

# **Absentee Voting: Before, During and After Election Day**

**Wednesday, January 14, 2015**

**9:00 a.m. – 11:00 a.m.**

## **Program Presenters**

Wisconsin Government Accountability Board Staff

## **Agenda**

- Municipal Clerks Training Report
- Status of Voter Photo ID
- Absentee Applications
- Categories of Absentee Electors
- Absentee Voting Deadlines Chart
- Type E Notice
- Absentee Certificate Envelope
- Processing Absentee Ballots at the Polls
- Absentee Ballot Log
- Processing Late-Arriving Absentee Ballots



# State of Wisconsin\Government Accountability Board

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JUDGE THOMAS BARLAND  
Chair

KEVIN J. KENNEDY  
Director and General Counsel

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## **MEMORANDUM**

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

**FROM:** Michael Haas  
Elections Division Administrator

Allison Coakley  
Elections Training Coordinator

**DATE:** November 11, 2014

**SUBJECT:** Municipal Clerks Training Report Posted (2013-2014 term)

### **Background**

Municipal clerks are required by state law to take and report six hours of election training every two years to the Government Accountability Board. Election training taken between January 1, 2013 and December 31, 2014 will recertify municipal clerks for the 2015-2016 term. For new municipal clerks or clerks who lost their certification at the end of 2012, three of the six hours of training must be the Municipal Clerk Core Curriculum training class (in-person class or live webinar) or the equivalent training taken at the Wisconsin Municipal Clerks Institute in Green Bay.

### **Training Report**

The Municipal Clerk Training Report has been posted on the G.A.B. website as an attachment to this Clerk Communication and lists the number of hours you have reported to us so far this term as of November 7, 2014. The column "Needs 3-Hour MCT Core" indicates that either you are a new clerk who did not take the required class or are a clerk who lost his or her certification at the end of 2012 and must retake the class to be compliant with state training requirements. Please note that you may have reported a minimum of six hours of election training, but because you need to take the MCT Core class, you are considered noncompliant with state law.

You can search the report by your name or HINDI number. If you have training to report to us, please do so using the form available on our website: <http://gab.wi.gov/forms/mct-hours-reporting>. All election-related training must be reported to the G.A.B. by December 31, 2014 to count toward recertification for the 2015-2016 term. Please note that deputy clerks and other office staff who have submitted training information are not listed on this report as they are not required by state law to be certified.

### **Training Options**

Election training that counts toward clerk recertification can be found by clicking here: <http://gab.wi.gov/clerks/education-training/municipal-clerk-cert>. For example, the webcasts posted on

the webinar page can be viewed on your computer at your convenience:

<http://gab.wi.gov/clerks/education-training/webinars>. Clerks can receive training credit for the length of the webinar, which typically run one to two hours each. Please note that the Municipal Clerk Core Training webcast cannot be used by new clerks for initial certification or by clerks who lost their certification at the end of 2012.

### **Certification**

Municipal clerks who have not taken and reported six hours of election training for the 2013-2014 term by December 31, 2014 will lose their certification and be considered noncompliant with state law. Clerks who lose their certification are required to take the three-hour Municipal Clerk Core training class and three hours of election training – for a total of six hours - by the first election in 2015 to be considered certified to conduct elections for the term. Classes will be posted in December in preparation for the spring elections: <http://gab.wi.gov/clerks/education-training/schedule>.

### **Contact**

If you have questions, are not listed or are listed incorrectly, please contact Allison Coakley: [allison.coakley@wi.gov](mailto:allison.coakley@wi.gov), or (608) 261-2033. Thank you for your usual attention and cooperation.

# State of Wisconsin \ Government Accountability Board

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<http://gab.wi.gov>



JUDGE THOMAS H. BARLAND  
Chairperson

KEVIN J. KENNEDY  
Director and General Counsel

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## MEMORANDUM

**DATE:** January 8, 2015

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

**FROM:** Michael Haas  
Elections Division Administrator

**SUBJECT:** Voter Photo ID Status for 2015 Spring Elections  
Voter Photo ID Guidance 2015-1

The plaintiffs in the federal lawsuit challenging the Voter Photo ID requirement have filed an appeal with the U.S. Supreme Court. Therefore, the court injunction prohibiting implementation of the photo ID requirement remains in effect until the appeal has been resolved by the Supreme Court. Until further notice, therefore, the photo ID requirement is not to be enforced in Wisconsin elections.

You may wish to review our Clerk Communication of December 12, 2014 for reminders as to preparations and processes for the Spring Primary and Spring Election which are affected by the court injunction. We will promptly communicate with local election officials when there is a change in the status of the photo ID requirement. If you have any questions, please contact the G.A.B. Help Desk at [gabhhelpdesk@wi.gov](mailto:gabhhelpdesk@wi.gov) or (608) 261-2028. Thank you.





# Wisconsin Application for Absentee Ballot

Confidential Elector ID#  
(HINDI - sequential #) (Office Use Only)

SVRS ID #  
(Office Use Only)

Instructions

**Instructions for completion are on the back of this form. Return this form to your municipal clerk when completed.**

- Please use uppercase (**CAPITAL**) letters only. Fill in circles as appropriate.
- You must be registered to vote before you can receive an absentee ballot. You can confirm your voter registration at <https://myvote.wi.gov>

## VOTER INFORMATION

1	Municipality	<input type="radio"/> Town <input type="radio"/> Village <input type="radio"/> City		County	
	Last Name			First Name	
2	Middle Name			Suffix (e.g. Jr, II, etc.)	
	Phone		Fax		Date of Birth <small>(MM/DD/YYYY)</small>
					Email
3	Residence Address: Street Number & Name				
	Apt. Number		City		State & ZIP
4	If you are a military or permanent overseas elector, fill in the appropriate circle (see instructions for definitions): <input type="radio"/> Military <input type="radio"/> PermanentOverseas				

## I PREFER TO RECEIVE MY ABSENTEE BALLOT BY: (Ballot will be mailed to the address above if no preference is indicated)

5	<input type="radio"/> MAIL	Mailing Address: Street Number & Name				
	<input type="radio"/> VOTE IN CLERK'S OFFICE	Apt. Number		City		State & ZIP
		Care Facility Name (if applicable)				
		C / O (if applicable)				
	<input type="radio"/> FAX	Fax Number		<i>Military and Permanent Overseas only</i>		
<input type="radio"/> EMAIL	Email Address (required for email or online delivery)		<i>Military and Permanent Overseas only</i>			

## I REQUEST AN ABSENTEE BALLOT BE SENT TO ME FOR: (mark only one)

6	<input type="radio"/> The election(s) on the following date(s): _____
	<input type="radio"/> All elections from today's date through the end of the current calendar year (ending 12/31).
	<input type="radio"/> Every election subsequent to today's date. I further certify that I am indefinitely confined because of age, illness, infirmity or disability and request absentee ballots be sent to me until I am no longer confined or fail to return a ballot.

## TEMPORARILY HOSPITALIZED VOTERS ONLY (please fill in circle)

7	<input type="radio"/> I certify that I cannot appear at the polling place on election day because I am hospitalized, and appoint the following person to serve as my agent, pursuant to Wis. Stat. § 6.86(3).				
	Agent Last Name		Agent First Name		Agent Middle Name
	<b>AGENT:</b> I certify that I am the duly appointed agent of the hospitalized absentee elector, that the absentee ballot to be received by me is received solely for the benefit of the above named hospitalized elector, and that such ballot will be promptly transmitted by me to that elector and then returned to the municipal clerk or the proper polling place.				
	Agent Signature	X	Agent Address		

## ASSISTANT DECLARATION / CERTIFICATION (if required)

I certify that the application is made on request and by authorization of the named elector, who is unable to sign the application due to physical disability.

Agent Signature	X	Today's Date	
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## VOTER DECLARATION / CERTIFICATION (required for all voters)

I certify that I am a qualified elector, a U.S. Citizen, at least 18 years old, having resided at the above residential address for at least 28 consecutive days immediately preceding this election, not currently serving a sentence including probation or parole for a felony conviction, and not otherwise disqualified from voting. **Please sign below to acknowledge that you have read and understand the above.**

Voter Signature	X	Today's Date	
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## Wisconsin Application for Absentee Ballot Instructions

**General Instructions:** *Please Review Fully* This form should be submitted to your municipal clerk, unless directed otherwise.

- This form should only be completed by registered voters; if you are not a registered voter or military elector, please submit a Voter Registration Application (GAB-131) with this form.

<b>1</b>	<ul style="list-style-type: none"> <li>• Indicate the municipality and county of residence. Use the municipality's formal name (For example: City of Plymouth, Village of Chenequa, or Town of Aztalan).</li> </ul>
<b>2</b>	<ul style="list-style-type: none"> <li>• Provide your name as you are registered to vote in Wisconsin. If applicable, please provide your suffix (Jr, Sr, etc.) and/or middle name. If your current name is different than how you are registered to vote, please submit a Voter Registration Application (GAB-131) with this form to update your information.</li> <li>• Provide your month, day and year of birth. Remember to use your birth year, not the current year.</li> <li>• Providing your telephone/fax number or email address allows elections officials to contact you if there is a problem with your absentee application.</li> </ul>
<b>3</b>	<ul style="list-style-type: none"> <li>• Provide your home address (legal voting residence) in Wisconsin.</li> <li>• Provide the full house number (including fractions, if any).</li> <li>• Provide your full street name, including the type (St, Ave, etc.) and any pre- and/or post-directional (N, S, etc.).</li> <li>• Provide the city name and ZIP code as it would appear on mail delivered to the home address.</li> <li>• <u>You may not enter a PO Box as a voting residence.</u> A rural route box without a number should not be used.</li> </ul>
<b>4</b>	<ul style="list-style-type: none"> <li>• A "Military elector" is a person, or the spouse or dependent of a person who is a member of a uniformed service or the merchant marines, a civilian employee of the United States, a civilian officially attached to a uniformed service and serving outside the United States, or a Peace Corp volunteer. Military electors do not need to register to vote. Military electors will continue to receive ballots for all elections unless otherwise requested.</li> <li>• A "Permanent Overseas elector" is a person who is a United States citizen, 18 years old or older, who resided in Wisconsin immediately prior to leaving the United States, who is now living outside the United States <u>and has no present intent to return</u>, who is not registered in any other location, or who is an adult child of a United States citizen who resided in this state prior to establishing residency abroad. Permanent Overseas electors will receive ballots for federal offices only and must be registered to vote prior to receiving a ballot.</li> </ul>
<b>5</b>	<ul style="list-style-type: none"> <li>• Fill in the circle to indicate your preferred method of receiving your absentee ballot. <u>Only Military and Permanent Overseas voters may receive an absentee ballot by email, fax, or online.</u></li> <li>• If you select "Online" you will receive an email instructing you how to access your ballot online.</li> <li>• Military and Permanent Overseas voters may request and access their ballot directly at <a href="https://myvote.wi.gov">https://myvote.wi.gov</a>.</li> <li>• If no preference is indicated, your absentee ballot will be mailed to your residence address listed in Box 3.</li> <li>• You are encouraged to provide a physical mailing address as backup in case of electronic transmission difficulties. Please only fill the circle for your preferred means of transmission.</li> <li>• If you are living in a care facility, please provide the name of the facility.</li> <li>• If someone will be receiving the ballot on your behalf, please list them after C/O. <u>Please note:</u> The absentee elector is still required to vote their own ballot, although they may request assistance in physically marking the ballot.</li> </ul>
<b>6</b>	<ul style="list-style-type: none"> <li>• Select the first option if you would like to receive a ballot for a single election or a specific set of elections.</li> <li>• Select the second option if you would like to have a standing absentee request for any and all elections that may occur in a calendar year (ending December 31).</li> <li>• Select the third option only if you are indefinitely confined due to age, illness, infirmity or disability and wish to request absentee ballots for all elections until you are no longer confined or fail to return a ballot for an election.</li> </ul>
<b>7</b>	<ul style="list-style-type: none"> <li>• This section is only to be completed by an elector or the agent of an elector who is currently hospitalized.</li> <li>• A hospitalized elector must certify that he or she cannot appear at the polling place on Election Day.</li> <li>• An agent completing this form for a hospitalized elector must provide his/her name, signature and address on this application.</li> </ul>
<b>Assistant Signature:</b>	In the situation where the elector is unable to sign the Voter Declaration / Certification due to a physical disability, the elector may authorize another elector to sign on his or her behalf. Any elector signing an application on another elector's behalf shall attest to a statement that the application is made on request and by authorization of the named elector, who is unable to sign the application due to physical disability.
<b>Voter Signature:</b>	By signing and dating this form, you certify that you are a qualified elector, a U.S. citizen, at least 18 years old, having resided at your residential address for at least 28 consecutive days immediately preceding this election, not currently serving a sentence including probation or parole for a felony conviction, and not otherwise disqualified from voting.

