

## Absentee Voting

Absentee voting can commence as soon as ballots are available, which will be soon! This webinar will review absentee voting rules – by mail, in-person in the clerk’s office and at the polls on Election Day. We will also take an in-depth look at the absentee certificate envelope and what constitutes an address of a witness.

**Wednesday, January 10, 2018**

**10:00 a.m. – 11:00 a.m.**

### **Program Presenters:**

Wisconsin Elections Commission Staff

### **Agenda**

- Election Official Training Update
- Type E Notice & Hours
- Absentee Ballot Requests
  - Fulfilling Requests & Deadlines
  - Faxing/Emailing Ballots
  - Special Categories of Absentee Voters
  - Spoiling and Replacement Ballots
- Absentee Voting by Mail
  - EL-122 & 122sp: Absentee Certificate Envelopes
  - Missing or Insufficient Witness Address
- In-Person Absentee Voting
  - Envelope Serves as Application & Certification
  - Clerk as Witness/Initials
  - Security
- Absentee Voting at the Polls
  - Absentee Voters at the Polling Place
  - Processing Ballots
  - Reasons for Rejection













## Processing Absentee Ballots at the Polls

- ▶ Election inspectors can begin processing absentee ballots on Election Day when they have time.
  - Ballots are not counted until after the polls close
- ▶ Election inspectors don't have to wait in voter line to process absentee ballots.
- ▶ Absentee ballots where the voter's intent cannot be determined are remade as a blank ballot and counted as a returned ballot. The ballot is not REJECTED at the polls.

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## “To Be Rejected” Absentee Envelopes

- ▶ Envelopes missing either:
  - Signature of the voter
  - Signature and/or address of the witness
  - Signatures of both Special Voting Deputies
  - Envelope appears to be tampered with
  - Certification language
- ▶ Voter may correct the certificate at the polls, but may not vote a new ballot.
  - Election inspector issues new certificate envelope
  - Voter must open original certificate envelope, verify ballot and seal in new envelope; original envelope is destroyed
  - The voter must not remove the ballot from voting area
  - The original witness must be present
  - Election inspector should document the EL-104

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## Thank You!

**Questions?**  
**Email:** [elections@wi.gov](mailto:elections@wi.gov)  
**Elections Helpdesk: 608-261-2028**

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# WISCONSIN ELECTIONS COMMISSION

212 EAST WASHINGTON AVENUE, 3RD FLOOR  
POST OFFICE BOX 7984  
MADISON, WI 53707-7984  
(608) 261-2028  
ELECTIONS@WI.GOV  
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BEVERLY R. GILL  
JULIE M. GLANCEY  
ANN S. JACOBS  
JODI JENSEN  
DEAN KNUDSON  
MARK L. THOMSEN, CHAIR

ADMINISTRATOR MICHAEL HAAS

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**DATE:** December 18, 2017

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

**FROM:** Richard Rydecki  
Elections Supervisor

Allison Coakley  
Training Coordinator

**SUBJECT:** Municipal Clerk Training Report Reminder

This is a reminder that the Municipal Clerk Training Report was posted earlier this month and lists the number of hours clerks have reported to us so far this term. For training purposes, municipal clerks are currently in the 2015-2017 term and must take and report at least six hours of election training to us by December 31, 2017 to recertify for the 2018-2019 term. For new municipal clerks, three of the six hours must be the Municipal Clerk Core (MCT Core) training class or the equivalent training taken at the Wisconsin Municipal Clerks Institute in Green Bay.

For more detailed information about clerk training requirements and options, please review the clerk communication posted on December 4, 2017: <http://elections.wi.gov/node/5425>. Please contact Allison Coakley if you have any questions: [allison.coakley@wi.gov](mailto:allison.coakley@wi.gov) or (608) 261 -2033.

