

State of Wisconsin \ Government Accountability Board

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MEMORANDUM

DATE: May 28, 2014

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

FROM: Michael Haas
Elections Division Administrator

David Buerger
Elections Specialist

SUBJECT: Voter Registration Application Revised (2013 Act 182 Guidance)

Background

2013 Wisconsin Act 182 was enacted on April 2, 2014, and made effective on April 4. This Act made significant changes to the voter registration process. The Board has previously issued guidance on some of these changes (see [Recent Clerk Communications, April 11, 2014](#)). This memo serves to supplement our guidance from April 11, 2014, and serve as a guide to the changes Board staff made to the Voter Registration Application (GAB-131). In addition to revising the GAB-131 to facilitate these new statutory requirements, Board staff also took this opportunity to make other revisions to improve the form, which are detailed below.

I. Act 182 Changes

A. Proof of Residence Required for All Registrants (except Military and Overseas)

2013 Wisconsin Act 182 requires all registrants (except military and overseas electors) to display or provide a valid proof of residence document with their registration. This requirement applies to new registrants as well as to existing registrants who are updating their name or address by filing a new registration application.

The following documents may be used as proof of residence if they include the registrant's current and complete first and last name and residential address. If the document has an expiration date, the document must still be valid on the day the registrant applied.

Acceptable Proof of Residence Documents

1. A current and valid Wisconsin driver license
2. A current and valid Wisconsin identification card.
3. Any other official identification card or license issued by a Wisconsin governmental body or unit.
4. An official identification card or license issued by an employer in the normal course of business that contains a photograph of the registrant. (Does not include a business card.)
5. A real property tax bill or receipt for the current year or the year preceding the date of the election.
6. A residential lease. (Not valid when registering by mail.)
7. A university, college, or technical college identification card that contains a photograph of the registrant if accompanied by a fee payment receipt issued to the registrant by the university, college, or technical college and dated no earlier than 9 months before the date of the election at which the receipt is presented.*
8. A university, college, or technical college identification card that contains a photograph of the registrant if the university, college, or technical college that issued the card provides a certified and current list of students who reside in housing sponsored by the university, college, or technical college and who are U.S. Citizens to the municipal clerk prior to the election showing the current address of the students and the election official receiving the application verifies that the student presenting the card is included on the list.*
9. A utility bill for the period commencing not earlier than 90 days before the day registration is made.
10. A bank statement.
11. A paycheck.
12. A check or other document issued by a unit of government.
13. A [letter of identification](#) issued by an organization that provides services to the homeless that identifies the voter and describes the location designated as the registrant's residence for voting purposes.

* valid without residential address.

The Government Accountability Board has [additional resources](#) available on our website that go into further detail on what documents may qualify under the above categories.

If a voter registration application is received without a valid proof of residence, the clerk shall contact the elector in writing (see our sample letter available online at: <http://gab.wi.gov/node/3151>) and require the elector to provide a copy of the proof of residence document to the clerk. Voter registrations may not be processed in SVRS without a valid form of proof of residence.

B. Issuing Entity or Institution

Previously, when proof of residence was required, election officials were required to record on the voter registration application the type of proof of residence as well as the unique number associated with that document, if any. 2013 Wisconsin Act 182 adds the requirement to record the name of the entity or institution that issued the proof of residence. So while the proof of residence type is a generic description (utility bill, student ID, etc.) election officials must now record the name of the issuer as well (We Energies,

UW-Oshkosh, etc.) Board staff has added a field on the voter registration application for recording the entity name.

C. Proof of Residence Unique Identifying Number

Previously, when proof of residence was required, election officials were required to record the unique identifying number, if any, from the proof of residence onto the voter registration application. 2013 Act 182 revises this requirement to only require recording the last four or two digits of the unique identifying number depending on the length of the original identifying number. If the number is more than six digits long, the last four digits must be recorded. If the number is six or less digits, only the last two digits are recorded. This change was made to address privacy and security concerns related to recording full account numbers. If a voter provides a copy of the proof of residence that bears the full number, the clerk should redact the unneeded digits from the proof of residence when processing the registration application.

D. Date complete & POR received

Election officials have often struggled with when a Voter Registration Application is effective. This is particularly true for incomplete applications where further information must be obtained from the voter before the registration can be processed. As 2013 Act 182 now requires proof of residence from all registrants (except military and overseas electors) it is likely that election officials will see an increase in the number of incomplete registrations submitted.

In an attempt to provide better documentation of when the Voter Registration Application is complete, Board staff has added a date field to be completed by the election official when the Voter Registration Application is complete and any required proof of residence documentation has been displayed or provided. This date is the effective registration date for the applicant.

II. Other Revisions

A. Wisconsin Driver License or DOT-issued ID number (Box 2)

A voter who possesses either a current and valid Wisconsin driver license or identification card is required to provide the number when registering to vote. Board staff has revised the wording in Box 2 of the Voter Registration Application to reflect that one or the other is required if issued, current, and valid.

Board staff also updated the instructions to reflect the fact that as the Wisconsin identification card number is required if issued, current, and valid; a provisional ballot may be issued to a voter who has been issued a Wisconsin identification card, but is unable or unwilling to provide the number to election officials on Election Day.

Board staff also updated the instructions for Box 2 to include the DMV Help Line for voters to call in the event they have been issued a driver license or identification card, but cannot remember the number.

B. Electronic Proof of Residence

Board staff has updated the instructions for proof of residence to reflect the Board's August 28, 2012 ruling that electronic forms of these documents are acceptable. For more information, please see: <http://gab.wi.gov/node/2498>

Any questions regarding this information may be directed to the G.A.B. Help Desk at **GAB@wi.gov** or (608) 261-2028.