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# Voter Registration and Absentee Ballot Request Federal Post Card Application (FPCA)

For any questions about this form, consult the Voting Assistance Guide available in hard copy or on [FVAP.gov](http://FVAP.gov) or your Voting Assistance Officer.

For absent Uniformed Service members, their families, and citizens residing outside the U.S.

Please print in black ink.

## Classification

Make only 1 selection.

(In most States, you must be absent from your voting district to use this form).

1

I request an absentee ballot for all elections in which I am eligible to vote AND:

- I am a member of the Uniformed Services or Merchant Marine on active duty OR  I am an eligible spouse or dependent.
- I am an activated National Guard member on State orders.
- I am a U.S. citizen residing outside the United States, and I intend to return.
- I am a U.S. citizen residing outside the United States, and my return is not certain.
- I am a U.S. citizen and have never resided in the United States.

## Political party

2

Your State may require you to specify a political party to vote in primary elections: \_\_\_\_\_

## Legal name

3

Last name \_\_\_\_\_ Suffix \_\_\_\_\_

First name \_\_\_\_\_ Middle name \_\_\_\_\_

Previous name (if applicable) \_\_\_\_\_

## Identification

Some States require your full SSN. Check your State's pages in the Voting Assistance Guide on [FVAP.gov](http://FVAP.gov).

4

State Driver's License or ID \_\_\_\_\_

OR Social Security Number \_\_\_\_\_

Birth date \_\_\_\_\_ Sex  M  F Race \_\_\_\_\_

M M D D Y Y Y Y See instructions

## Contact information

Include international prefixes. No DSN numbers.

5

Telephone \_\_\_\_\_

Fax \_\_\_\_\_

Email \_\_\_\_\_

## Ballot receipt

6

Rank from 1-3 in order of preference; be sure appropriate contact information is provided above.

I prefer to receive my ballot, as permitted by my State, by:  Email/Online  Mail  Fax

## Voting residence address

Usually your last U.S. residence or your legal U.S. residence. See instructions.

7

Street Address (not P.O. Box) \_\_\_\_\_ Apt. # \_\_\_\_\_

City/Town/Village \_\_\_\_\_

County \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

## Where to send my ballot

This is your current mailing address and should be different from above. If required, place a forwarding address in Box 9.

8

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

## Additional requirements for your State

Such as: mail forwarding address, additional email address/phone number, or other State required information. See Voting Assistance Guide.

9

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

### Affirmation (REQUIRED): I swear or affirm, under penalty of perjury, that:

- The information on this form is true, accurate, and complete to the best of my knowledge. I understand that a material misstatement of fact in completion of this document may constitute grounds for conviction of perjury.
- I am a U.S. citizen, at least 18 years of age (or will be by the day of the election), eligible to vote in the requested jurisdiction, and
- I am not disqualified to vote due to having been convicted of a felony or other disqualifying offense, nor have I been adjudicated mentally incompetent; or if so, my voting rights have been reinstated; and
- I am not registering, requesting a ballot, or voting in any other jurisdiction in the United States, except the jurisdiction cited in this voting form.

Signature **X**

You must sign and send in.

Today's date \_\_\_\_\_

M M D D Y Y Y Y

Witness signature / date if required by your State.

Signature \_\_\_\_\_

Date \_\_\_\_\_

# Instructions for Federal Post Card Application Voter Registration and Absentee Ballot Request

For any questions about this form, consult the Voting Assistance Guide available in hard copy or on **FVAP.gov** or your Voting Assistance Officer.

The gray numbers and instructions below correspond to the gray numbered boxes on the face of the form.

- 1 The classification you choose may determine in which election(s) you will be allowed to vote. Choose the one that best represents your current situation.
- 2 If you want to vote in primary elections, most States require you to specify a political party. Check your State's pages in the Voting Assistance Guide on FVAP.gov to see if your State requires you to specify a political party.
- 3 The information you enter for your name should match the information you normally put on legal or official forms. For example, it should be the same name that appears on your Driver's License or other government-issued ID.
- 4 While most States allow you to enter either your Driver's License number or the last 4 digits of your Social Security Number, some will invalidate this form without your full SSN. Check your State's pages in the Voting Assistance Guide on FVAP.gov to see if your State requires the full SSN. Also, many States ask that you provide your race or ethnic group in order to demonstrate that they are complying with the Voting Rights Act and the National Voter Registration Act.
- 5 If there are questions or problems with your form, local election officials will use this information to contact you. An email address is the simplest and fastest way for them to do so. Your voting materials will be sent to the email address that you provide here if you request it and your State allows it. Include an alternate email or phone number in Box 9 if necessary.
- 6 Indicate your preferred method for receiving your ballot by ranking each box 1, 2, or 3. All States and jurisdictions must send absentee ballots to military and overseas voters by at least one of the following: email, online download, or fax if requested. Check your State's pages in the Voting Assistance Guide on FVAP.gov to learn what your State allows. You can always get your absentee ballot by mail.
- 7 This determines the jurisdiction where you vote. For military voters the voting address is your legal U.S. residence. For overseas citizens this is usually the U.S. address where you last lived. You do not need to have any current physical ties to this address. Do not use a post office box number. If the area has no street names, enter the route number and box number.
- 8 Enter the address where you want voting materials to be sent. Voting materials will be sent to this address unless you enter a forwarding address in Box 9.
- 9 Enter anything here that would help ensure that your ballot is accepted. Check your State's pages in the Voting Assistance Guide on FVAP.gov for anything your State may specifically require here. For example, some States require last date of residency in the U.S., previous location of registration, overseas employer, or witness address. If you want your voting materials to be sent somewhere other than where you live now, enter that alternate (forwarding) address here. Provide an alternate email address and phone number here.

**Affirmation** Read this carefully. It is what you are agreeing to under oath and penalty of perjury by filling out and sending in this form. Some States require that your form be witnessed. Check the Voting Assistance Guide on FVAP.gov for your State's requirements.

From  
(Your name and current complete military or overseas mailing address)

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International airmail postage is required if not mailed in the U.S. Postal Service, APO/FPO system, or diplomatic pouch.

## Agency Disclosure Statement

The public reporting burden for this collection of information is estimated to average 15 minutes per response, including the time for reviewing instructions, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to the Department of Defense, Washington Headquarters Services, Executive Services Directorate, Information Management Division, 4800 Mark Center Drive, East Tower, Suite 02G09, Alexandria, VA 22350-3100. [OMB CONTROL # 0704-0503]. Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number. PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE ADDRESS ABOVE.

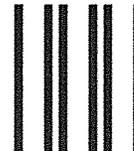
## Privacy Act Statement

Authority: The authority to collect your personal information on this form comes from 42 USC 1973ff, "Uniformed and Overseas Citizens Absentee Voting Act (UOCAVA)."

Principal Purpose: This form serves as an application for registration and/or request for absentee ballot for all persons covered by UOCAVA.

Routine Use(s): There is no retention of this information by the Federal government. Completed forms are sent by you to an appropriate State election official.

Disclosure: Your disclosure of personal information is voluntary. However, failure to provide the requested personal information may keep the pertinent jurisdiction from processing this request and may prevent you from voting absentee.



U.S. Postage Paid  
39 USC 3406

PAR AVION



OFFICIAL ABSENTEE BALLOTING MATERIAL – FIRST CLASS MAIL

NO POSTAGE NECESSARY IN THE U.S. MAIL – DMM 703.8.0

To  
(Your local election office in the United States. Check your State's pages in the Voting Assistance Guide on FVAP.gov for contact information.)

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new

# Federal Write-in Absentee Ballot (FWAB)

For absent Uniformed Service members, their families, and citizens residing outside the U.S.

For any questions about this form, consult the Voting Assistance Guide available in hard copy or on [FVAP.gov](http://FVAP.gov) or your Voting Assistance Officer.

## Instructions for Voter's Declaration/Affirmation

The gray numbers and instructions below correspond to the gray numbered boxes on the face of the form.

1 In most States, you must have registered and requested an absentee ballot from your voting jurisdiction to use this form. If you have not done this, you cannot use this form unless your State allows voter registration via the FWAB. If your State does not allow you to register to vote using this form and you have not already submitted a Federal Post Card Application or registered/requested an absentee ballot by other means, your FWAB will not be counted.

2 The classification you choose may determine in which election(s) you will be allowed to vote. Choose the one that best represents your current situation.

3 The information you enter for your name should match the information you used to register to vote. The local election official who receives this form will match this to your voter registration information.

4 While most States allow you to enter either your Driver's License number or the last 4 digits of your Social Security Number, some will invalidate this form without your full SSN. Check your State's pages in the Voting Assistance Guide on [FVAP.gov](http://FVAP.gov) to see if your State requires the full SSN.

Also, many States ask that you provide your race or ethnic group in order to demonstrate that they are complying with the Voting Rights Act and the National Voter Registration Act.

5 If there are questions about your form, local election officials will use this information to contact you. An email address is the simplest and fastest way for them to do so. Your voting materials will be sent to the email address(es) that you provide here if you request it and your State allows it. Include an alternate phone number in Box 9 if necessary.

6 If you want to vote in primary elections, most States require you to specify a political party.

7 This determines the jurisdiction where you vote. For military voters the voting address is your legal U.S. residence. For overseas citizens this is usually the U.S. address where you last lived. You do not need to have any current physical ties to this address. Do not use a post office box number. If the area has no street names, enter the route number and box number. The address you enter here must match the address you used when you requested an absentee ballot.

8 Enter the address where you want voting materials to be sent. Voting materials will be sent to this address unless you enter a forwarding address in Box 9.

9 Enter anything here that would help ensure your ballot is accepted. Indicate your preferred method for receiving future ballots: email, online download, or fax if requested. You can always get your absentee ballot by mail. Check your State's pages in the Voting Assistance Guide on [FVAP.gov](http://FVAP.gov) for anything your State may specifically require here.

**Affirmation** Read this carefully. It is what you are agreeing to under oath and penalty of perjury by filling out and sending in this form. Some States require that your form be witnessed. Check your State's pages in the Voting Assistance Guide for your State's requirements.

## Instructions for Official Federal Write-in Absentee Ballot

To vote, write in either a candidate's name or a political party for each office. Your State may allow you to vote in State and local elections in the Addendum section of this ballot. If you submit the FWAB and later receive your State ballot you should make every reasonable effort to inform your local election office and return your State ballot.

Some States allow you to send your Federal Write-in Absentee Ballot electronically after printing, signing and scanning.

To return by mail, fold the ballot. Put it in a blank envelope, seal the envelope, and mark it "Security Envelope." This security envelope keeps your vote private.

Put the security envelope and the Declaration / Affirmation form into a larger envelope together. Seal the larger envelope.

To send your ballot:

- For non-U.S. mailing, put the correct amount of local postage in the top right corner on the front of the large envelope.
- In the upper left corner, enter your current complete military or overseas mailing address and the election date.
- Under "To," enter the name and mailing address of the local election official to whom you are sending the packet. It must be the same local election office where you sent your request for an absentee ballot.

## Agency Disclosure Statement

The public reporting burden for this collection of information is estimated to average 15 minutes per response, including the time for reviewing instructions, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to the Department of Defense, Washington Headquarters Services, Executive Services Directorate, Information Management Division, 4800 Mark Center Drive, East Tower, Suite 02G09, Alexandria, VA 22350-3100. [OMB CONTROL #0704-0502]. Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number. PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE ADDRESS ABOVE.

## Privacy Act Statement

Authority: The authority to collect your personal information on this form comes from 42 USC 1973ff, "Uniformed and Overseas Citizens Absentee Voting Act (UOCAVA)."

Principal Purpose: This form serves as a write-in absentee ballot for elections for Federal office or other elections provided by State law or special provisions for all persons covered by UOCAVA.

Routine Use(s): There is no retention of this information by the Federal government. Completed forms are sent by you to an appropriate State election official.

Disclosure: Your disclosure of personal information is voluntary. However, failure to provide the requested information may result in the Federal Write-in Absentee Ballot not being recognized and therefore not counted.

# Voter's Declaration/Affirmation Federal Write-in Absentee Ballot (FWAB)

For any questions about this form, consult the Voting Assistance Guide available in hard copy or on [FVAP.gov](http://FVAP.gov) or your Voting Assistance Officer.

