

Insert your municipal letterhead here

Date

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, the November 8, 2016):**

- 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 180 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
 - The university or college 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://wisconsin.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