Ballot Access in Wisconsin

Wisconsin Elections Commission
Getting Started

Ballot Access Checklists
Ballot Access Checklists

- Checklists are provided on the WEC website at [www.elections.wi.gov](http://www.elections.wi.gov)
Ballot Access Checklists

- ELIS-05 Ballot Access Checklist for School District Candidates
- ELIS-09: Ballot Access Checklist for Statewide and Legislative Candidates
- ELIS-07 Ballot Access Checklist for Municipal Candidates where Nomination Papers are used
- ELIS-01: Ballot Access Checklist for State Level Non-partisan Candidates
Who is your filing officer?

◊ Your filing officer depends on the level of government for which you are seeking office.

◊ For example:
  
  ◊ If you are running for a state level office such as Representative to the Assembly and State Senator, The WEC is your filing officer.

  ◊ If you running for local office such as City Council, Village Board or Town Board, the municipal clerk or Milwaukee Elections Commission is your filing officer.

  ◊ If you are running for school board, the school district clerk is your filing officer.
Required Filings

1. CF-1 Campaign Registration Statement: Filed online with Ethics Commission
2. EL-162 Declaration of Candidacy: Filed with the appropriate filing officer
3. Nomination Papers (EL-168, EL-169, etc.): Filed with the appropriate filing officer
4. Statement of Economic Interests (SEI): Filed online with Ethics Commission or with the appropriate filing officer (if applicable)
EL-162 Declaration of Candidacy

- Must be notarized
- Name of the office you are seeking must be accurate, including district, branch or seat number
- Name on ballot is how your name will appear if you achieve ballot access
- DOC can be amended if your information changes
- Hard copy must be filed with filing officer
EL-168, EL-169 Nomination Papers

- Hard copies must be filed with your filing officer
- A template is provided on the WEC website
- WEC will review templates for state level candidates and provide feedback to candidates and/or committees
- Candidates can customize the template but the form still must contain all required information
- Candidate name should not include any titles, such as Ms., Mrs., or Mr.
- Candidate must list their residential address and their municipality for voting purposes
- A mailing address should be added if it is different from the municipal address
- The election date should be the date of the election, not the primary (even if a primary is expected)
- The title of office should be listed as Representative to the Assembly, State Senator, or School Board Member
- District number or jurisdiction name is required for certain offices (e.g. Assembly District, school board seat number, etc.)
- Name of jurisdiction should be listed in a format such as Madison Municipal School District, Assembly District 68, or State Senate District 10
The municipality used for mailing purposes, when different than municipality of residence, is not sufficient. The name of the municipality of residence must always be listed.

<table>
<thead>
<tr>
<th>Signatures of Electors</th>
<th>Printed Name of Electors</th>
<th>Residential Address (No P.O. Box Addresses)</th>
<th>Municipality of Residence</th>
<th>Date of Signing Mo/Day/Year</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Street and Number or Rural Route</td>
<td>Check the type and write the name of your municipality for voting purposes</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>(Rural address must also include box or fire no)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
 ✓ Circulator must provide their name and sign each page they circulate
 ✓ The certification section must be filled out, signed and dated after the signatures on the page have been collected
 ✓ The circulator’s address must list, at least, the street number, street name and municipality. State is not required.
 ✓ A circulator must only be an otherwise qualified elector of WI (18 years old, U.S. citizen, etc.), but does not need to be a resident of the district where the candidate is seeking office.
 ✓ Candidates can circulate their own nomination papers!
Tips for Successful Circulation

- Nomination papers should be personally circulated by the circulator and should not just be left in public spaces for people to sign (i.e. on the table in the breakroom, posted on a bulletin board or on the bar!).

- Use a template and have that template reviewed before printing to ensure all required information is correct and present.

- Ensure that every page has all required information complete before submitting, especially circulator certification and header information.

- Use the appropriate nomination paper template: partisan or non-partisan.
Instructions are listed on the back of the form and are a great resource for candidates and circulators.

Some information can be pre-filled in the body of the petition, such as date or year of signing.

Collect more than the minimum number of signatures. Candidates usually lose signatures during the review process.
Common Mistakes to Avoid

✧ If you have sections of your papers used to collect contact information for signers, be sure that if/when you cut that information off you do not remove required information.

✧ Don’t use heavy markers to redact information!

✧ File your nomination papers well before the deadline so that you have time to remedy any issues.
## Organizational Tips

<table>
<thead>
<tr>
<th>Organize</th>
<th>Number</th>
<th>Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>Organize your petition before filing. Place the sheets with the highest number of ‘good’ signatures on top and partial pages at the back.</td>
<td>Number all of your pages before arrival at the office of the filing officer.</td>
<td>Have a good estimate as to how many signatures you are filing. Signatures over the maximum will be treated as supplemental and not reviewed unless necessary.</td>
</tr>
</tbody>
</table>
Common Reasons Signatures are Struck

- Missing or incomplete dates of signers
- Illegible required information
- Signers reside out of district
- Incomplete address information of signer
- Missing circulator information
- Circulator certified page before collecting signatures
- Missing or incorrect information in the header
Thanks and Good Luck

Please contact us with any questions you may have!

Wisconsin Elections Commission

elections@wi.gov

(608) 261-2028