## MCT Certification Hours Reporting Form

Name:		Title:	
Municipality:		County:	
HINDI #:	Phone:	Email:	
(e.g. 10101)		[e.g. (555) 555-5555]	
Class Description (e.g. MCT Core, Webinars, WisVote, County Clerk training, etc.):		Date (mm/dd/yyyy)	Number of hours:
		Total:	
<b>I certify the above is true and correct.</b>			
Signature:		Signature (or typed name if submitted by email)	
		(mm/dd/yyyy)	
<p><b>Instructions:</b> Please fill out the highlighted fields. Hour totals will readjust if you are entering multiple activities. You may submit this form by email, fax or mail.</p> <p><u>To email this form:</u> Save the form, fill it out electronically, attach it to an email and send to elections.training@wi.gov</p> <p><u>To fax this form:</u> Save the form, fill it out by computer or by hand, print it out and fax to : MCT Training, 608-267-0500.</p> <p><u>To mail this form:</u> Save the form, fill it out by computer or by hand, print it out and mail to: Wisconsin Elections Commission, P.O. Box 7984, Madison, WI 53707-7984</p>			

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MARK L. THOMSEN, CHAIR

ADMINISTRATOR MICHAEL HAAS

**DATE:** October 18, 2017

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

**FROM:** Allison Coakley  
Training Coordinator

**SUBJECT:** MCT Core Training Available in WisVote Learning Center

As you are aware, new municipal clerks are required by state law to take the 3-hour Municipal Clerk Core (MCT Core) training class before their first election or in the current term if there are no scheduled elections to be considered certified to conduct elections. We have customarily offered this class using live webinars conducted by Wisconsin Elections Commission staff and in-person training classes conducted by WEC certified clerk-trainers.

As I indicated in an August email to all new municipal clerks and in the *Local Election Official Training* clerk communication posted on our website on September 25, 2017, the MCT Core training class is now available in the WisVote Learning Center. The presentation is composed of 16 sections and each section is followed by a short quiz. There is no passing grade for each of the quizzes, but quizzes may be retaken as many times as you like. The training should take approximately three hours to complete. After you have completed all 16 sections and quizzes of the MCT Core training class, please use the certification reporting form posted in the WisVote Learning Center to report your training to us. When we have verified that you have completed the MCT Core class, you will be issued a certificate of training and be mailed an Election Administration manual.

Your first step is to contact the Elections Help Desk using the form posted with this memo and request a user name and password for the WisVote Learning Center. The Help Desk will send it to you along with a document that explains how to access the Learning Center and begin your training. **If you have registered for an in-person MCT Core training class and wish to cancel, please contact me as soon as possible.**

State law also requires municipal clerks to take and report an additional three hours of election training – for a total of six hours – before December 31, 2017 to recertify for the 2018-2019 term. Training can be taken in any order you like. Training broadcasts from our earlier webinar series are available on the WEC website: <http://elections.wi.gov/clerks/education-training/webinars>. We also recently posted a new election administration training webinar schedule for the upcoming election cycle, including a *New Clerk Orientation*

session: <http://elections.wi.gov/node/5196>. Deputy clerks and staff are not required by law to take training, but may do so if they are working on clerk certification for personal or professional reasons.

## 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 10 consecutive days before the election. The elector must also be registered in order to receive an absentee ballot. Proof of identification must be provided before an absentee ballot may be issued.

#### **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, email or in person.

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

**The deadline for making application to receive an absentee ballot 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.

*(Name of municipal clerk) (telephone number)*  
*(address of clerk's office or alternate location for applying for and casting absentee ballots)*  
*(clerk's days and hours of availability for receiving absentee ballot applications)*

#### **The first day to vote an absentee ballot in the clerk's office is / was:**

(Insert date and time in-person absentee voting will begin in your municipality.)

