Voter Registration Application (EL-131)

Proper completion of the Voter Registration Application (EL-131) will ease the process of entering information into WisVote and ensure the voter will appear on the poll list for Election Day. It is the responsibility of the municipal clerk to notify an elector of any insufficiency in their voter registration application within 5 days, if possible. A customizable letter template (EL-132) is available for this purpose. There is an updated version of the EL-131, which this manual will outline. However, any version of the EL-131 should be accepted as long as it contains proper information.

Front Side of Voter Registration Application

1. Qualifications
   a. The registrant may be 17 years old if they will be 18 years old by the time of the next election.

2. Your Name
   a. The registrant should provide their full name as it is printed on the Proof of Residence document they provide.

3. About You
   a. Date of Birth
      i. Month, day, and year of birth is required. Voters should be encouraged to use all four digits of their year of birth, but if someone writes the last two digits, the application should not be denied.
   b. Contact Information (OPTIONAL)
      i. Any phone or email address provided is subject to open records requests.

4. The Address Where You Live
   a. This is the voter’s address where they vote from, which may be different than their mailing address.
   b. This section will also be used to indicate military or permanent overseas statuses.
      i. Military – A member of the U.S. Army, Navy, Air Force, Marine Corps, Coast Guard, Merchant Marine of the United States, Peace Corps, the commissioned corps of the Federal Public Health Service, the commissioned corps of the National...
Oceanic and Atmospheric Administration, civilian employees of the United States and civilians officially attached to a uniformed service who are serving outside the United States, and any spouse or dependents of the above who are residing with or accompanying them.

ii. Permanent Overseas – A U.S. Citizen who is not disqualified from voting and is qualified to vote except for residency, but who last resided (or whose parent last resided) in Wisconsin prior to residing outside the United States. Permanent overseas voters should provide the last address in Wisconsin before permanently moving overseas.

iii. Temporary Overseas - A person who is a U.S. Citizen, 18 years old or older, who at the time of the request resides overseas but qualifies as a Wisconsin resident and has an intent to return to Wisconsin. This individual should NOT fill in either military or permanent overseas circle.

1. This status of registrant should register to vote as normal.
2. The registrant should provide their current home address (legal voting residence) in Wisconsin.
3. The registrant should provide the full street name, including the type (St, Ave, etc.) and any pre- and/or post-directional (N, S, etc.)
4. The registrant should provide the city name and ZIP code that appears on mail delivered to their residence.
5. A P.O. Box is not acceptable as a residential address.
6. A rural route box without a number should not be used.

5. Your Mailing Address
   a. If the registrant does not receive mail at the residential address, a mailing address should be provided. Failure to provide a valid mailing address may result in the voter registration being inactivated.
   b. Electors residing overseas should provide their complete overseas address where space is available.

6. Prior Registration Information
a. Name Change
   i. A voter is required to update their registration if they change their legal name.
   ii. As it may take some time for a voter to receive proper documentation of their new legal name, a registered voter may continue to vote using their former name until the necessary documentation to re-register is received.

b. Address Change
   i. A registered voter is required to update their registration if they wish to vote from their new residence.

7. Identification
   a. To complete the Voter Registration Application (EL-131), the registrant must provide either a WI-issued Driver License or ID card, or the last four digits of their social security number. This does NOT require visual confirmation by the clerk, or an election inspector and the elector may write down or recite the number if they choose. An elector cannot be required to show their driver license, Department of Transportation-issued ID card, or Social Security card as a condition of registration, unless it is a document used to provide acceptable proof of residence.

   b. Wisconsin Driver License or Wisconsin DOT-issued Identification Card Number
      i. If the registrant has been issued either a Wisconsin Driver License or State Identification Card that is unexpired, they must provide the number and expiration date, even if the registrant’s driving privileges were revoked or suspended.

      ii. If the registrant has a Wisconsin Driver License or State Identification Card that is unexpired but does not have the number or expiration date readily available, they may call DMV at (608) 266-1069, option 1 to look up the information.

      iii. If the registrant has either a Wisconsin Driver License or State Identification Card that is currently expired or cancelled, request the voter provide the identification number if available. The registrant must provide the last 4-digits of the Social Security Number, if any.

c. Social Security Number – Last Four Digits
i. If the registrant has not been issued a WI-issued Driver License or state ID Card, or the document is expired or cancelled, the registrant must provide the last 4-digits of their Social Security Number, if any.

ii. If the registrant does not have either a Wisconsin Driver License or State Identification Card, and has not been issued a Social Security Number, they may indicate this by checking the box signifying they have none of these documents.

8. Proof of Residence
   a. The registrant will affirm that they are providing a valid form of proof of residence with this application.
      i. Some examples include a copy of their Wisconsin-issued driver license or photo ID, a utility bill, any government-issued document, a paycheck, or a bank or credit card statement.
   b. Military and Permanent overseas voters do not need to provide a proof of residence document.

