

Insert your municipal letterhead here

Date

Dear (voter name and address):

This letter contains important information about your voter registration application.

Wisconsin Statutes require that voters provide a valid document establishing their proof of residence as part of the voter registration application. This requirement applies to all voters who are not military or permanent overseas voters.

You did not submit an acceptable form of proof of residence with your voter registration application. Failure to submit a valid form of proof of residence will result in the exclusion of your name from the voter poll list. Your application cannot be processed and you will not have an effective registration until you submit a valid proof of residence document to the municipal clerk's office. An effective registration will result in the inclusion of your name on the voter poll list.

Valid forms of proof of residence must include the voter's name and current address, and may be any of the following:

1. A current and valid Wisconsin driver license or identification card.
2. Any other official identification card or license issued by a Wisconsin governmental body or unit.
3. Any identification card issued by an employer in the normal course of business and bearing a photo of the card holder, but not including a business card.
4. A real estate tax bill or receipt for the current year of the year preceding the date of the election.
5. A university, college or technical college identification card (must include photo) ONLY if the voter provides a fee receipt dated within the last 9 months or the institution provides a certified housing list to the municipal clerk.
6. A gas, electric, or telephone service statement (utility bill) for the period commencing no earlier than 90 days before the day registration is made.
7. Bank statement.
8. Paycheck.
9. A check or other document issued by a unit of government.
10. An affidavit on public or private social service agency letterhead identifying a homeless voter and describing the individual's residence for voting purposes.
11. Residential lease that is effective on the date of registration (not valid if you are registering by mail).
12. A contract or intake document from an occupant of a residential care facility that specifies that the occupant currently resides in the facility.

This information can be submitted by mail, if postmarked by (insert date for end of open registration). After that date, proof of residence must be delivered in-person to the municipal clerk's office by 5:00 p.m. (insert date for end of in-person registration), and you will also need to again sign and date your voter registration application in the presence of the clerk. If you are unable to submit proof of residence by these deadlines, you will need to re-register with acceptable proof of residence at your polling location on Election Day.

If you have any questions about your voter registration application or acceptable forms of proof of residence, please visit MyVote Wisconsin: myvote.wi.gov or contact me using the information listed below.

Sincerely,
Clerk's name
Contact information