*(Absentee voting may have begun in your municipality before publication of the Type E Notice. If so, you may insert the date and time in-person voting began. If in-person absentee voting has not begun yet, insert the date and time in-person absentee voting will begin upon publication of the Type E Notice.)*

#### **The last day to vote an absentee ballot in the clerk's office:**

Insert date and time in-person absentee voting will cease in your municipality.  
*(This may be no later than the Sunday before the election.)*

No in-person absentee voting may occur on the day before the election.

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 not be counted.

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**(Note:** The Type E Notice is published by the municipal clerk on the 4<sup>th</sup>\* Tuesday before each primary and each election held in the municipality. If a weekly paper is used for publication, the notice is published in the closest preceding issue to the 4<sup>th</sup>\* Tuesday before each primary and each election. If a municipality chooses to post this notice in lieu of publication, the notice must be posted no later than the 4<sup>th</sup>\* Tuesday before the primary or the election.)

\* The Type E Notice for a special primary or election for national state, county or municipal or special district office, not held concurrently with the spring or general election, is published on the 3<sup>rd</sup> Tuesday preceding the primary or election. Wis. Stat. §§ 10.01(2)(e), 10.06(3)(f).

## Absentee Ballot Request Deadlines

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

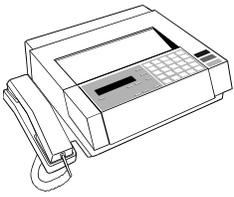
<i>Applicant</i>	<i>How received</i>	<i>Type of Election</i>	<i>Deadline</i>
Regular – Specific Election Request	Mail/Email/Fax	All	Received by 5:00 p.m. on the 5 <sup>th</sup> day before the election – Wis. Stat. § 6.86(1)(b)
Regular – Calendar Year Request	Mail/Email/Fax	All	5:00 p.m. on the Friday before the election – Wis. Stat. §§ 6.86(1)(b), (2m)
Regular	In-person	All	As indicated in the Type E notice. Not earlier than 8:00 a.m. on the 3 <sup>rd</sup> Monday before the election and not later than 7:00 p.m. on the Friday before the election. No weekend or holiday hours permitted. – Wis. Stat. § 6.86(1)(b)
Hospitalized	Mail/Email/Fax (By agent only)	All	Not earlier than 7 days before an election and not later than 5:00 p.m. on Election Day – Wis. Stat. § 6.86(3)(c)
Indefinitely confined	Mail/Email/Fax	All	5:00 p.m. on the Friday before the election – Wis. Stat. §§ 6.86(1)(b), (2)
Military (Not Away)	Mail/Email/Fax	All	5:00 p.m. on the Friday before the election – Wis. Stat. § 6.86(1)(c)
Military (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)
Military (Away)	Mail/Email/Fax	All elections for national office	5:00 p.m. on Election Day – Wis. Stat. § 6.86(1)(b)
Overseas	Mail/Email/Fax	All	5:00 p.m. on the Thursday before the election – Wis. Stat. § 6.85(2), 6.86(1)(b)
Sequestered Juror	Mail/Email/Fax	All	5:00 p.m. on Election Day – Wis. Stat. § 6.86(1)(b)
SVD facility occupant	By Special Voting Deputy	All	Received as part of a facility visit starting no later than 5:00 p.m. on the Monday before the election. Wis. Stat. § 6.875(6)(a)