For absent Uniformed Service members, their families, and citizens residing outside the U.S.

Please print in black ink.

**Qualification & Voter Registration**  
Many States require that you be registered and request an absentee ballot before using this form.

1 Have you already registered and requested an absentee ballot?  Yes  No

If you answer No, you can do this via the Federal Post Card Application, or in a few States, by marking the box below. Check your State's pages in the Voting Assistance Guide on [FVAP.gov](http://FVAP.gov) to see if your State allows registration via this form.

I also want to register to vote and/or request an absentee ballot for all elections in which I am eligible to vote.

**Classification**  
Make only 1 selection.

2  I am a member of the Uniformed Services or Merchant Marine on active duty **OR**  I am an eligible spouse or dependent.

I am an activated National Guard member on State orders.

I am a U.S. citizen residing outside the United States, and I intend to return.

I am a U.S. citizen residing outside the United States, and my return is not certain.

I am a U.S. citizen and have never resided in the United States.

**Legal name**

3 Last name \_\_\_\_\_ Suffix \_\_\_\_\_

First name \_\_\_\_\_ Middle name \_\_\_\_\_

Previous name (if applicable) \_\_\_\_\_

**Identification**

Some States require your full SSN. Check your State's pages in the Voting Assistance Guide on [FVAP.gov](http://FVAP.gov).

4 State Driver's License or I.D. \_\_\_\_\_

**OR** Social Security Number \_\_\_\_\_

Birth date    /    /    Sex  M  F Race \_\_\_\_\_

M M / D D / Y Y Y Y See Instructions

**Contact information**

Include international prefixes. No DSN numbers.

5 Telephone \_\_\_\_\_

Fax \_\_\_\_\_

Email \_\_\_\_\_

Alternate Email \_\_\_\_\_

**Political party**

6 Your State may require you to specify a political party to vote in primary elections: \_\_\_\_\_

**Voting residence address**

Usually your last U.S. residence or your legal U.S. residence. See instructions.

7 Street Address (not P.O. Box) \_\_\_\_\_ Apt. # \_\_\_\_\_

City/Town/Village \_\_\_\_\_

County \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

**Where to send my voting materials**

This is your current mailing address and should be different from above. If required, place a forwarding address in Box 9.

8 \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Additional requirements for your State**

Such as: future ballot receipt preference, mail forwarding address, additional phone, or other State required information. See your State's pages in the Voting Assistance Guide on [FVAP.gov](http://FVAP.gov).

9 \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Affirmation (REQUIRED):** I swear or affirm, under penalty of perjury, that:

- The information on this form is true, accurate, and complete to the best of my knowledge. I understand that a material misstatement of fact in completion of this document may constitute grounds for conviction of perjury.
- I am a U.S. citizen, at least 18 years of age (or will be by the day of the election), eligible to vote in the requested jurisdiction, and
- I am not disqualified to vote due to having been convicted of a felony or other disqualifying offense, nor have I been adjudicated mentally incompetent; or if so, my voting rights have been reinstated; and
- I am not registering, requesting a ballot, or voting in any other jurisdiction in the United States, except the jurisdiction cited in this voting form.
- In voting, I have marked and sealed this ballot in private and have not allowed any person to observe the marking of this ballot, except those authorized to assist voters under State and Federal law.

**Signature** X

**Today's date**

You must sign and send in.

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

M M / D D / Y Y Y Y

Witness signature / date if required by your State.

Signature \_\_\_\_\_

Date \_\_\_\_\_

# Official Federal Write-in Absentee Ballot

Vote by writing the name and/or party affiliation of the candidate for whom you wish to vote. Some States allow the Federal Write-In Absentee Ballot to be used by military and overseas voters in elections other than general elections or for offices other than Federal offices. Consult the Voting Assistance Guide to determine your State's policy.

**President/Vice President:**

**U.S. Senator\*:**

**U.S. Representative/Delegate\*\*/Resident Commissioner\*\*:**

\* Legal residents of the District of Columbia may vote only for President/Vice President and Delegate.

\*\* Legal residents of American Samoa, Guam, Puerto Rico and the U.S. Virgin Islands may vote only for Delegate or Resident Commissioner to the Congress.

## Addendum

If you are eligible to use this ballot to vote for offices other than those listed above or for ballot initiatives, please indicate in the spaces provided below, the office for which you wish to vote (for example: Governor, Attorney General, Mayor, State Senator, etc.). You may also indicate the ballot initiative and your vote for the initiative.

**Office / Ballot Initiative**

**Candidate Name, Party Affiliation,  
or Initiative Vote**



Detach here, fold and insert into security envelope

(Use reverse side for additional space)

# OFFICIAL FEDERAL WRITE-IN ABSENTEE BALLOT

## SECURITY ENVELOPE

**(PUT ONLY THE VOTED BALLOT INSIDE THIS ENVELOPE)**

From  
(Your name and current complete military or overseas  
mailing address)

---

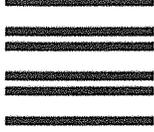
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International airmail postage is required if not mailed in the  
U.S. Postal Service, APO/FPO system, or diplomatic pouch.

Ballot Enclosed for \_\_\_\_\_ Election.  
(MM/YY)



U.S. Postage Paid  
39 USC 3406

PAR AVION



OFFICIAL ABSENTEE BALLOTING MATERIAL – FIRST CLASS MAIL

NO POSTAGE NECESSARY IN THE U.S. MAIL – DMM 703.8.0

To  
(Your local election office in the United States. Check your State's pages in the  
Voting Assistance Guide on FVAP.gov for contact information.)

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~ January 2015 ~

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13 <u>Municipal Clerks send absentee ballots to electors with valid requests on file for the Spring Primary as soon as they are available (any UOCAVA ballots must be recorded in SVRS)</u>	14	15	16	17
18	19	20 <u>Municipal clerks publish Type E notice of absentee voting instructions for the Spring Primary</u>	21	22	23	24
25	26 <u>First day for special voting deputies to conduct absentee voting in certain residential care facilities and retirement homes for the Spring Primary (5 working day notice required)</u>	27 <u>Deadline for municipal clerks to send absentee ballots to electors with valid requests on file for the Spring Primary</u>	28  Late Registration Starts 5 pm	29	30	31 <b>Note:</b> Short window to conduct both voter registration and absentee voting in certain residential care facilities and retirement homes.

~ February 2015 ~

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2 First day for clerks to issue absentee ballots in person in the clerk's office for the Spring Primary	3	4	5	6	7
8	9 Last day (5 pm) for SVDs to make arrangements with care facility administrators for establishing one or more dates for conducting absentee voting for Spring Primary  Last day for municipal clerk to post notice of absentee voting at certain care facilities	10 First day for municipal clerk to issue absentee ballots by agent to hospitalized elector	11	12 Last day (5 pm) for electors to request absentee ballots by mail (except indefinitely-confined and military electors) for the Spring Primary	13 Last day (5 pm) for indefinitely confined electors and military electors to request absentee ballots by mail for the Spring Primary  Last day (5 pm or COB, whichever is later) for electors to vote in person absentee in clerk's office for the Spring Primary (except hospitalized and sequestered jurors)	14
15	16 Last day (5 pm) for special voting deputies to conduct absentee voting in certain residential care facilities and retirement homes for the Spring Primary	17 Spring Primary Deadline (5 pm) for sequestered juror or hospitalized elector to apply for absentee ballot for the Spring Primary  Deadline (8 pm) for absentee ballots to be delivered to the polling place  Deadline for municipal clerk to post at office and Internet the number of absentee ballots that have not been returned	18	19	20 Deadline (4 pm) for all absentee ballots to be delivered via USPS to the municipal clerk (must be postmarked by Election Day) for the Spring Primary	21
22	23 Deadline (9 am) for the MBOC to convene for processing late-arriving ballots for the Spring Primary, if necessary  Deadline (4 pm) for the MBOC to finish processing late-arriving ballots for the Spring Primary, if necessary	24	25	26	27	28 <b>Note:</b> Feb. 16 is a holiday with no mail service; clerks may receive more absentee ballots delivered on the day of the Spring Primary

~ March 2015 ~

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3 <u>Municipal clerks send absentee ballots to electors with valid requests on file as soon as available for Spring Election (Any UOCAVA ballots must be recorded in SVRS)</u>	4	5	6	7
8	9	10 <u>Municipal clerks publish Type E Notice of absentee voting instructions for Spring Election</u>	11	12	13	14
15	16 <u>First day for special voting deputies to conduct absentee voting in certain residential care facilities and retirement homes for the Spring Election (5 working day notice required)</u>	17 <u>Deadline for municipal clerks to send absentee ballots to electors with valid requests on file for the Spring Election</u>	18  <u>Late Registration Starts 5 pm</u>	19	20	21
22	23 <u>First day for clerks to issue absentee ballots in person in the clerk's office for the Spring Election</u>	24	25	26	27	28
29	30 <u>Last day (5 pm) for SVDs to make arrangements with care facility administrators for establishing one or more dates for conducting absentee voting for Spring Election</u>  <u>Last day for municipal clerk to post notice of absentee voting at certain care facilities</u>	31 <u>First day for municipal clerk to issue absentee ballots by agent to hospitalized electors</u>	<b>Note:</b> Short window to conduct both registration and absentee voting in certain residential care facilities and retirement homes.			

~ April 2015 ~

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
				<p>Last day (5 pm) for electors to request absentee ballots by mail (except indefinitely-confined and military electors) for the Spring Election</p>	<p>Last day (5 pm) for indefinitely confined electors and military electors to request absentee ballots by mail for the Spring Election</p> <p>Last day (5 pm or COB, whichever is later) for electors to vote in person absentee in clerk's office for the Spring Election (except hospitalized and sequestered jurors)</p>	
5	6	7	8	9	10	11
	<p>Last day (5 pm) for special voting deputies to conduct absentee voting in certain residential care facilities and retirement homes for the Spring Election</p>	<p><b>Spring Election</b></p> <p>Deadline (5 pm) for sequestered jurors and hospitalized electors to apply for absentee ballot for the Spring Election</p> <p>Deadline (8 pm) for absentee ballots to be delivered to the polling place</p> <p>Deadline (8 pm) for clerk to post at office and Internet, the number of absentee ballots that have not been returned</p>			<p>Deadline (4 pm) for all absentee ballots to be delivered via USPS to the municipal clerk (must be postmarked by Election Day) for the Spring Election</p>	
12	13	14	15	16	17	18
	<p>Deadline (9 am) for MBOC to convene for processing late-arriving ballots for the Spring Election, if necessary</p> <p>Deadline (4 pm) for MBOC to finish processing late-arriving ballots for the Spring Election</p>					
19	20	21	22	23	24	25
26	27	28	29	30	Note:	

## Regular Absentee Voters – By Mail

**Definition**

Any otherwise qualified elector who for any reason is unable or unwilling to appear at the polling place.

**Application Requirements**

- Voter registrations that are postmarked after the 20<sup>th</sup> day before the election cannot be accepted.
- Absentee applications must be received by 5:00 p.m. on Thursday before the election.

**Duration of Request**

- A specific election, OR
- Up to one calendar year
  - If a ballot is not returned, stop sending ballots.
  - Send notice within 5 days.
  - Voter can reactivate request by contacting the clerk.

**Deadline for Return of Ballot**

Postmarked no later than Election Day and received no later than 4:00 p.m. on the Friday following the election

**Special Procedures**

- Requests received before absentee ballots are available should be filled as soon as possible, but no later than the 47<sup>th</sup> day before a federal election or 21 days before any other election.
- Requests received after absentee ballots are available must be filled within 24 hours.
  - This includes weekends/holidays.

## Transmitting Ballots Via Fax/Email

### Definition

Only military and permanent overseas electors may request their ballot be sent via fax or email. The clerk must honor the requested method of transmission.

### Application Requirements

- Military electors
  - Are not required to register.
  - Absentee applications must be received by 5:00 p.m. on the Friday before the election, or 5:00 p.m. on Election Day if the military elector is away from their residence due to active duty during a federal election.
- Permanent overseas electors
  - Voter registrations that are postmarked after the 20<sup>th</sup> day before the election cannot be accepted.
  - Voter registrations may not be faxed/emailed.
  - Absentee applications must be received by 5:00 p.m. on Thursday.

