction and request of the voter.

X \_\_\_\_\_  
▲ Signature of Assistant ▲

**5** Enclose a copy of acceptable photo ID, or complete this section

**CERTIFICATION OF CARE FACILITY AUTHORIZED REPRESENTATIVE**

I certify I am an authorized representative of the facility listed. I further certify that this facility is registered or certified as required by law, that the above voter is a resident, and I verify that the name and address of the voter described above are correct.

▲ Name of Facility▲ \_\_\_\_\_ ▲ Signature of Authorized Representative ▲ \_\_\_\_\_  
*(Certification of Witness section must also be completed.)*

*(Official use only)* MUNICIPAL CLERK MARKS THIS SECTION IF REQUIRED

**Attention Election Inspectors!** If box is checked, one of the following is required:  
✓ A copy of photo ID must be enclosed in this envelope OR  
✓ The *Certification of Care Facility Authorized Representative* section of this envelope must be completed (as well as the *Certification of Witness* Section).

**\*If neither is included, this ballot must be rejected.**

**6** Mail back your ballot. Allow 4-5 days for delivery to ensure your ballot is received by Election Day. Ballots received after Election Day will NOT be counted.

The EL-122 Special Absentee Certificate includes an extra section (Section 5). Section 5 is used only in two uncommon situations:

Number 1

- An absentee voter resides in an SVD-eligible facility that is NOT served by SVDs.
- Voter applies for an absentee ballot, *but not as an indefinitely-confined voter.*
- Voter does not have acceptable photo ID on file with the clerk and does not include ID with the request.
- Because the voter resides in a facility that is SVD-eligible, the clerk sends the ballot to the voter with instructions to enclose a copy of acceptable ID with the ballot, or have the "Certification of Care Facility Authorized Representative" section completed.

Number 2

- An absentee voter resides in a care facility served by SVDs.
- Voter has applied for an absentee ballot, *but not as an indefinitely- confined voter.*
- The SVDs have made two visits to the facility, but have not made contact with the voter.
- Voter does not have acceptable photo ID on file with the clerk.
- The clerk mails the ballot to voter with instructions to enclose a copy of acceptable ID with the ballot, or have the "Certification of Care Facility Authorized Representative" section completed.

Clerk checks the box in the shaded area of Section 5.

Clerk does not initial that "The voter has met or is exempt from the photo ID requirement."

Printing a supply of the **EL-122 Special** is not necessary. If one of the situations listed above is encountered, this form can be printed from the WEC website, trimmed to fit and affixed to an EL-122 Standard envelope with glue or tape.