January 2018		Statute
2	First day for town or village governing body to hold caucus.	8.05(1)(a) – between January 2 and January 21
2	Deadline (5:00 p.m.) for candidates to file nomination papers, declarations of candidacy, and campaign registration statements for the 2018 Spring Election with the filing officer.	8.05(3)(a), (4)(b), 8.10(2)(a), (5), 8.21– 1 <sup>st</sup> Tuesday in January
5	Deadline (4:30 p.m.) for all judicial candidates to file Statement of Economic Interests with Wisconsin Ethics Commission.	19.43(4) – 3 <sup>rd</sup> day following the deadline for nomination papers
5	Last day for governing body of a city or village to decide upon a primary, or for electors of a city to petition for a primary, if not required by ordinance.	8.11(1)(a), (c), (1m)(a) – 3 <sup>rd</sup> day following the deadline for nomination papers
5	Deadline for filing officer to accept challenges to nomination papers.	8.07, EL 2.07 – within 3 calendar days of the deadline to file nomination papers
-	Filing officer arranges to deliver a copy of the challenge to the challenged candidate.	EL 2.07 (2)(a) – within 24 hours of receipt of challenge
-	Deadline for challenged candidate to file a verified response with the filing officer.	EL 2.07(2)(b) – within 3 calendar days of the challenge being filed
9	Deadline for filing officers to draw names of candidates by lot for placement on the Spring Primary ballot or the Spring Election ballot if no primary is required.	5.58(1b)(bm), (cm), (1c), (1g)(c), (2), (2m) 5.60(1)(ag), (b), (3)(b), (4)(c), (5)(ar), (6)(a) – 2 <sup>nd</sup> Tuesday in January
9	Wisconsin Elections Commission sends Type B notice information and certification of candidates to county clerks for the Spring Primary or the Spring Election if no primary is required.	10.01(2)(b), 10.06(1)(c) – 2 <sup>nd</sup> Tuesday in January
-	County clerks send notification of election to municipal clerks as soon as possible after receipt of Type B notice from Wisconsin Elections Commission and after adding any county offices or referenda.	10.06(2)(b) – as soon as possible after receipt of Type B notice
-	County clerks prepare Spring Primary ballots and send proofs to Wisconsin Elections Commission for review as soon as possible before printing.	5.72(1), 7.10(2) – as soon as possible
-	Municipal clerks send absentee ballots to electors with valid requests on file for the Spring Primary as soon as they are available. All absentee ballots must be recorded in WisVote.	42 U.S.C. § 1973ff-1, Wis. Stat. § 7.15(1)(cm) – as soon as ballots are available
16	Deadline (if primary is scheduled) for municipal governing body to designate an alternate location for requesting and voting an absentee ballot. This location will remain in use through the Spring Election.	6.855(1) – no fewer than 14 days prior to the time that absentee ballots are available
21	Last day for town or village governing body to hold caucus.	8.05(1)(a) – no later than January 21
-	Municipal clerk notifies in writing the two candidates receiving the highest number of votes at the caucus of their nomination.	8.05(1)(j)1 – as soon as possible
-	Caucus nominees file declarations of candidacy and campaign registration statements for the Spring Election with the municipal clerk.	8.05(1)(j)2 – no later than 5:00 p.m. on the 5 <sup>th</sup> day after notification is mailed or personally delivered
-	Filing officers in municipalities using caucus draw names of candidates by lot for placement on the Spring Election ballot.	8.05(1)(j)4 – 3 <sup>rd</sup> day after qualification of candidates from the caucus
-	Municipal clerks using caucus certify names of municipal candidates and any municipal referenda to county clerks for printing of ballots for the Spring Election.	10.06(3)(bm) – as soon as possible, but no later than 3 days after qualification of candidates from the caucus
*22	Deadline for governing body of municipality to establish location of polling places for the Spring Primary.	5.25(3) – 30 days before the election

