



Wisconsin Elections Commission

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(608) 266-8005 | elections@wi.gov | elections.wi.gov

DATE: September 22, 2020

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

FROM: Meagan Wolfe
Administrator

SUBJECT: WEC Voter Information Mailer Update

1. Mailer Status. On September 1, the Wisconsin Elections Commission mailed a voter information packet to approximately 2.6 million registered voters who did not have an absentee ballot request on file for the November 3 election. The mailer included an absentee ballot application form. WEC staff began receiving absentee mailer forms back to our office on September 8. We currently expect to process approximately 30,000 requests. Requests from unregistered voters and duplicate requests will not be passed along to clerks for review at this time. A portion of the mailers were also returned undeliverable. WEC staff will hold the undeliverable mail pieces for the time being – no immediate action is required for these mailers.

2. Request Processing. Requests are now being scanned, data entered, and routed to municipal clerks for review.

A. Instructions for WisVote Users. Clerks with WisVote access should regularly review the “2. Pending Absentee Application” view, available from the Absentee Application tile to process new pending applications. Clerks should review the scanned application form and photo ID (if provided) and accept or decline requests accordingly.

B. Instructions for Reliers. Relier clerks without WisVote access should process applications through emails sent from the WEC. For reliers, declined requests should be communicated to WEC staff by replying to the notification email. Approved requests will simply be added to the absentee ballot log. Providers are encouraged to review the “2. Pending Absentee Application” view in WisVote when processing data from the Absentee Ballot Log received from reliers, to reduce manual data entry time.

3. Scans and Original Copies. Each pending application will include a scan of the absentee application and photo ID (if provided). Please note that the validity of the photo ID should not be determined on the quality of the scan but rather that the photo provided reasonably resembles the voter and meets all other photo ID requirements. Original copies of the absentee applications will be mailed to clerks.

4. Problem Requests. Declined requests will trigger WEC staff to send a letter and email (if available) to voters notifying them of an insufficiency with their request. The letters voters will receive are attached to this

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communication. Voters are directed to work with their local clerk to fix issues with their request. A voter will receive a “Missing Photo ID” letter if the clerk identifies that the voter didn’t provide acceptable photo ID. Voters who applied as an indefinitely confined but failed to sign the indefinitely confined certification will be sent the “Missing Indefinitely Confined” letter.

5. Questions. Please do not hesitate to contact us at (608)261-2028 or at elections@wi.gov with any questions you may have.

Missing Indefinitely Confined Signature Letter Template:

Dear [voter],

This letter contains important information about your absentee ballot application for the **[insert date]** election.

Wisconsin state law requires that voters who request an absentee ballot as an 'indefinitely confined' voter due to age, illness, infirmity, or disability provide their signature on their application. The absentee ballot request form you sent back did not contain the required signature.

Your absentee ballot will not be sent to you until you sign in the box below and return this form by mail or electronically by email or fax.

<p>X _____ <small>To certify as indefinitely confined your signature is required here (or an assistant may sign on your behalf if you are unable to sign because of a physical disability).</small></p>

To ensure your absentee ballot is sent in a timely manner please return this signed form to your clerk at the address provided as soon as possible.

Please note that your signature is required by Wisconsin Statute §6.86(2)(a) which states that indefinitely confined voters may receive a ballot for all future elections if they provide a signed statement to that effect.

If you have any questions about your absentee ballot application or the voting process, please contact me using the information listed below or visit the Wisconsin Elections Commission website for more information: <http://elections.wi.gov>.

If you have any questions regarding this notice, please contact our office at [clerk's number] or [clerk's email].

Sincerely,
[Clerk Name]

Missing Photo ID Letter Template:

Dear [Voter Name and Address]:

This letter contains important information about your absentee ballot application for the **(insert date)** election.

Wisconsin Statutes require that voters provide a valid document establishing their proof of identification as part of the absentee ballot request process. This requirement applies to all voters who are not active military electors, permanent overseas electors, confidential electors, and indefinitely confined electors.

You have an absentee ballot request on file and have not yet provided acceptable proof of identification. Your absentee ballot will not be sent to you until you provide proof of identification.

Valid forms of proof of identification must include your name, which must conform to the name you registered under (i.e. Mike for Michael, etc.), and a photograph that reasonably resembles you. The address on the document does not have to be current to be used as proof of identification.

The following forms of proof of identification are acceptable for voting purposes, **and can be unexpired or expired after the date of the most recent general election (currently, November 6, 2018):**

- A Wisconsin DOT-issued driver license, even if expired, revoked, or suspended.
- A Wisconsin DOT-issued identification card (available for free, see below)
- Military ID card issued by a U.S. uniformed service, including retired military. (may have an “indefinite” expiration date)
- A U.S. passport book or card

The following forms of proof of identification are also acceptable for voting purposes, **but must be unexpired:**

- A certificate of naturalization that was issued not earlier than two years before the date of an election at which it is presented
- A Veterans Affairs ID Card (may have no expiration date)
- A driver license receipt issued by Wisconsin DOT (valid for 45 days)
- An identification card receipt issued by Wisconsin DOT (valid for 45 days)
- A citation of Notice to Revoke or Suspend WI Driver License (valid for 60 days)
- An ID Petition Process receipt issued by Wisconsin DOT (valid for 60 days)*

The following form of proof of identification is acceptable for voting purposes, **and may be expired:**

- A photo identification card issued by a Wisconsin accredited university or college that contains the following:
 - Date of issuance
 - Signature of Student
 - Expiration date no later than two years after date of issuance
 - If the college or university ID is expired, the ID must be accompanied by a separate document that proves enrollment

The following form of proof of identification is acceptable for voting purposes **regardless of the expiration date:**

- An identification card issued by a federally recognized Indian tribe in Wisconsin

An acceptable proof of identification must be received by the municipal clerk by **(insert by-mail absentee request deadline)**, and can be provided by mail, fax, or email. If you are unable to submit proof of identification by this deadline, you will not be sent an absentee ballot for this election. **To ensure your absentee ballot is sent in a timely manner please submit an acceptable form of proof of identification as soon as possible.**

For information on obtaining a free state ID card for voting purposes, please visit the Wisconsin Department of Transportation's website:

<http://www.dot.wisconsin.gov/drivers/drivers/apply/idcard.htm>.

*The WI DOT has a new policy to help people who do not have birth certificates obtain a free state ID card for voting purposes: <http://wisconsindot.gov/Pages/dmv/license-drvs/how-to-apply/petition-process.aspx>

If you have any questions about your absentee ballot application or acceptable forms of proof of identification, please contact me using the information listed below or visit the Wisconsin Elections Commission website for more information: <http://elections.wi.gov>.

Sincerely,

Clerk's Name

Contact information