**Special Certificate Envelope (EL-122sp)**

 Required

# Wisconsin Voter Registration Application

Please complete legibly  
Additional instructions on reverse

Please return your completed form to  
your municipal clerk

<b>Qualifications</b> please check each box if <b>YOU</b> :	1	<p>If you cannot check <b>every</b> box, do <b>NOT</b> complete this form</p> <p><input type="checkbox"/> Are a citizen of the United States</p> <p><input type="checkbox"/> Have resided at the address provided below for at least 10 consecutive days prior to the election and do not currently intend to move</p> <p><input type="checkbox"/> Will be at least 18 years old on or before Election Day</p> <p><input type="checkbox"/> Are not currently serving a sentence including incarceration, parole, probation, or extended supervision for a felony conviction</p>	<p><input type="checkbox"/> Required <input type="checkbox"/> Optional OR If Applicable</p>
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<b>Your Name</b> as it appears on your proof of residence document	2	<p>Last <input type="text"/> Suffix (Jr., II, etc.) <input type="text"/></p> <p>First <input type="text"/> Middle <input type="text"/></p>
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<b>About You</b> phone number and email are optional	3	<p>Date of Birth (MM/DD/YYYY) <input type="text"/></p> <p>Phone Number <input type="text"/></p> <p>Email Address <input type="text"/></p>
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<b>The Address Where You Live</b> your residential voting address, which cannot be a P.O. Box if you do not have a street address, please use the map on the back of this form	4	<p>Street Address <input type="text"/> Apt/Room # <input type="text"/></p> <p>City/Town/Village of <input type="text"/> WI Zip <input type="text"/></p> <p>Mailing Municipality (if different) <input type="text"/></p> <p>Are you military or permanent overseas voter? <input type="checkbox"/> Military <input type="checkbox"/> Permanent Overseas</p>
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<b>Your Mailing Address</b> if different from above	5	<p>Street Address (or P.O. Box) <input type="text"/></p> <p>City/State/Country/Zip <input type="text"/></p>
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<b>Prior Registration Information</b> complete this field if you are updating your registration due to a change in name or address	6	<p>Full Name on Previous Registration <input type="text"/></p> <p>Full Address on Previous Registration (if known) <input type="text"/></p>
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<b>Identification</b> (check the box that applies to you)	7	<p><input type="checkbox"/> I have an unexpired and valid WI Driver License or WI DOT issued ID. Provide number and expiration date below</p> <p><input type="text"/> - <input type="text"/> - <input type="text"/> - <input type="text"/> - <input type="text"/> - <input type="text"/> Expiration Date <input type="text"/></p> <p><input type="checkbox"/> I do not have a valid WI Driver License or WI DOT issued ID</p> <p>Provide the last four digits of your Social Security Number XXX-XX-<input type="text"/></p> <p><input type="checkbox"/> I have neither a valid WI Driver License/ID nor a Social Security Number (see back for more information and next steps)</p>
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<b>Proof of Residence</b> military and permanent overseas voters are <b>not</b> required to provide proof of residence	8	<p><input type="checkbox"/> Voters must provide a proof of residence document when registering to vote. Please check this box to affirm that you are providing a copy of a valid form of proof of residence with this application</p> <p>Examples include: a copy of a valid and unexpired Wisconsin Driver License or ID Card, a utility bill, a paycheck/pay stub, or correspondence from a unit of government (see back of application for additional information and examples)</p>
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<b>Signature and Certification</b>	9	<p>By signing below, I hereby certify that, to the best of my knowledge, I am a <b>qualified elector</b>, having resided at the above residential address for at least 10 consecutive days immediately preceding this election, that I have no present intent to move, and I have not voted in this election. I also certify that I am not otherwise disqualified from voting and that all statements on this form are true and correct. If I have provided false information, I may be subject to fine or imprisonment under State and Federal laws</p> <p>X <input type="text"/> <input type="text"/> / <input type="text"/> / <input type="text"/></p> <p>Voter Signature Today's Date</p>
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Falsification of information on this form is punishable under Wisconsin law as a Class I felony

<b>Assistant</b> if someone assisted you by signing this form, they must complete this section	10	<p>X <input type="text"/> <input type="text"/></p> <p>Assistant Signature Assistant Address</p>
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This Section for Official Use Only													
Proof of Residence Type	WI DL	WI ID	UTIL	BANK/CC	PYCK	STDNT ID	GOV DOC	LSE	GOV ID	EMPL ID	RES CARE	TAX	HMLSS
Proof of Residence Issuing Entity				Proof of Residence #			Date Complete/POR Received		Election Day Voter Number				
							/ /						
WisVote ID # _____							<input type="checkbox"/> Submitted by Mail			X _____			
Confidential Elector ID # _____							Official's Signature						
Ward	Sch. District	Alder	City. Supr.	Ct. Of App.	Assembly	St. Senate	Congress						

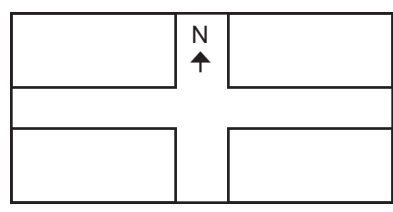
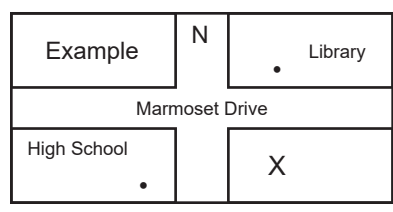
1 • If you did not check **every** box in this section, you are **not** eligible to vote in Wisconsin. **Do not complete this form.**

2 • Provide your current and complete name. Please provide your name as it appears on your WI driver license or state-issued ID card (Box 7), if applicable, and the proof of residence document you provided in Box 8.

3 • Provide your month, day, and year of birth.  
• Providing your phone number and/or email address is optional and is subject to open records requests. This information may be used by your municipal clerk to contact you about your voter record or absentee ballot request.