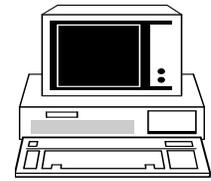
January 2018		Statute
*22	Deadline for governing body of municipality to pass resolution combining wards for the Spring Primary.	5.15(6)(b) – 30 days before the election
*22	Deadline for governing body of municipality to authorize appointment of tabulators for the Spring Primary.	7.30(3)(a) – 30 days before the election
23	County and municipal clerks publish Type A notice of referenda, if required.	10.01(2)(a), 10.06(2)(n), (3)(f), (4)(f) – 4 <sup>th</sup> Tuesday preceding the election
23	Municipal clerks publish Type E notice of absentee voting instructions for the Spring Primary.	10.01(2)(e), 10.06(3)(as) – 4 <sup>th</sup> Tuesday preceding the election
23	Deadline for the filing officer to receive referendum questions or petitions for referendum intended for the Spring Election ballot.	8.37 – 70 days prior to the election
24	Deadline for filing officer to file a copy of the referendum question intended for the Spring Election with the county clerk.	8.37 – next business day after receipt by filing officer
<b>Date Set By Municipality</b>	Clerks issue absentee ballots in person in the clerk’s office or other designated location(s). Start date set by municipality, in person absentee ballots can be issued as soon as ballots are available.	Per One Wisconsin Institute Court Order – start date set by municipality
29	First day for special voting deputies to conduct absentee voting for residents in nursing homes and authorized care facilities for the Spring Primary.	6.875(6) – 4 <sup>th</sup> Monday preceding election
29	Deadline for county clerks and school district clerks to deliver ballots and supplies to municipal clerks for the Spring Primary.	7.10(1), (3), 120.06(8)(d) – no later than 22 days before the election
30	Deadline for municipal clerks to send absentee ballots to electors with valid requests on file for the Spring Primary.	7.15(1)(cm) – no later than 21 days before the election
31	Deadline for municipal clerk to submit Annual Elections Costs Report (EL-192) for 2017 via WEDCS.	No later than January 31 <sup>st</sup> for the preceding calendar year.
31	Deadline for electors to register to vote by mail or online in the Spring Primary. After this date, electors must register in person in the municipal clerk's office or at the polling place.	6.28(1) – must be postmarked no later than the 3 <sup>rd</sup> Wednesday before the election. Online registration closes at 11:59 p.m.
February 2018		
1	First day for clerks to issue certificate of registrations (EL-133) to late registrants who register to vote in person.	6.29(2)(a)
	Clerks must have the Ineligible Voter List available for in person voter registrations.	6.29(2)(am)
5	Poll lists from the April 5, 2016 Spring Election may be destroyed.	7.23(1)(e) – 22 months after election
10	First day for municipal or county clerk to conduct public test of electronic voting equipment.	5.84(1) – not more than 10 days prior to the election
-	Municipal or county clerk must publish notice of public test of electronic voting equipment at least 48 hours prior.	5.84(1) – 48 hours prior to public test
10	Last day for electors to begin to acquire residence for the Spring Primary. Electors moving after this date may vote from their prior address.	Per One Wisconsin Institute Court Order – 10 day residency requirement
12	Last day (5:00 p.m.) for special voting deputies to make arrangements for absentee voting with nursing home and authorized care facility administrators.	6.875(6) – the 6 <sup>th</sup> working day before the election
13	Last day for municipal clerk to post notice of absentee voting at nursing homes and authorized care facilities.	6.875(6)(a) – at least 5 working days before the visit