9. Signature and Certification
   a. The registrant should read this language before certifying that they are an eligible elector and have resided in the ward for at least 10 days.
   b. They will provide their signature and the date they are signing.

10. Assistant
   a. If the registrant required another person to complete this form on their behalf due to a physical disability, the assistant should sign and provide their residential address here. Wis. Stat. § 6.82(2)(d).

11. Official Use Only Section
   a. The election official receiving the application (clerk, election inspector, ERO) should review the proof of residence.
   b. At the top of the section, the official will circle the Proof of Residence type.
      i. WI DL – Wisconsin-Issued Driver License.
      ii. WI ID – Wisconsin-Issued State Identification Card.
      iii. UTIL – Any form of utility bill, including cell phone, cable, electric, gas, and water. Must be dates no more than 90 days prior to the date the registrant submits the document.
iv. BANK/CC – A bank or credit card statement. An offer to open a credit card is NOT an acceptable Proof of Residence document.

v. PYCK – Paycheck or Paystub.

vi. STDNT ID – A student ID that includes a photo (address not required). The registrant must provide either:
   1. A fee payment by the university, college, or technical college dated no earlier than 9 months before the date of election. The fee payment receipt must include the name and address of the student.
   2. A certified and current list of students who reside in housing sponsored by the university, college, or technical college. This list should be provided by the university, college or technical college, and the election official will verify the name of the student on the ID is included on the list.

vii. GOV DOC – Any government-issued document.
   1. Examples include (not an exhaustive list):
      a. Vehicle Registration
      b. BadgerCare/Medicare statements (if issued by gov’t agency)
      c. Social Security statements (if issued by gov’t agency)
      d. Public school correspondence.
      e. Tribal ID or Mail
      f. Change of address from USPS
      g. Federal student loan notices (if issued by gov’t agency)
      h. Mail from publicly-owned medical facilities, such as UW Hospitals and Clinics, VA Hospitals, county-owned clinics

viii. LSE – a residential lease containing the landlord name, tenant name, address subject to lease, term, rent, landlord signature, and tenant signature.
ix. GOV ID – any other identification card or license issued by a Wisconsin governmental body or unit.

x. EMPL ID – An 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.

xi. RES CARE – a contract or intake document from an occupant of a residential care facilities that specifies the occupant currently resides in the facility.

xii. TAX – A real estate tax bill or receipt for the current year or the year preceding the date of the election.

xiii. HMLSS – A signed letter on public or private social security agency letterhead identifying a homeless voter and describing the individual’s residence for voting purposes.

c. Proof of Residence Issuing Entity
   i. WI DMV, MG&E, WE Energies, etc.

d. Proof of Residence Number, if any
   i. If the unique number associated with the proof of residence is 7 or more digits in length, the last 4 digits should be recorded here.

   ii. If the unique number associated with the proof of residence is 6 or fewer digits in length, only the last 2 digits are recorded here.

e. Date Complete/POR Received
   i. If the application is complete and the proof of residence is acceptable (see below), the election official who received the application (ERO, election inspector, or clerk) should date it.

   ii. If the application is received via mail, the clerk should date it after reviewing it for completeness and legibility.

f. Election Day Voter Number
   i. If registering on Election Day, the voter will be issued a voter number. This number should also be recorded on the supplemental poll list.

g. WisVote ID #
   i. This number is only provided once the registration has been entered in WisVote and the voter has become registered.
h. Confidential Elector ID #
   i. If the registrant has registered through the confidential elector process, they will be issued a number that should be listed here.

i. Submitted by mail
   i. If registrant mailed their voter registration application, check this circle.

j. Official’s signature
   i. The election official first receiving the application (ERO, clerk, election inspector) should review the form for completeness and legibility before signing.
   ii. If the application is incomplete or illegible, the election official should not sign the form.
      1. If the registrant is still available, ask the registrant to complete the missing information or print more clearly.
      2. If the registrant is no longer available, the election official should submit this form to the clerk with a note explaining the deficiency.
      3. The clerk should contact the registrant within 5 days of receipt of any incomplete or illegible applications.
   iii. If the application is being received after the 20th day before the election or on Election Day, the election official must also check the Ineligible Voter List before signing (see respective registration procedures above).

k. Bottom Row
   i. Ward
   ii. Sch. District
   iii. Alder
   iv. City Supr.
   v. Ct. of App
   vi. Assembly
   vii. St. Senate
   viii. Congress
Back Side of Voter Registration Application

1. If the registrant resides somewhere without a designated address, the registrant should use the map in box 4 on the backside to diagram where they reside in relation to known streets or landmarks.

2. If the registrant needs accommodations at their polling place (curbside voting, braille materials, etc.), they should make those requests on the bottom of the backside.

3. If the registrant is interested in being a poll worker, they should indicate on the bottom of the backside.