4 • Provide your home address (legal voting residence) in Wisconsin.  
• Provide your full street name, including the type (St, Ave, etc.) and any pre- and/or post-directional (N, S, etc.).  
• You may not enter a PO Box as a residential address. A rural route box without a number should not be used.  
• A "military elector" is a person, or the spouse or dependent of a person who is a member of a uniformed service or merchant marine, a civilian officially attached to a uniformed service and serving outside the United States, or a Peace Corp volunteer. Military electors are not required to register as a prerequisite to voting at any election.  
• A "permanent overseas elector" is a US citizen, at least 18 years old, who does not qualify as a resident of this state, but who either last lived in this state, or whose parent last lived in this state immediately prior to the parent's departure from the United States, and who is not registered to vote in any other state.

If you do not have a street number or address, please use this map to show where you live.  
If you are a homeless voter and are registering to vote, please also provide a letter from an organization that provides services to the homeless that:  
• Lists your name  
• Describes the location designated as your residence for voting purposes



5 • If your mailing address is different from your home address, provide it here. A PO Box is acceptable as a mailing address. Overseas electors should provide their complete overseas address here.

6 • Provide full previous name if changed and/or previous address if you have been registered to vote anywhere in the U.S.

7 • If you have a valid and unexpired WI driver license or WI DOT ID: provide that number. If you do not know your number, please call (608) 266-2353 to get it.  
• If you have an expired, canceled, suspended, or revoked WI driver license or WI DOT ID: you **must** provide the last four digits of your Social Security number. In addition, you may also provide the number on your license or ID (optional).  
• If you have never been issued a WI driver license or WI DOT ID: provide the last four digits of your Social Security number.  
• If you do not have a WI driver license or WI DOT ID nor a Social Security Number: please check the appropriate box.

If you are registering to vote on Election Day and have been issued a WI driver license or ID, but are unable or unwilling to provide the number, your vote will not be counted unless you provide the number to the election inspectors by 8:00 p.m. on Election Day or to your municipal clerk by 4:00 p.m. the Friday following Election Day.

**All proof of residence documents must contain voter's current name and address.**

- A WI Driver License/ID Card, if not expired or canceled; may be used even if driving privileges have been revoked
- Any other official identification card or license issued by a Wisconsin governmental body or unit
- An employee ID card with a photograph, but not a business card
- A real property tax bill or receipt for the current year or the year preceding the date of the election
- A residential lease (does not count as proof of residence if elector submits form by mail)
- A picture ID from a university, college or technical college coupled with a fee receipt or an on-campus housing listing provided by the university, college or technical college
- A utility bill for the period commencing not earlier than 90 days before the day registration is made
- (Homeless voters only) A letter from an organization that provides services to the homeless that identifies the voter and describes the location designated as the person's residence for voting purposes
- A contract/intake document prepared by a residential care facility indicating that the occupant resides in the facility
- A bank/credit card statement
- A paycheck or pay stub
- A check or other document issued by a unit of government

**Proof of residence documents may be provided in an electronic format.**

10 **Assistant:** If you are unable to sign this form due to a physical disability, you may have an assistant do so on your behalf. That assistant must provide his or her signature and address in the space provided. By signing, the assistant certifies that he or she signed the form at your request.

Do you need any accommodations at your polling place (e.g., curbside voting)? If so, please describe:

Please indicate if you are interested in being a poll worker

	<b>Wisconsin Application for Absentee Ballot</b>				(Municipal Clerk) If in-person voter, check here: <input type="checkbox"/>
	<b>Absentee ballots may also be requested at MyVote.wi.gov</b>				
	Confidential Elector ID# (HINDI - sequential #) (Official Use Only)		WisVote ID # (Official Use Only)		Ward No.

**Instructions** Detailed instructions for completion are on the back of this form. Return this form to your municipal clerk when completed.

- You must be registered to vote before you can receive an absentee ballot. You can confirm your voter registration at <https://myvote.wi.gov>

**! PHOTO ID REQUIRED**, unless you qualify for an exception. See instructions on back for exceptions.

**VOTER INFORMATION**

<b>1</b>	Municipality	<input type="radio"/> Town <input type="radio"/> Village <input type="radio"/> City		County	
<b>2</b>	Last Name			First Name	
	Middle Name		Suffix (e.g. Jr, II, etc.)	Date of Birth <small>(MM/DD/YYYY)</small>	
	Phone		Fax	Email	
<b>3</b>	Residence Address: Street Number & Name				
	Apt. Number		City	State & ZIP	
<b>4</b>	Fill in the appropriate circle – if applicable (see instructions for definitions): <input type="radio"/> Military <input type="radio"/> Permanent Overseas <input type="radio"/> Temporary Overseas				

**I PREFER TO RECEIVE MY ABSENTEE BALLOT BY:** (Ballot will be mailed to the address above if no preference is indicated. Absentee ballots may not be forwarded.)