### Special Notes

- All types of voters may submit a request for an absentee ballot by fax/email
- Only military and permanent overseas electors may receive a ballot by fax/email.
- An original application with “wet” signature must be received.
  - If you are using the combination application/certification certificate envelopes, the signature on the envelope suffices as an original application with “wet” signature.
- Transmit the initialed ballot and face of the certificate envelope along with instructions for voting and returning the ballot.
- The voted ballot cannot be returned by fax/email.
- On Election Day (if using optical scan systems), remake the ballot so it can be processed through the voting equipment.
  - See “Election Day Manual” or the GAB-104 for specific instructions on remaking ballot.

## In-Person Absentee Voting in Clerk's Office

### Definition

Any eligible elector may request to vote an absentee ballot in person at the office of the municipal clerk.

### Application Requirements

- Voter registration may occur in-person at the office of the municipal clerk up until 5:00 p.m. on the Friday preceding the election.
- In-person absentee voting begins on the 3<sup>rd</sup> Monday before Election Day and ends on the Friday preceding the election. No in-person absentee ballots may be issued on the weekends or legal holidays.
- In-person absentee voting can only be conducted between 8:00 a.m. and 7:00 p.m. during this time.
- If the voter only wishes to vote absentee at a single election, the combination application/certification certificate envelope will suffice as the absentee application.
- If the voter wishes to receive ballots for future elections, they must fill out the standard absentee ballot request.
- Ballots requested in-person may NOT be removed from the clerk's office by the voter.

## Indefinitely Confined Electors

### Definition

Voters indefinitely confined in their home or other facility due to age, physical illness or infirmity, or are disabled for an indefinite period. The elector must have requested an absentee ballot and indicated they qualify as indefinitely confined.

### Application Requirements

- Voter registrations that are postmarked after the 20<sup>th</sup> day before the election cannot be accepted.
- Absentee applications must be received by mail by 5:00 p.m. on the Friday prior to the election.
- Voter must indicate on the absentee application or request that they are indefinitely confined.

### Duration of Requests

- Receive ballots automatically for as long as they return them.
- If a ballot is not returned, send 30-day notice
  - Send 30-day notice after general elections only
  - If voter responds to notice, keep on indefinitely confined list
  - If voter does not respond to notice, cancel absentee application (remove from indefinitely confined list)

### Deadline for Ballot Return

Postmarked no later than Election Day and received no later than 4:00 p.m. on the Friday following the election.

## Electors Served by Special Voting Deputies (SVDs)

### Definition

Voters residing in a qualified care facility [Community Based Residential Facility (CBRF), nursing home, residential care apartment complex, or adult family home] or retirement home that is served by special voting deputies.

### Application Requirements

- If SVDs are conducting absentee voting at a facility prior to the 20<sup>th</sup> day before the election, the SVDs may register the individual to vote if also appointed as a Special Registration Deputy (SRD).
  - SVDs may register voters using their previous address if the voter has an intent to return. These registrations must be forwarded to the respective municipal clerk.
- Absentee applications must be received by mail by the respective deadline, 5:00 p.m. on Thursday for regular voters, 5:00 p.m. Friday for indefinitely confined voters.
  - Voter must indicate on the absentee application or request that they are indefinitely confined.
  - SVDs may accept written absentee applications in-person from registered electors at the facility while conducting absentee voting at the facility.

## Electors Served by Special Voting Deputies (SVDs), Continued

### Duration of Requests

- As specified in the request (specific elections, calendar year, or all subsequent elections if indefinitely confined).
  - If an elector on the indefinitely confined list does not vote an absentee ballot, the SVDs should ask them if they wish to continue to receive absentee ballots
  - The SVDs should record the voter's name and whether they wish to continue to receive absentee ballots in the appropriate section of the GAB-126.
  - If the elector indicates they do not wish to continue to receive absentee ballots, send them a notice via mail that their absentee application will be canceled.
    - The elector has 30 days to respond
    - Send notice after general elections only
    - If the elector does not respond to the notice, cancel the absentee application.

### Time frame for conducting absentee voting in qualified facilities

- Between the 4<sup>th</sup> Monday before the election and the Monday before the election
  - Notice of date and time posted at facility no less than 5 working days before visit
  - Residents of a care facility not visited by SVDs located on the same grounds as a care facility visited by SVDs may request to vote absentee by appearing at the facility and submitting an absentee request with the SVDs.
    - Must submit a separate written request, not just certificate envelope.

### Special Procedures

- Only SVDs may witness the absentee certification.
- No person other than a SVD or a relative of the elector may assist that person in voting.
- Only if an absentee elector is not available to cast his or her ballot on two separate visits by the SVDs to the facility may the clerk mail the ballot to the elector.
- See "Absentee Voting in Residential Care Facilities and Retirement Homes" Manual for details.

## **Electors at Eligible Facilities Not Served by Special Voting Deputies**

### **Definition**

Voters residing in a qualified care facility [Community Based Residential Facility (CBRF), nursing home, residential care apartment complex, or adult family home] or a retirement home that is NOT served by special voting deputies.

- These voters may or may not also be indefinitely confined.

### **Application Requirements**

- Voter registrations that are postmarked after the 20<sup>th</sup> day before the election cannot be accepted.
- Absentee applications must be received by 5:00 p.m. on Thursday.
- Absentee applications from indefinitely confined voters must be received by mail by 5:00 p.m. on the Friday prior to the election.
  - Voter must indicate on the absentee application or request if they are indefinitely confined.

### **Duration of Requests**

As specified on absentee ballot application.

### **Deadline for Ballot Return**

Postmarked no later than Election Day and received no later than 4:00 p.m. on the Friday following the election.

## Military Voters

### Definition

Members of a uniformed service (at home or away), members of the merchant marine, civilian employees of the United States serving outside the U.S., peace corps volunteers, and their spouses or voting-age dependents.

### Application Requirements

- No voter registration form is required.
- Must have resided in municipality immediately before entering the military.
- Absentee application must be received no later than 5:00 p.m. on the Friday preceding the election. However, for any federal election, military electors who are away from their residence due to active duty have until 5:00 p.m. on Election Day.
- The Federal Post Card Application (FPCA) is a common alternative form that is used by military electors. It counts as both a voter registration and absentee ballot application.

### Duration of Request

- For a specific election or up to a calendar year.
  - Receive ballots for all offices

### Deadline for Ballot Return

Postmarked no later than Election Day and received no later than 4:00 p.m. on the Friday following the election.

## **Military Voters, Continued**

### **Federal Write-In Absentee Ballot (FWAB)**

- Available at military bases, embassies, and online at FVAP.gov. (This is not a ballot sent by the clerk.)
- The FWAB's Affirmation/Declaration serves as a military voter's absentee request.

### **Multiple Ballots - Priority**

- Count whatever ballot you have received by Election Day
- If more than one ballot received by Election Day, both ballots are sent to the polling place for processing. Only the official ballot is counted and the FWAB is rejected.
- At federal elections, if a ballot comes in after Election Day, but before the deadline, and you have already counted a ballot on Election Day, do not count the late-arriving ballot.

### **Special Procedures**

- Requests are valid for up to 28 days after the date of discharge from military service.
- See the SVRS manual for further details on the administration and tracking of overseas ballots.

## Overseas Voters

### Definition

- An elector who is permanently outside of the U.S. with no intent to return to their residence.
  - A person outside the U.S. for a finite period of time (vacation, work, education) with an intent to return is NOT an overseas voter.
- May only vote for federal offices (President, U.S. Senate, U.S. Congress).

### Application Requirements

- Voter registrations that are postmarked after the 20th day before the election cannot be accepted.
- Absentee applications must be received by 5:00 p.m. on Thursday.
- Must have lived in the district immediately before moving overseas.
  - Voting-age children of an overseas elector are eligible to vote as an overseas elector even if they have never lived in the district.
- Votes from last address in the district
  - Home may not be owned by them anymore or not exist anymore.

### Duration for Request

For a specific election or up to a calendar year.  
Receive ballots for federal offices only.

### Deadline for Ballot Return

Postmarked no later than Election Day and received no later than 4:00 p.m. on the Friday following the election.

## Overseas Voters, Continued

### Federal Write-In Absentee Ballot (FWAB)

- Available at military bases, embassies, and online at FVAP.gov. (This is not a ballot sent by the clerk.)
- Cannot be accepted unless there is an absentee application on file.

### Multiple Ballots - Priority

- Count whatever ballot you have received by Election Day
- If more than one ballot received by Election Day, both ballots are sent to the polling place for processing. Only the official ballot is counted and the FWAB is rejected.
- At federal elections, if a ballot comes in after Election Day, but before the deadline, and you have already counted a ballot on Election Day, do not count the late-arriving ballot.

### Special Procedures

See the SVRS manual for further details on the administration and tracking of overseas ballots.

## Provisional Ballots

**Definition**

If the absentee elector was required to provide proof of residence and does not, the election officials are to treat that absentee ballot as a provisional ballot.

**Procedure**

The clerk should attempt to contact the absentee voter as quickly as possible to inform them that their ballot was treated provisionally and advise them of how to provide the necessary information.

**Deadline for voter to supply missing information**

4:00 p.m. on the Friday after the election

**Special Notes**

- All absentee ballots that are treated as provisional ballots must be recorded on the Provisional Ballot Reporting Form (GAB-123r).
- Make sure all appropriate canvassing boards (county and municipality) are informed if the elector provides the missing information.
- All provisional ballots must be recorded in SVRS on Election Night. See the Provisional Tracking System chapter of the SVRS Application Training Manual for directions.

## Hospitalized Electors

### Definition

Any qualified elector may register and request an absentee ballot by agent if hospitalized.

### Application Requirements

- The absentee ballot application may not be filed earlier than 7 days before the election and no later than 5:00 p.m. on Election Day.
  - If not already registered to vote, the hospitalized elector may register to vote by agent up to 5:00 p.m. on Election Day. Must provide proof of residence.
- Must submit a signed absentee application (GAB-121) which indicates that the elector is hospitalized.

### Procedure

- The agent must present proof of identification.
- Upon receiving a valid application, the clerk provides the agent with an initialed absentee ballot and certificate envelope.
- The agent delivers the ballot to the hospitalized elector.
- The hospitalized elector votes the ballot in the presence of the agent, seals it in the certificate envelope, and signs the certificate envelope.
- The agent signs the certificate envelope as the witness and returns it to the clerk.  
Fax/Email requests may be used with this procedure, but the agent must present their photo identification and receive the ballot in person.

## Sequestered Jurors

**Definition**

Any eligible registered elector who indicates that the reason they are requesting an absentee ballot is because they are a sequestered juror.

**Application Requirements**

Must submit an absentee application to the clerk that indicates that the elector is a sequestered juror no later than 5:00 p.m. on Election Day.

**Procedure**

- If the application is received before 5:00 p.m. on the Friday preceding the election:
  - The clerk may transmit the ballot as requested by mail.
- If the application is received after 5:00 p.m. on the Friday preceding the election:
  - The municipal clerk shall immediately take the ballot to the court in which the elector is serving as a juror and deposit it with the judge.
  - The judge shall recess court, as soon as convenient, and give the elector the ballot.
  - The judge shall then serve as witness and shall deliver the ballot to the clerk who shall deliver it to the polling place.

### Absentee Ballot Request Deadlines

The following chart outlines the specific deadlines to request an absentee ballot that apply to different types of absentee voters.

<i>Applicant</i>	<i>How received</i>	<i>Type of Election</i>	<i>Deadline</i>
Regular	Mail/Email/Fax	All	Received by 5:00 p.m. on the Thursday before the election – Wis. Stat. § 6.86(1)(b)
Regular	In-person	All	By 5:00 p.m. (or close of business, if later) on the Friday before the election – Wis. Stat. § 6.86(1)(b)
Hospitalized	Mail/Email/Fax (By agent only)	All	Not more than 7 days before an election ending 5:00 p.m. on Election Day – Wis. Stat. § 6.86(3)(c)
Sequestered Juror	Mail/Email/Fax	All	5:00 p.m. on Election Day – Wis. Stat. § 6.86(1)(b)
Indefinitely confined	Mail/Email/Fax	All	5:00 p.m. on the Friday before the election – Wis. Stat. § 6.86(2)
SVD facility resident	By Special Voting Deputy	All	5:00 p.m. on the day before the election. Wis. Stat. § 6.875(6)(a)
Military (Active duty, Away)	Mail/Email/Fax	All elections for national office	5:00 p.m. on Election Day – Wis. Stat. § 6.86(1)(b)
Military (Active duty, Not Away)	Mail/Email/Fax	All	5:00 p.m. on the Friday before the election – Wis. Stat. § 6.86(1)(c)
Military (Active Duty, Not Away)	In-person	All	By 5:00 p.m. (or close of business, if later) on the Friday before the election – Wis. Stat. § 6.86(1)(b)
Military (Active duty, Away)	Mail/Email/Fax	All elections that do not include a national office	5:00 p.m. on the Friday before the election – Wis. Stat. § 6.22(4)(b)
Overseas	Mail/Email/Fax	All	5:00 p.m. on the Thursday before the election – Wis. Stat. § 6.685(2), 6.86(1)(b)

SAMPLE TYPE E NOTICE - VOTING BY ABSENTEE BALLOT

**VOTING BY ABSENTEE BALLOT**

Any qualified elector who is unable or unwilling to appear at the polling place on Election Day may request to vote an absentee ballot. A qualified elector is any U.S. citizen, who will be 18 years of age or older on Election Day, who has resided in the ward or municipality where he or she wishes to vote for at least 28 consecutive days before the election. The elector must also be registered in order to receive an absentee ballot.

