

# FAQ: Mailer Absentee Applications - Reliers

## **What is a Mailer Absentee Application?**

2.65 million voters were mailed an informational letter outlining their options to vote in the 2020 General Election. This letter included an absentee request form that voters may complete and send back to the WEC. When an application is received, WEC staff enter the request as a pending absentee application in WisVote for clerks to review. The application is not active or valid until it is reviewed by the municipal clerk.

## **How will I be notified of a new absentee request?**

When the pending absentee application record is created in WisVote for a relier municipality, an email is generated and sent to relier clerks with scans of the absentee request form and photo ID (if required and provided) attached, like how a MyVote request is typically received. Examples of the emails are provided at the end of this document. One version will be sent when the voter has previously provided photo ID, and another if voter has or should have provided photo ID.

## **What should I do when I receive a new request?**

Requests should be reviewed for completion and photo IDs should be reviewed for validity. This responsibility lies solely with the clerk. Please note, you will likely receive requests that are missing photo IDs or have provided a selfie instead of a valid photo ID. If all information is provided, you should process the application as you would any other application and mark it on your absentee ballot log.

## **What should I do when I receive a new request that is not valid?**

If a request is lacking a photo ID, a valid photo ID, or required signature, clerks can decline the absentee request. WEC staff will follow up with voters on declined applications. To do so, relier clerks must reply to the mailer notification emails with a reason for declining from the list below. Reply emails should be directed to [elfrontdesk@wisconsin.gov](mailto:elfrontdesk@wisconsin.gov).

Reasons for declining:

*Personal Photo*

*Illegible Photo*

*Non-WI DMV Product*

*Expired before Prev General Election*

*Invalid ID*

*Photo ID not provided*  
*Missing Indefinitely Confined Signature*

**I'm a hybrid relier and have WisVote access to manage absentees. How should I process mailer absentee requests?**

If our records list you are a relier, you will receive the email notification and be able to access the application in WisVote. It is recommended that you use the Pending Absentee Application view in WisVote to accept or decline requests.

### **Example 1. Mailer Pending Absentee Application emails where Photo ID is on File**

**Subject:** Absentee Ballot Request - Absentee Mailer, **Photo ID on File**, - Regular - Andersen, Steven

An absentee ballot request has been received by the WEC from a voter in your municipality as result of the 2020 Voter Information mailer. The voter is required to attach a copy of their acceptable photo ID with their absentee ballot request, if not already provided. Please review the attached request and photo identification and complete your next steps.

**Please review the attached absentee ballot request and photo identification.**

1. **Voter's Absentee Ballot Request:** Contains a scan of the information provided by the voter requesting an absentee ballot. Requests may be made as indefinitely confined or for the November General election. Record and process the attached absentee ballot request received by the WEC the same way as any other absentee ballot request received by email or MyVote.
2. **Voter's Photo Identification:** The voter previously provided valid photo ID.

#### **Next Steps**

##### Request is Acceptable

Please log this request using your normal process and **then work with your provider** to approve the request in WisVote.

##### Request is Not Acceptable

If the photo ID is not valid or the voter did not sign the certification that they are indefinitely confined, **please reply to this email to reach WEC staff** and indicate why the request should be declined. WEC staff will receive your response and send a letter to a voter if the request can be remediated. Please select from the following reasons:

##### *Missing Indefinitely Confined Signature*

If you have any questions about how to process this absentee ballot request please contact the Wisconsin Elections Commission at [elections@wi.gov](mailto:elections@wi.gov) or at (608) 261-2028.

## **Example 2. Mailer Pending Absentee Application emails where Photo ID is not File**

**Subject:** Absentee Ballot Request - Absentee Mailer, Photo ID not on File - Regular - Acklam, Jay

### **Body of Email**

An absentee ballot request has been received by the WEC from a voter in your municipality as result of the 2020 Voter Information mailer. The voter is required to attach a copy of their acceptable photo ID with their absentee ballot request, if not already provided. Please review the attached request and photo identification and complete your next steps.

**Please review the attached absentee ballot request and photo identification.**

1. **Voter's Absentee Ballot Request:** Contains a scan of the information provided by the voter requesting an absentee ballot. Requests may be made as indefinitely confined or for the November General election. Record and process the attached absentee ballot request received by the WEC the same way as any other absentee ballot request received by email or MyVote.
2. **Voter's Photo Identification:** The voter is required to provide a copy of their acceptable photo ID for voting with their request. Please review the attached photo ID to confirm it is acceptable for voting. You may only issue an absentee ballot to the voter if they have provided acceptable photo ID. **NOTE:** If no photo ID is attached, the voter did not provide a photo ID with their application.

### **Next Steps**

#### Request is Acceptable

Please log this request using your normal process and **then work with your provider** to approve the request in WisVote.

#### Request is Not Acceptable

If the photo ID is not valid or the voter did not sign the certification that they are indefinitely confined, **please reply to this email to reach WEC staff** and indicate why the request should be declined. WEC staff will receive your response and send a letter to a voter if the request can be remediated. Please select from the following reasons:

*Personal Photo*

*Illegible Photo*

*Non-WI DMV Product*

*Expired before Prev General Election*

*Invalid ID*

*Photo ID not provided*

*Missing Indefinitely Confined Signature*

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