<b>5</b>	<input checked="" type="radio"/> MAIL	Mailing Address: Street Number & Name					
	<input type="radio"/> VOTE IN CLERK'S OFFICE	Apt. Number		City		State & ZIP	
		Care Facility Name (if applicable)					
		C / O (if applicable)					
	<input type="radio"/> FAX	Fax Number				Voter must have a computer and printer when receiving a ballot by fax or email. Voted ballots must be returned by mail.	
<input type="radio"/> EMAIL	Email Address						

**I REQUEST AN ABSENTEE BALLOT BE SENT TO ME FOR:** (mark only one)

<b>6</b>	<input checked="" type="radio"/> The election(s) on the following date(s): _____ <input type="radio"/> All elections from today's date through the end of the current calendar year (ending 12/31). <input type="radio"/> <b>For indefinitely-confined voters only: I certify that I am indefinitely confined</b> because of age, illness, infirmity or disability and request absentee ballots be sent to me automatically until I am no longer confined, or I fail to return a ballot. <i>Anyone who makes false statements in order to obtain an absentee ballot may be fined not more than \$1,000 or imprisoned not more than 6 months or both.</i> Wis. Stats. §§ 12.13(3)(i), 12.60(1)(b).
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**TEMPORARILY HOSPITALIZED VOTERS ONLY** (please fill in circle)

<b>7</b>	<input type="radio"/> I certify that I cannot appear at the polling place on election day because I am hospitalized, and appoint the following person to serve as my agent, pursuant to Wis. Stat. § 6.86(3).				
	Agent Last Name	Agent First Name	Agent Middle Name		
	<b>AGENT:</b> I certify that I am the duly appointed agent of the hospitalized absentee elector, that the absentee ballot to be received by me is received solely for the benefit of the above named hospitalized elector, and that such ballot will be promptly transmitted by me to that elector and then returned to the municipal clerk or the proper polling place.				
	Agent Signature	X	Agent Address		

**ASSISTANT DECLARATION / CERTIFICATION** (if required)

I certify that the application is made on request and by authorization of the named elector, who is unable to sign the application due to physical disability.

Agent Signature	X	Today's Date	
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**VOTER DECLARATION / CERTIFICATION** (required for all voters)

I certify that I am a qualified elector, a U.S. Citizen, at least 18 years old, having resided at the above residential address for at least 28 consecutive days immediately preceding this election, not currently serving a sentence including probation or parole for a felony conviction, and not otherwise disqualified from voting. **Please sign below to acknowledge that you have read and understand the above.**

Voter Signature	X	Today's Date	
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## Wisconsin Application for Absentee Ballot Instructions

**General Instructions:** This form should be submitted to your municipal clerk, unless directed otherwise.

- This form should only be completed by registered voters; if you are not a registered voter or military elector, please submit a Voter Registration Application (EL-131) with this form.

**Photo ID requirement:** If you will receive your absentee ballot by mail, and have not previously provided a copy of acceptable photo ID with a prior by-mail absentee ballot request, a copy of photo ID must accompany this application. You may submit your application and a copy of your ID by mail, fax or email. In-person voters must always show acceptable photo ID.

**The following documents are acceptable Photo ID** (For specific information regarding expired documents visit <http://bringit.wi.gov>.)

State of WI driver license or ID card Military ID card issued by a U.S. uniformed service Photo ID issued by the federal Dept. of Veterans Affairs University, college or tech college ID and enrollment verification U.S. passport booklet or card	Certificate of Naturalization WI DOT DL or ID card receipt Citation/Notice to revoke or suspend WI DL ID card issued by federally recognized WI tribe
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**In lieu of photo ID**, the voters listed below may satisfy the voter ID requirement by the following means:

- Electors who are indefinitely confined (see Section 6) – the signature of a witness on the Absentee Certificate Envelope.
- Electors residing in care facilities served by Special Voting Deputies – the signatures of both deputies on the envelope.
- Electors residing in care facilities not served by Special Voting Deputies – the signature of an authorized representative of the facility. If the elector is also indefinitely confined, the elector does not need a representative of the facility to sign.
- Military, Permanent Overseas and Confidential Electors – Exempt from the photo ID requirement.