**You must make a request for an absentee ballot in writing.**

Contact your municipal clerk and request that an application for an absentee ballot be sent to you for the primary or election or both. You may also submit a written request in the form of a letter. Your written request must list your voting address within the municipality where you wish to vote, the address where the absentee ballot should be sent, if different, and your signature. You may make application for an absentee ballot by mail or in person.

**Making application to receive an absentee ballot by mail**

**The deadline for making application to receive an absentee by mail is:**  
5 pm on the fifth day before the election, (*insert actual date of deadline*).

**Note:** Special absentee voting application provisions apply to electors who are indefinitely confined to home or a care facility, in the military, hospitalized, or serving as a sequestered juror. If this applies to you, contact the municipal clerk regarding deadlines for requesting and submitting an absentee ballot.

**Voting an absentee ballot in person**

You may also request and vote an absentee ballot in the clerk's office or other specified location during the days and hours specified for casting an absentee ballot in person.

**The first day to vote an absentee ballot in the clerk's office is:**  
**Monday, February 2, 2015**

**The last day to vote an absentee ballot in the clerk's office:**  
**Friday, February 13, 2015**

John Smith, City of Heliotrope Clerk  
1515 Purple Ave, Heliotrope  
Phone: 111-555-1572  
Hours: 8 a.m. to 5 p.m.

Mary Jones, Town of Hamburger Clerk  
147 S. Ground Chuck Rd, Hamburger  
Phone: 111-555-7400  
Hours: Mon, Wed, Fri - 1 pm to 4:30 pm  
Tues & Thurs - 9 am to noon

Wis. Stat. § 6.86(1)(b): ...An application made in person may only be received Monday to Friday between the hours of 8 a.m. and 7 p.m. each day. A municipality shall *specify the hours* in the notice under s.10.01(2)(e)...(Type E Notice)

(This statutory cite does not go in the notice. It was placed here to call your attention to the wording of a particular statute.)

Wayne Spud, Village of Potato  
311 3rd St, Potato  
Phone: 111-555-8712

Hours: Contact clerk for appointment each day between the hours of 9 a.m. and 1 p.m.

**No in-person absentee voting may occur on a weekend or legal holiday.**

The municipal clerk will deliver voted ballots returned on or before Election Day to the proper polling place or counting location before the polls close on (*insert date of primary or election*). Any ballots received after the polls close will be counted by the board of canvassers if postmarked by Election Day and received no later than 4:00 p.m. on the Friday following the election.

**OFFICIAL ABSENTEE BALLOT APPLICATION/CERTIFICATION**

**NOTE:** With certain exceptions, an elector who mails or personally delivers an absentee ballot to the municipal clerk at an election is not permitted to vote in person at the same election on Election Day. Wis. Stat. § 6.86(6).

<p><b>VOTER: THE INFORMATION BELOW IS REQUIRED!</b></p> <p>▼ <i>Complete the information below and sign the certification that follows in the presence of a witness who must also sign.</i> ▼</p> <p>Name (First, Middle, Last) including suffix _____</p> <p>Street Address - include street number or fire number and name of street, or rural route and box number _____</p> <p>City, State, Zip _____</p>	<p>▼ <b>Shaded Section for Clerk Use Only</b> ▼</p> <p>Voted in clerk's office <input type="checkbox"/></p> <p>Date of Election (month, day, year) _____</p> <p>County _____</p> <p>Municipality: Town <input type="checkbox"/> Village <input type="checkbox"/> City <input type="checkbox"/> of _____</p> <p>District (if applicable) _____ Ward _____</p> <p>▼ <b>CERTIFICATION OF VOTER</b> ▼ <i>(Required!)</i></p> <p>I certify, subject to the penalties for false statements of Wis. Stat. § 12.60(1)(b), that I am a resident of the ward of the municipality in the county of the state of Wisconsin indicated hereon and am entitled to vote in the ward at the election indicated hereon; that I am not voting at any other location in this election; that I am unable or unwilling to appear at the polling place in the ward on Election Day, or I have changed my residence within the state from one ward to another within 28 days before the election. I certify that I exhibited the enclosed ballot, unmarked, to the witness, that I then in the presence of the witness and in the presence of no other person marked the ballot and enclosed and sealed the ballot in this envelope in a manner that no one but myself and any person providing assistance under Wis. Stat. § 6.87(5), if I requested assistance, could know how I voted. I further certify that I requested this ballot.</p> <p>X _____ / _____ / _____</p> <p>▲ <b>Signature of Voter (ALL Voters Must Sign)</b> ▲ _____</p> <p>_____ / _____ / _____</p> <p><b>ATTENTION MILITARY AND OVERSEAS VOTERS:</b> Your date of birth is required or <b>your ballot may not be counted.</b> As a military or overseas voter, I further certify my birth date is _____ / _____ / _____</p>
<p>▼ <b>CERTIFICATION OF WITNESS</b> ▼ <i>(Required!)</i></p> <p>I, the undersigned witness, subject to the penalties for false statements of Wis. Stat. § 12.60(1)(b), certify that I am an adult U.S. Citizen and that the above statements are true and the voting procedure was executed as stated. I am not a candidate for any office on the enclosed ballot (except in the case of an incumbent municipal clerk). I did not solicit or advise the voter to vote for or against any candidate or measure. I further certify that the name and address of the voter is correct as shown.</p> <p>1. X _____</p> <p>▲ <b>Signature of ONE Witness, who is an adult US Citizen</b> ▲ _____</p> <p>▲ <b>Address of U.S. Citizen Witness</b> ▲ _____</p> <p>----- (▼ <i>Second Special Voting Deputy signs and provides address below.</i> ▼)</p> <p>2. X _____</p> <p>-----</p> <p>▼ <b>CERTIFICATION OF ASSISTANT, if applicable</b> (Assistant may also be witness)</p> <p>I certify that the voter named on this certificate is unable to sign his/her name or make his/her mark due to a physical disability, and that I signed the voter's name at the direction and request of the voter.</p> <p>X _____</p> <p><b>Signature of Assistant</b> _____</p>	<p>_____ / _____ / _____</p>

**OFFICIAL ABSENTEE BALLOT APPLICATION/CERTIFICATION**

**Note:** With certain exceptions, an elector who mails or personally delivers an absentee ballot to the municipal clerk at an election is not permitted to vote in person at the same election on Election Day. Wis. Stat. § 6.86(6).

**VOTER: THE INFORMATION BELOW IS REQUIRED!**

▼ Complete the information below and sign the certification that follows in the presence of a witness who must also sign. ▼

Name (Last, First, Middle) including suffix

Street Address - include street number or fire number and name of street, or rural route and box number

City, State, Zip

▼ Shaded Section for Clerk Use Only ▼

Date of Election (month, day, year)

County

Municipality (check type and list name) Town  Village  City  of

Ward #

District (if applicable)

Voted in clerk's office

▼ CERTIFICATION OF VOTER ▼ (Required!)

I certify, subject to the penalties for false statements of Wis. Stat. § 12.60(1)(b), that I am a resident of the ward of the municipality in the county of the state of Wisconsin indicated hereon, and am entitled to vote in the ward at the election indicated hereon; that I am not voting at any other location in this election; that I am unable or unwilling to appear at the polling place in the ward on election day, or I have changed my residence within the state from one ward to another later than 28 days before the election. I certify that I exhibited the enclosed ballot, unmarked, to the witness, that I then in the presence of the witness and in the presence of no other person marked the ballot and enclosed and sealed the ballot in this envelope in a manner that no one but myself and any person providing assistance under Wis. Stat. § 6.87(5), if I requested assistance, could know how I voted. I further certify that I requested this ballot.

X \_\_\_\_\_ / \_\_\_\_ / \_\_\_\_

▲ Signature of Voter (All Voters Must Sign) ▲ Date

**ATTENTION MILITARY AND OVERSEAS VOTERS:** Your date of birth is required or your ballot may not be counted. As a military or overseas voter, I further certify my birth date is \_\_\_\_\_ / \_\_\_\_ / \_\_\_\_

▼ CERTIFICATION OF WITNESS ▼ (Required)

I, the undersigned witness, subject to the penalties for false statements of Wis. Stat. § 12.60(1)(b), certify that I am an adult U.S. Citizen and that the above statements are true and the voting procedure was executed as stated. I am not a candidate for any office on the enclosed ballot (except in the case of an incumbent municipal clerk). I did not solicit or advise the voter to vote for or against any candidate or measure. I further certify that the name and address of the voter is correct as shown.

1. X \_\_\_\_\_

▲ Signature of ONE Witness, who is an adult US Citizen ▲

▲ Address of U.S. Citizen Witness ▲

(▼ Second Special Voting Deputy signs and provides address below. ▼)

2. X \_\_\_\_\_

CERTIFICATION OF ASSISTANT, if applicable

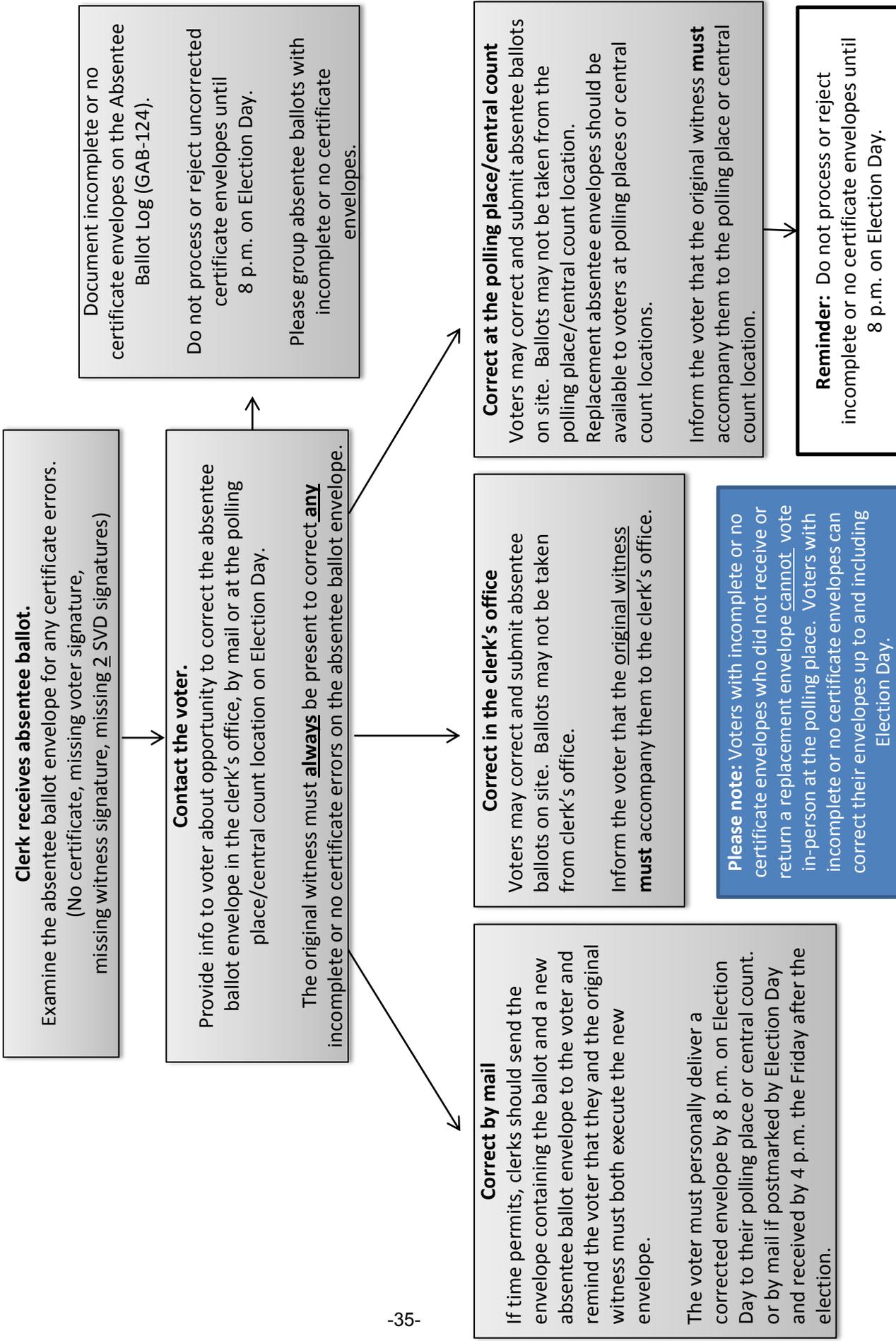
(Assistant may also be witness)

I certify that the voter named on this certificate is unable to sign his/her name or make his/her mark due to a physical disability, and that I signed the voter's name at the direction and request of the voter.

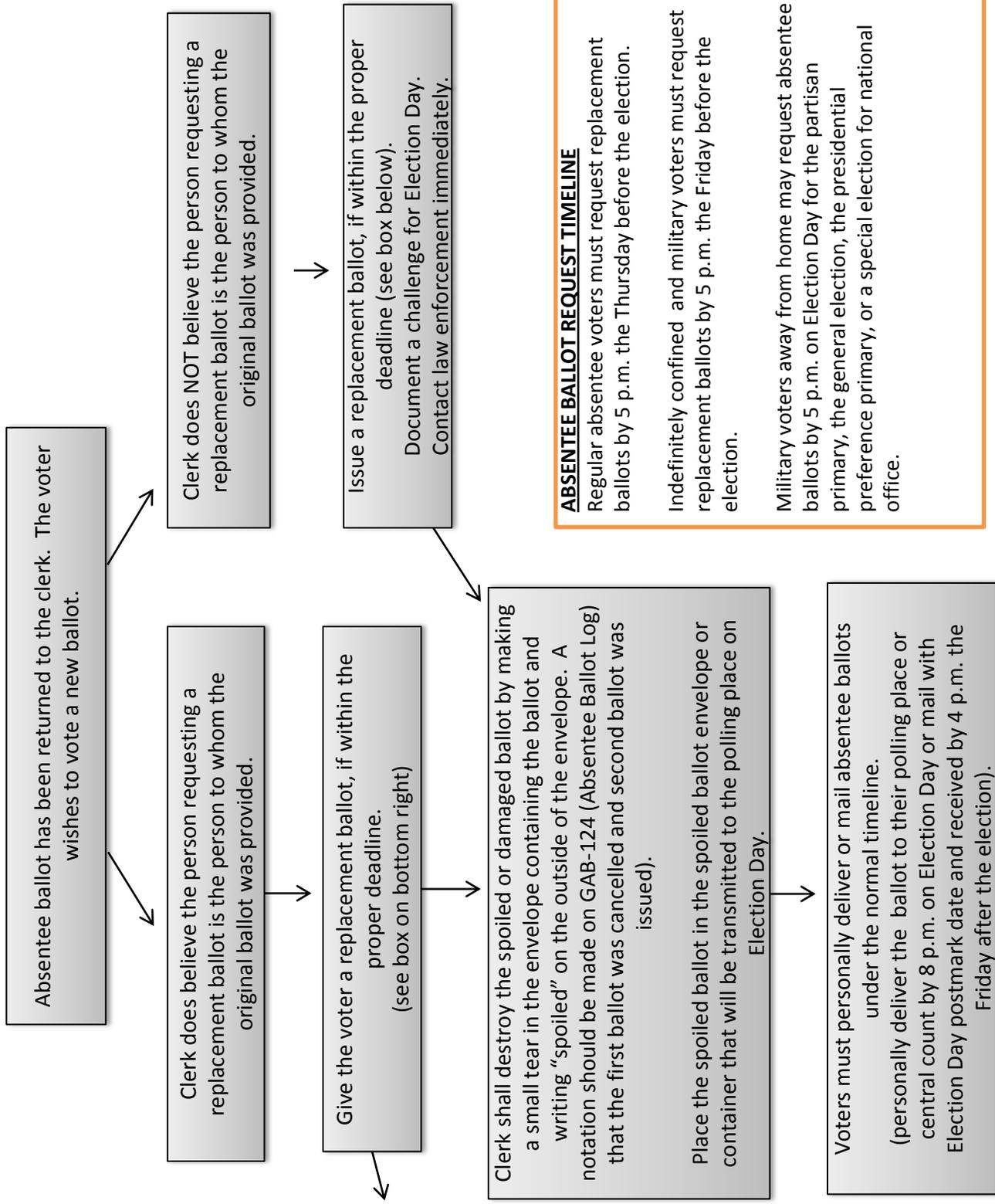
X \_\_\_\_\_

Signature of Assistant

# Incomplete or No Certificate Envelopes



# Spoiled or Damaged Ballots



**Please note:** A voter who did not receive a replacement ballot by mail or chose not to return the replacement ballot is able to vote in-person at the polling place.

The absentee ballot log (GAB-124) should indicate the first ballot was cancelled and a second ballot was issued.

## ABSENTEE BALLOT REQUEST TIMELINE

Regular absentee voters must request replacement ballots by 5 p.m. the Thursday before the election.

Indefinitely confined and military voters must request replacement ballots by 5 p.m. the Friday before the election.

Military voters away from home may request absentee ballots by 5 p.m. on Election Day for the partisan primary, the general election, the presidential preference primary, or a special election for national office.

## **Processing Absentee Ballots at the Polls**

Any registered elector in the state of Wisconsin has the right to cast an absentee ballot. Absentee voting provides an opportunity for a voter who is unable or unwilling to appear at the polling place to cast his or her ballot. For this reason, special procedures are in place to protect the elector and the integrity of the process.

On Election Day, the municipal clerk delivers absentee ballots to the polling place or alternate absentee canvassing site. The ballots are delivered in a sealed envelope or container that bears the name and official title of the clerk and the language found in Wis. Stat. § 6.88(1). (GAB-125 Absentee Ballot Carrier). Alternate absentee canvassing sites (also known as Central Count Absentee) require approval by the municipalities governing body and the Elections Division of the Government Accountability Board.

All absentee ballots must be processed in the same room votes are cast or at an alternate absentee canvassing location so that any interested observer is able to hear the public announcement of the names of the absentee electors.

Any observer who is a qualified elector of Wisconsin, including an election inspector can challenge an absentee elector's ballot the same as if the elector were voting in person. The procedures for challenging an elector's ballot are the same as the challenge procedure in person. See the "Challenging Electors" section of this manual for the complete challenge procedure.

### *Procedure*

The election inspectors may process absentee ballots at any time between the opening and closing hours of the polling place, except absentee certificate envelopes marked "To Be Rejected." "To Be Rejected" absentee certificate envelopes feature one or more of the following errors: no voter signature, no witness signature, both special voting deputies failed to sign, or no certification language. Set these aside and process them after 8 p.m. on Election Day to give the voter an opportunity to correct these errors.

Absentee ballots may not be counted until after the polls close.

Processed absentee ballots are placed in the ballot box or optical scan equipment and are counted when all the other ballots are counted. It is considered counting

once the polls have closed and all ballots are tabulated, either by equipment or by a hand tally. Election inspectors do not need to stand in the voter line to process absentee ballots.

If the election inspectors have reliable proof that an elector has died before Election Day, the absentee ballot should be rejected.

To process absentee ballots, the following procedure should be followed:

1. Open the large carrier envelopes or containers (GAB-125) containing the absentee ballots.
2. Remove an Absentee Certificate Envelope (GAB-122) and announce the absentee elector's name and address.
3. Check the Ineligible Voter List to determine if the elector is ineligible to vote due to a felony conviction.
  - a. If the elector's name matches a name on the Ineligible Voter List, continue processing the absentee ballot as described below, but issue a challenge prior to placing the ballot in the ballot box. (See the "Challenging Electors" section.)
  - b. If the certificate envelope is marked "ineligible to vote per Department of Corrections," but the elector's name no longer appears on the Ineligible Voter List, issue a challenge anyway and document the incident on the Inspectors' Statement (GAB-104).
  - c. The election inspectors shall make a reasonable effort to contact the G.A.B. to confirm an elector's felon status before processing the absentee ballot.
4. If the voter list or Absentee Certificate Envelope have the notation from the municipal clerk "POR Required" it is the responsibility of the election inspector to ensure that the elector included proof of residence along with the absentee ballot before the ballot may be counted. Follow these procedures:
  - a. Open the Absentee Certificate Envelope to check if the missing documentation is included in the envelope. (Acceptable forms of

proof of residence may be found in the “Electors” section of this manual.)

- i. If the missing documentation is in the envelope, the election inspector continues to process the absentee ballot.

OR

- ii. If the missing documentation is NOT in the envelope, the absentee ballot is considered a provisional ballot.
  1. Make a notation on the voter list and the Inspectors’ Statement (GAB-104) indicating that voter did not provide the required documentation, indicate “PR” and issue a provisional voter number for the voter: “PV#\_” (beginning with the number 1).
  2. Mark the back of the ballot and the outside of the Absentee Certificate Envelope (GAB-122) with the PV# and “Section 6.97.” Place the ballot back into the Absentee Certificate Envelope (GAB-122).
  3. Put the Absentee Certificate Envelope (GAB-122) into a Provisional Certificate Envelope (GAB-123). Write the PV# and “Section 6.97” on the outside of Provisional Certificate Envelope (GAB-123, and check the box indicating the reason for issuance. Complete the information on the Provisional Certificate Envelope, sign it, and write ‘Absentee’ on the line for “Signature of Voter.” Seal the envelope, and place it inside the Provisional Ballot Carrier Envelope (GAB-108).

5. Carefully review the certificate envelope to determine that:

- a. The envelope is not open.
- b. The envelope has not been opened and then resealed.
- c. The signature of the elector appears on the certificate.

- d. The certificate contains the signature of one witness who is an adult US citizen.

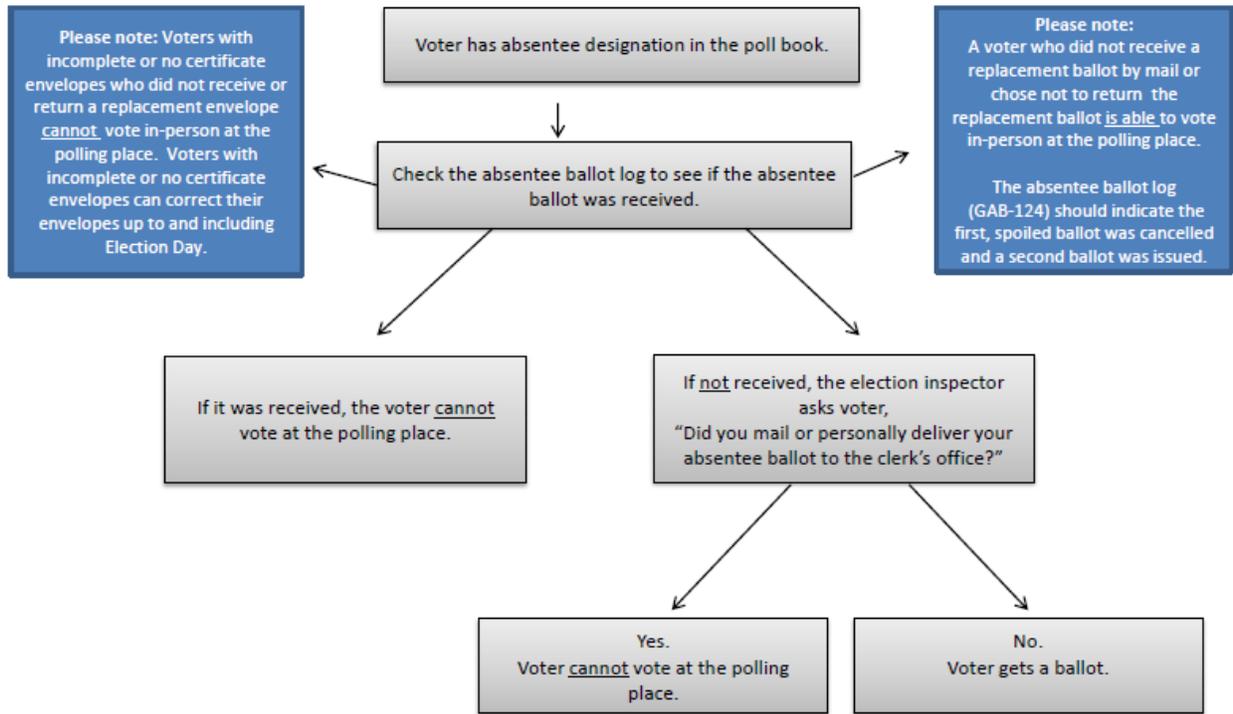
**Note:** If the envelope has been opened or resealed, or the signature of either the elector or the witness is missing, the absentee ballot certificate envelope is insufficient and the absentee ballot must be rejected. If there are no clerk initials do not reject the ballot, but note the omission on the GAB-104 and process normally.