<b>1</b>	<ul style="list-style-type: none"> <li>• Indicate the municipality and county of residence. Use the municipality's formal name (for example: City of Ashland, Village of Greendale, or Town of Albion).</li> </ul>
<b>2</b>	<ul style="list-style-type: none"> <li>• Provide your name as you are registered to vote in Wisconsin. If applicable, please provide your suffix (Jr, Sr, etc.) and/or middle name. If your current name is different than how you are registered to vote, please submit a Voter Registration Application (EL-131) with this form to update your information.</li> <li>• Provide your month, day and year of birth. Remember to use your birth year, not the current year.</li> </ul>
<b>3</b>	<ul style="list-style-type: none"> <li>• Provide your home address (legal voting residence) with full house number (including fractions, if any).</li> <li>• Provide your full street name, including the type (eg., Ave.) and any pre- and/or post-directional (N, S, etc.).</li> <li>• Provide the city name and ZIP code as it would appear on mail delivered to the home address.</li> <li>• <u>You may not enter a PO Box as a voting residence.</u> A rural route box without a number may not be used.</li> </ul>
<b>4</b>	<ul style="list-style-type: none"> <li>• A "Military elector" is a person, or the spouse or dependent of a person who is a member of a uniformed service or the merchant marines, a civilian employee of the United States, a civilian officially attached to a uniformed service and serving outside the United States, or a Peace Corp volunteer. Military electors do not need to register to vote.</li> <li>• A "Permanent Overseas elector" is a person who is a United States citizen, 18 years old or older, who resided in Wisconsin immediately prior to leaving the United States, who is now living outside the United States <u>and has no present intent to return</u>, who is not registered in any other location, or who is an adult child of a United States citizen who resided in this state prior to establishing residency abroad. Permanent Overseas electors will receive ballots for federal offices only and must be registered to vote prior to receiving a ballot.</li> <li>• A "Temporary Overseas elector" is a person who is a United States citizen, 18 years of age or older, a resident of Wisconsin and is overseas for a temporary purpose and intends to return to their Wisconsin residence.</li> </ul>
<b>5</b>	<ul style="list-style-type: none"> <li>• Fill in the circle to indicate your preferred method of receiving your absentee ballot.</li> <li>• Military and Permanent Overseas voters may request and access their ballot directly at <a href="https://myvote.wi.gov">https://myvote.wi.gov</a>.</li> <li>• If no preference is indicated, your absentee ballot will be mailed to your residence address listed in Box 3.</li> <li>• You are encouraged to provide a physical mailing address as backup in case of electronic transmission difficulties. Please only fill the circle for your preferred means of transmission.</li> <li>• If you are living in a care facility, please provide the name of the facility.</li> <li>• If someone will be receiving the ballot on your behalf, please list them after C/O. <u>Please note:</u> The absentee elector is still required to vote their own ballot, although they may request assistance in physically marking the ballot.</li> </ul>
<b>6</b>	<ul style="list-style-type: none"> <li>• Select the first option if you would like to receive a ballot for a single election or a specific set of elections.</li> <li>• Select the second option if you would like to have a standing absentee request for any and all elections that may occur in a calendar year (ending December 31).</li> <li>• Select the third option <b>only if you are indefinitely confined due to age, illness, infirmity or disability</b> and wish to request absentee ballots for all elections until you are no longer confined or fail to return a ballot for an election.</li> </ul>
<b>7</b>	<ul style="list-style-type: none"> <li>• This section is only to be completed by an elector or the agent of an elector who is currently hospitalized.</li> <li>• An agent completing this form for a hospitalized elector must provide his/her name, signature and address on this application.</li> </ul>
<b>Assistant Signature:</b>	In the situation where the elector is unable to sign the Voter Declaration / Certification due to a physical disability, the elector may authorize another elector to sign on his or her behalf. Any elector signing an application on another elector's behalf shall attest to a statement that the application is made on request and by authorization of the named elector, who is unable to sign the application due to physical disability.
<b>Voter Signature:</b>	By signing and dating this form, you certify that you are a qualified elector, a U.S. citizen, at least 18 years old, having resided at your residential address for at least 28 consecutive days immediately preceding this election, not currently serving a sentence including probation or parole for a felony conviction, and not otherwise disqualified from voting.