6. If the Absentee Certificate Envelope (GAB-122) is found to be **insufficient**:
  - a. Do not open the envelope.
  - b. Mark the envelope “Rejected ballot #\_” (beginning with the number 1). Write the reason for rejection on the envelope.
  - c. List the elector’s name, identifying serial number of the rejected ballot (see “b.” above), and the reason for rejection on the Inspectors' Statement (GAB-104).
  - d. Record the reason for rejection next to the elector’s name on the Absentee Ballot Log.
  - e. Place the unopened certificate envelope in the Certificate of Rejected Absentee Ballots (GAB-102) brown carrier envelope.
7. If the Absentee Certificate Envelope (GAB-122) is found to be **sufficient**:
  - a. Carefully remove the ballot from the certificate envelope.
  - b. Examine the contents of the envelope to assure that:
    - i. No more than the proper number of ballots is enclosed.  
  
If more than one of the same type of ballot is marked in a single envelope, both ballots must be rejected.
      1. Mark each of those same type ballots “rejected.”

2. Return the rejected ballots to the absentee voter's certificate envelope and mark it "Rejected Ballot #\_\_" (beginning with '1') and list the reason.
  3. Note on the Inspectors' Statement (GAB-104) that these ballots were rejected because the absentee voter marked more than one ballot. If hand-count, paper ballots are used, indicate the type of ballot (i.e. state & county, municipal, school district).
  4. Place the rejected certificate envelope in the Certificate of Rejected Absentee Ballots (GAB-102) brown carrier envelope.
- ii. If only one marked type of ballot is in the envelope (i.e. the other ballot is blank), the marked ballot CAN be accepted.
1. Place the marked ballot in the ballot box.
  2. Write "Unused ballot #\_\_" (beginning with '1') on the unmarked ballot and place it in the absentee voter's certificate envelope.
  3. Note on the Inspectors' Statement (GAB-104) that there was more than one ballot of the same kind, but only one of the "same type" ballots was marked. Indicate the serial number (see "b." above) issued for the unused ballot.
  4. Place the Absentee Certificate Envelope (GAB-122) in the Used Certificate Envelopes of Absentee Electors (GAB-103) white carrier envelope.
- iii. The ballot contains the initials of the issuing clerk.
1. If the ballot does not contain the initials of the clerk or deputy clerk, do NOT reject the ballot. Make a note on the Inspectors' Statement (GAB-104) to remind the clerk to be more careful when issuing absentee ballots.

- c. Record the voter number on the voter list. Confirm that the elector voted “absentee” and that this is recorded in the “notation section” on the voter list. Also, record the voter’s name and information on the absentee ballot log.
  - d. Place the ballots in the appropriate ballot box or voting equipment. Elections inspectors do not need to stand in line.
  - e. Place the used certificate envelope in the Used Certificate Envelopes of Absentee Electors GAB-103 white carrier envelope.
8. If the Absentee Certificate Envelope (GAB-122) is found “**to be rejected,**” because the signature of elector or witness is missing or if the envelope is open or appears to have been resealed:
- a. A voter may correct the certificate envelope at the polling place/central count absentee site.
  - b. The election inspectors shall issue a new certificate envelope to the voter.
  - c. The voter must open the original certificate envelope, verify their ballot, and seal the ballot in the new certificate envelope.
    - i. The voter may NOT remove the ballot from the voting area.
    - ii. The original witness must be present.
    - iii. An election inspector may NOT serve as the witness.
  - d. The original certificate envelope is then destroyed.
  - e. The election inspector should document that a correction was made and the ballot accepted on the Absentee Ballot Log (GAB-124).

## Absentee Voters at the Polling Place



Election inspectors should follow these procedures if a voter with an absentee designation in the poll book comes to the polling place to vote on Election Day.

Municipalities must track absentee ballots on the pre-printed poll list. The clerk shall also provide each polling place an Absentee Ballot Log (GAB-124).

The absentee notation indicates that an absentee ballot was issued to the voter. This does not indicate that the absentee ballot was returned.

- i. If an individual noted as “absentee” appears at the polling place, the inspectors should check the Absentee Ballot Log (GAB-124) to determine if the ballot has been returned.
  1. If it has been returned and there are no errors that would cause the ballot to be rejected, the voter may not vote at the polling place.
  2. If it has been returned and there are errors that would cause the ballot to be rejected, the voter may only correct

the error. The voter may NOT vote a new ballot at the polling place.

- a. The election inspectors shall issue a new certificate envelope to the voter.
  - b. The voter must open the original certificate envelope, verify their ballot, and seal the ballot in the new certificate envelope.
  - c. The voter may NOT remove the ballot from the voting area.
  - d. The election inspectors may NOT serve as the witness (the original witness must be present).
  - e. The original certificate envelope is then destroyed.
  - f. The election inspector should document that a correction was made and the ballot accepted on the Absentee Ballot Log (GAB-124).
3. If it has not been returned, the election inspectors ask the voter “Did you mail or personally deliver your absentee ballot to the clerk’s office?”
- a. If “yes,” the voter cannot vote at the polling place.
  - b. If “no,” the voter is issued a ballot if otherwise qualified.
4. If an absentee ballot is later received for that voter, the elector’s absentee ballot would be processed as a rejected absentee ballot and the clerk contacted immediately.



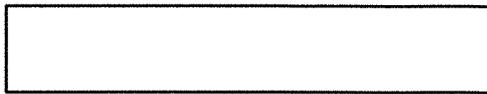
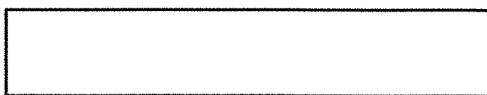
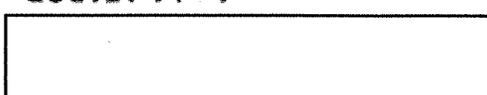
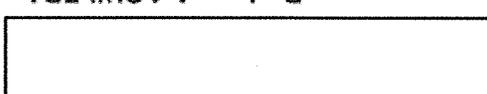
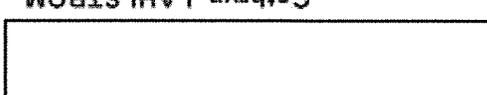
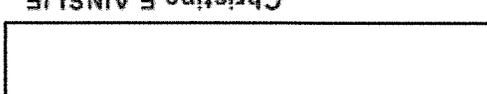
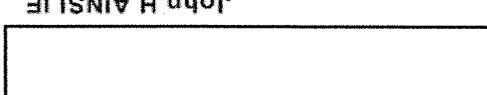
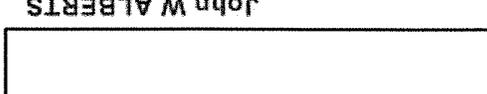
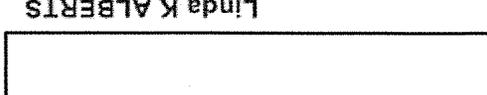


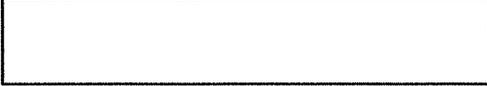
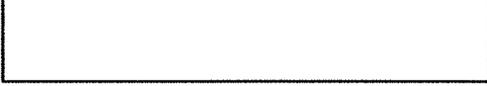
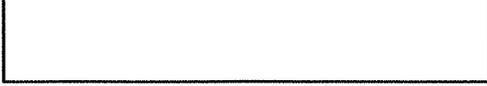
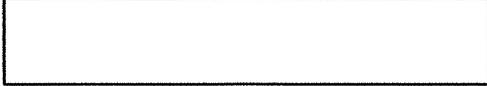
## Absentee Applications Ballot Log

## CITY OF SUN PRAIRIE

**ELECTION:** 2015 SPRING ELECTION 01 (Apr 07, 2015)

Voter ID	Name and Address	Ward	App. Received	Ballot Issued	Ballot Returned	Ballot Status	Vote Recorded	Ballot Combo
0700016420	<b>Aaron, Michael P</b> 1246 Lori Cir Sun Prairie, WI 53590-1074	D2- WD9	01/07/2015	01/07/2015	01/09/2015	RET		ALL WARDS
		Mailing ID: 617662		Ballot Type: OFCL				
App. Type: Regular								
Vote Location: Via Mail								
0700016410	<b>Aaron, Patricia A</b> 1246 Lori Cir Sun Prairie, WI 53590-1074	D2- WD9	01/07/2015	01/07/2015	01/09/2015	RET		ALL WARDS
		Mailing ID: 617661		Ballot Type: OFCL				
App. Type: Regular								
Vote Location: Via Mail								
0700016430	<b>Aarons, Jacob J</b> 2342 Steven St Sun Prairie, WI 53590-3706	D4- WD16	01/07/2015	01/07/2015		ISSU		ALL WARDS
		Mailing ID: 617663		Ballot Type: OFCL				
App. Type: Permanent								
Vote Location: Via Mail								
0700016440	<b>Aarons, Janice E</b> 2342 Steven St Sun Prairie, WI 53590-3706	D4- WD16	01/07/2015	01/07/2015		ISSU		ALL WARDS
		Mailing ID: 617664		Ballot Type: OFCL				
App. Type: Permanent								
Vote Location: Via Mail								
0700016530	<b>Abar, Adam P</b> 38 Stonehaven Dr Sun Prairie, WI 53590-1240	D2- WD7	01/07/2015	01/07/2015	01/13/2015	RET		ALL WARDS
		Mailing ID: 617665		Ballot Type: OFCL				
App. Type: Military								
Vote Location: Via E-Mail								
0700016540	<b>Abar, Angela E</b> 1810 Peacock Ct Sun Prairie, WI 53590-1618	D4- WD15	01/07/2015	01/07/2015	01/13/2015	RET		ALL WARDS
		Mailing ID: 617666		Ballot Type: FED				
App. Type: Overseas								
Vote Location: Via E-Mail								

Ballot, Ward, District	Voter Reg & Barcode	Name and Address	Voter #	Voter Signature	
ALL WARDS D4-WD15 13282-015-5656-1 AL4 CG02 5656 AS46 Notes:	0000245017 	ADDISON, Edwin S 2130 MICHIGAN AVE SUN PRAIRIE, WI 53590		Edwin S ADDISON 	1 1
ALL WARDS D2-WD9 13282-009-5656-1 AL2 CG02 5656 AS46 Notes:	0000245019 	ADKINS, David D 1245 LORI CIR SUN PRAIRIE, WI 53590		David D ADKINS 	2 2
ALL WARDS D2-WD9 13282-009-5656-1 AL2 CG02 5656 AS46 Notes:	0000245020 	ADKINS, Janice C 1245 LORI CIR SUN PRAIRIE, WI 53590		Janice C ADKINS 	3 3
ALL WARDS D4-WD16 13282-016-5656-1 AL4 CG02 5656 AS46 Notes:	0700005000 	AFADOR, Axel A 1002 AMBERSON DR SUN PRAIRIE, WI 53590		Axel A AFADOR 	4 4
ALL WARDS D3-WD11 13282-011-5656-1 AL3 CG02 5656 AS46 Notes:	0000245025 	AGUILERA, Barbara A 1635 SUNFIELD ST SUN PRAIRIE, WI 53590		Barbara A AGUILERA 	5 5
ALL WARDS D4-WD19 13282-019-5656-1 AL4 CG02 5656 AS46 Notes:	0000245026 	AHLSTROM, Cathryn J 544 BERWICK DR SUN PRAIRIE, WI 53590		Cathryn J AHLSTROM 	6 6
ALL WARDS D2-WD6 13282-006-5656-1 AL2 CG02 5656 AS46 Notes:	0000245027 	AINSLIE, Christine E 200 E KLUBERTANZ DR SUN PRAIRIE, WI 53590		Christine E AINSLIE 	7 7
ALL WARDS D2-WD6 13282-006-5656-1 AL2 CG02 5656 AS46 Notes:	0000245029 	AINSLIE, John H 200 E KLUBERTANZ DR SUN PRAIRIE, WI 53590		John H AINSLIE 	8 8
ALL WARDS D1-WD1 13282-001-5656-1 AL1 CG02 5656 AS46 Notes:	0000245030 	ALBERTS, John W 685 GERALD AVE SUN PRAIRIE, WI 53590		John W ALBERTS 	6 9
ALL WARDS D1-WD1 13282-001-5656-1 AL1 CG02 5656 AS46 Notes:	0000245031 	ALBERTS, Linda K 685 GERALD AVE SUN PRAIRIE, WI 53590		Linda K ALBERTS 	01 10

Ballot, Ward, District	Voter Reg & Barcode	Name and Address	Voter #	Voter Signature	
<b>Names beginning with the letter [A]</b>					
ALL WARDS D2-WD9 13282-009-5656-1 AL2 CG02 5656 AS46 Notes:	0700016420 	<b>AARON, Michael P</b> 1246 LORI CIR SUN PRAIRIE, WI 53590		Michael P AARON 	1 1
				ABSENTEE	
ALL WARDS D2-WD9 13282-009-5656-1 AL2 CG02 5656 AS46 Notes:	0700016410 	<b>AARON, Patricia A</b> 1246 LORI CIR SUN PRAIRIE, WI 53590		Patricia A AARON 	2 2
				ABSENTEE	
ALL WARDS D4-WD16 13282-016-5656-1 AL4 CG02 5656 AS46 Notes:	0700016430 	<b>AARONS, Jacob J</b> 2342 STEVEN ST SUN PRAIRIE, WI 53590		Jacob J AARONS 	3 3
				ABSENTEE	
ALL WARDS D4-WD16 13282-016-5656-1 AL4 CG02 5656 AS46 Notes:	0700016440 	<b>AARONS, Janice E</b> 2342 STEVEN ST SUN PRAIRIE, WI 53590		Janice E AARONS 	4 4
				ABSENTEE	
ALL WARDS D2-WD7 13282-007-5656-1 AL2 CG02 5656 AS46 Notes:	0700016530 	<b>ABAR, Adam P</b> 38 STONEHAVEN DR SUN PRAIRIE, WI 53590		Adam P ABAR 	5 5
				MILITARY	
ALL WARDS D1-WD1 13282-001-5656-1 AL1 CG02 5656 AS46 Notes:	0700016520 	<b>ABAR, Alan P</b> 376 BARBARA ST		Alan P ABAR 	9 6
ALL WARDS D4-WD15 13282-015-5656-1 AL4 CG02 5656 AS46 Notes:	0700016540 	<b>ABAR, Angela E</b> 1810 PEACOCK CT SUN PRAIRIE, WI 53590		Angela E ABAR 	7 7
				OVERSEAS	
ALL WARDS D1-WD1 13282-001-5656-1 AL1 CG02 5656 AS46 Notes:	0700016510 	<b>ABAR, Frances L</b> 876 BARBARA ST SUN PRAIRIE, WI 53590		Frances L ABAR 	8 8
ALL WARDS D4-WD15 13282-015-5656-1 AL4 CG02 5656 AS46 Notes:	0700016560 	<b>ABAR, Geoffrey</b> 1810 PEACOCK CT SUN PRAIRIE, WI 53590		Geoffrey ABAR 	6 9
ALL WARDS D4-WD15 13282-015-5656-1 AL4 CG02 5656 AS46 Notes:	0700016550 	<b>ABAR, Nancy M</b> 1810 PEACOCK CT SUN PRAIRIE, WI 53590		Nancy M ABAR 	10 10



## Processing Late-Arriving Absentee and Provisional Ballots

The MBOC will conduct the processing and tallying of absentee ballots separately from the processing and tallying of provisional ballots. The tally for absentee ballots and the tally for provisional ballots may appear on the same set of tally sheets, but must be labeled separately “absentee” and “provisional.”

### *Late-Arriving Absentee Ballots*

Follow the instructions for processing absentee ballots, located in the “Ballots” section of the *Election Day Manual*. Note: Process one absentee ballot at a time.

- A. Open the Absentee Ballot Carrier envelopes or containers (GAB-125).
  1. Note: Ballots should not be placed in a locked ballot box upon determination of sufficiency, but should be placed in a “privacy container” for tally later in the process.
  2. If the certificate envelope (GAB-122) containing the ballot is missing the signature of either the elector or the witness, or if the envelope appears to have been opened and resealed, the ballot is rejected. *(There is no opportunity for a voter to rehabilitate an insufficient certificate envelope after Election Day.)*
    - a. Write “Rejected” and the reason for the rejection on the certificate envelope and the absentee ballot log.
    - b. Record the rejection on the Record of Activity (GAB-104AP).
    - c. Place the unopened ballot in the Certificate Envelope of Rejected Absentee Ballots (GAB-102).
  3. If the absentee certificate envelope has the notation “POR Required:”
    - d. Verify that a copy of Proof of Residence was enclosed.
    - e. If not, process as a provisional ballot. See *Missing Proof of Residence Procedure* which follows the absentee processing procedure in the Election Day Manual.

4. If the certificate envelope is sufficient and proof of residence has been provided, if necessary, the ballot may be counted.
  - a. Assign a voter number.
    - i. Look for the last voter number issued on Election Day in the appropriate reporting unit and assign the next consecutive number to the voter.
    - ii. Record the number next to the voter's name on the Absentee Ballot Log.
  - b. Place the ballot in the privacy container for tallying later in the process.
  - c. Place the certificate envelope in the envelope for Used Absentee Certificate Envelopes (GAB-103).

B. Reconcile the Number of Voters with the Number of Ballots.

1. Count the number of ballots in the privacy container to ensure the number of ballots equals the number of additional voter numbers issued for absentee ballots.
2. Return to privacy container and mix.

C. Tally the Votes.

1. Count and record the votes on two separate Tally Sheets (GAB-105). Reconcile the tally sheets when the counting for each office is complete.
2. Determine if any of the ballots are "Defective."
  - a. A "Defective Ballot" is a ballot for which a majority of the election inspectors agree that voter intent cannot reasonably be determined.
  - b. A ballot can be defective for some offices and valid for others. Only valid votes on each ballot are counted. The reason for the

defect should be recorded on the Record of Activity (GAB-104AP).

- c. A defective ballot is labeled “Defective Ballot # \_\_” (beginning with ‘1’), set aside and preserved.
  - i. Defective ballots may be placed in an envelope marked “Defective/Objected To Absentee Ballots” or
  - ii. Bound together and labeled “Defective Absentee Ballots.”

3. Determine if any of the ballots are “Objected To.”

- a. An “Objected To” ballot is a ballot for which a majority of the election inspectors agree that voter intent can be determined, but at least one election inspector disagrees. The reason for the objection is recorded on the Record of Activity (GAB-104AP).
- b. A ballot may be “objected To” with respect to one or more offices. “Objected To” ballots are counted since the majority agrees on intent.
- c. An “Objected To” ballot is labeled “Objected To Ballot #\_\_” (beginning with ‘1’), set aside and preserved in the “Original Ballots” envelope.
  - i. “Objected To” ballots may be placed in an envelope marked “Defective/Objected To Absentee Ballots” or
  - ii. Bound together and labeled “Objected To Absentee Ballots.”

D. Bundle the counted absentee ballots together and set aside.

E. Announce the results of the tally of late-arriving absentee ballots.

*Provisional Ballots*

- A. Examine all GAB-123r forms to determine which voters have supplied the missing information necessary for their ballots to be processed.

- B. Verify the tamper-evident seal numbers on the ballot container holding the provisional ballots and record the findings on the Record of Activity (GAB-104AP).
- C. Open the ballot container holding the Election Day provisional ballots and retrieve the envelopes containing the ballots to be processed.
- D. Process one provisional ballot at a time. Examine the Provisional Ballot Certificate Envelope (GAB-123) for sufficiency, following the same procedure used in processing absentee ballots.
  - 1. Reject the provisional ballot if the envelope is not sufficient or appears to have been tampered with.
    - a. Mark the envelope (GAB-123) “Rejected.”
    - b. Write “Rejected” on the Provision Ballot Reporting Form (GAB-123r) in the “voter number” column.
    - c. Record the rejection on the Record of Activity (GAB-104AP).
    - d. Return the unopened GAB-123 to the Election Night Provisional Ballot Bag/Container.
  - 2. If the provisional ballot envelope is sufficient:
    - a. Assign a voter number to the elector.
      - i. Look for the last voter number issued in the appropriate reporting unit and assign the next consecutive number to the voter.
      - ii. Record the number on the GAB-123r.
    - b. Place the Provisional Certificate Envelope in a large envelope marked “Used Provisional Ballot Envelopes.”
    - d. Place the ballot in the “privacy container” for tally later in the process.

E. After all provisional ballots have been processed, reconcile the number of voters with the number of provisional ballots.

1. Count the number of ballots in the privacy container to ensure the number of ballots equals the number of additional voter numbers issued for provisional ballots.
2. Return ballots to privacy container and mix.

F. Tally the Votes

Count and record the votes on two separate Tally Sheets (GAB-105). Reconcile the tally sheets when the counting for each office is complete.

1. Determine if any of the ballots are “Defective.”
  - a. A “Defective ballot” is a ballot for which a majority of the election inspectors agree that voter intent cannot reasonably be determined.
  - b. A ballot can be defective for some offices and valid for others. Only valid votes on each ballot are counted. The reason for the defect should be recorded on the Record of Activity (GAB-104AP).
  - c. A defective ballot is labeled “Defective Ballot # \_\_” (beginning with ‘1’), set aside and preserved.
    - i. Defective ballots may be placed in an envelope marked “Defective/Objected To Provisional Ballots or”
    - ii. Bundled together and labeled “Defective Provisional Ballots”
2. Determine if any of the ballots are “Objected To.”
  - a. An “Objected To” ballot is a ballot for which a majority of the election inspectors agree that voter intent can be determined, but at least one election inspector disagrees. The reason for the objection is recorded on the Record of Activity (GAB-104AP).

- b. A ballot may be “objected To” with respect to one or more offices. “Objected To” ballots are counted since the majority agrees on intent.
- c. An “Objected To” ballot is labeled “Objected To Ballot #\_\_” (beginning with ‘1’), set aside and preserved in the “Original Ballots” envelope.
  - i. “Objected To” ballots may be placed in an envelope marked “Defective/Objected To Provisional Ballots or”
  - ii. Bound together and labeled “Objected To Provisional Ballots”
- d. Bundle the counted provisional ballots together and set aside.
- e. Announce the results of the tally of provisional ballots.

### *Securing and Documenting*

#### A. Ballots

1. Place the counted absentee ballots and the Defective/Objected To Absentee Ballots in a ballot bag or container.
  - a. Secure the container with a tamper-evident seal.
  - b. Record the tamper-evident seal number on the Ballot Container Certificate (GAB-101) and the Record of Activity (GAB-104AP).
2. Place the counted provisional ballots and the Defective/Objected To Provisional Ballots in a ballot bag or container.
  - a. Secure the container with a tamper-evident seal.
  - b. Record the tamper-evident seal number on the Ballot Container Certificate (GAB-101) and the Record of Activity (GAB-104AP)
3. Reseal the ballot container holding the Election Day provisional ballots with a tamper-evident seal.

- a. Record the tamper-evident seal number on the Ballot Container Certificate (GAB-101) and the Record of Activity (GAB-104AP).

B. Envelopes

1. Secure the large envelopes containing:
  - a. Used Certificate Absentee Envelopes (GAB-103)
  - b. Rejected Absentee Ballots (GAB-102)
  - c. Used Provisional Certificate Envelopes

C. Complete Forms and Sign any Certifications

1. Ballot Container Certificates (GAB-101)
2. Rejected Absentee Ballots Envelopes (GAB-102)
3. Used Absentee Certificates Envelope (GAB-103)
4. Used Provisional Certificates Envelope
5. Record of Activity (GAB-104AP)
6. Certification of the MBOC (GAB-106AP)
7. Tally sheets and machine tapes (GAB-105)
8. Provisional Ballot Carrier Envelope (GAB-108)
9. Provisional Ballot Reporting Form (GAB-123r)
10. Absentee Ballot Log (GAB-124)