<b>February 2018</b>		<b>Statute</b>
13	First day for municipal clerk to issue absentee ballots by agent to hospitalized electors.	6.86(3)(c) – not earlier than 7 days before the election
15	Deadline (5:00 p.m.) for regular and permanent overseas electors to request absentee ballots by mail (online, email, or fax) for the Spring Primary	6.86(1)(b) – the 5 <sup>th</sup> day preceding the election
16	Deadline (12:00 p.m.) for write-in candidates to file a registration statement with the filing officer for the Spring Primary.	7.50(2)(em) – noon the Friday preceding the election
16	Deadline (5:00 p.m.) for indefinitely confined and military electors to request absentee ballots by mail (online, email or fax) for the Spring Primary.	6.86(1)(b) – the Friday preceding the election
16	Deadline (5:00 p.m.) for electors to register to vote in the municipal clerk's office or other designated location(s).	6.29(2)(a) – Friday preceding the election
18	Deadline (5:00 p.m.) for electors (except hospitalized electors and sequestered jurors) to make application in person for absentee ballots. Date set by municipality, in person absentee voting can end before this date.	Per One Wisconsin Institute Court Order – Sunday preceding the election
<b>Date Set By Municipality</b>		
19	Last day (5:00 p.m.) for special voting deputies to conduct absentee voting for residents in nursing homes and authorized care facilities for the Spring Primary.	6.875(6) – the Monday preceding the election
19	County and municipal clerks publish Type B notice of voting instructions and sample ballots for the Spring Primary, if required.	10.01(2)(b), 10.02, 10.06(2)(d), (3)(b) – the Monday preceding election
19	County and municipal clerks publish Type C notice of referenda for the Spring Primary, if required.	10.01(2)(c), 10.06(3)(b) – the Monday preceding the election
19	Municipal clerks publish Type D notice of the location and hours of polling places for the Spring Primary, if required.	10.01(2)(d) – the Monday preceding the election
20	<b>Spring Primary</b> (if required).	5.02(22) – 3 <sup>rd</sup> Tuesday in February
20	Deadline (5:00 p.m.) for sequestered jurors to apply for an absentee ballot for the Spring Primary.	6.86(1)(b) – Election Day
20	Deadline (5:00 p.m.) for hospitalized electors to file a registration form and/or apply for an absentee ballot by agent for the Spring Primary.	6.86 (3)(c) – Election Day
20	Deadline (8:00 p.m.) for absentee ballots to be delivered to the polling place.	6.87(6) – Election Day
20	Election inspectors complete the returns for all votes cast at the polling place.	7.51, 7.53(1)(a) – immediately after the polls close
20	Election inspectors in municipalities that have combined wards and one polling place complete and sign the municipal canvass statement for the Spring Primary.	7.53(1)(a) – immediately after the polls close
20	Election inspectors report results of the Spring Primary to proper clerks immediately upon completion of ward/election district canvass.	7.51(4)(b), 7.60(1) – immediately after votes are tabulated
20	Municipal clerks report the returns, by ward or reporting unit, to the county clerk no later than 2 hours after the votes are tabulated.	7.51(4)(c) – no later than 2 hours after the votes are tabulated
20	County clerks post all election returns, by ward or reporting unit on the county website no later than 2 hours after receiving the returns.	7.60(1) – no later than 2 hours after receiving the returns
20	Municipal clerks post a statement of the number of electors who have cast a provisional ballot at the clerk's office and the internet	7.15(15) – as soon as possible after the polls close on election night





## Faxing or E-mailing Absentee Ballots



All voters can request to have an absentee ballot emailed or faxed to them. If you receive a request from a voter who would like to receive their ballot by email or fax, follow these instructions when sending the voter their ballot.

### REQUEST

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- **Review the written request for an absentee ballot from a qualified elector.** The absentee application request may be on the form prescribed by the Wisconsin Elections Commission (*Application for Absentee Ballot EL-121*) or may be in the form of a letter, email or fax that contains the information needed for an absentee ballot request. Remember, the request needs to be in writing, but email and fax requests do not need to include the voter's signature. Voters can also submit their request through the My Vote Wisconsin website: [myvote.wi.gov](http://myvote.wi.gov). You will receive an email notification when the voter makes their request through MyVote.
- **All voters may receive their absentee ballot by mail, email or fax.** However, Military, Permanent Overseas, indefinitely confined, and confidential voters do not need to provide a photo ID with their request. Regular and temporarily overseas voters must provide a photo ID with their absentee ballot request.
- After determining that the elector is qualified to receive an absentee ballot, the municipal clerk may fax or e-mail the ballot to the elector.

### FAXING

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- The municipal clerk should initial the ballot in the endorsement section and initial the face of the ballot.
- Fax the ballot and the face of the [Absentee Ballot Certificate](#) along with the [Uniform Instructions for Absentee Voters](#).
- The voter should be instructed to vote the ballot in the presence of a witness, fold the ballot and seal it inside a regular, non-window envelope, complete and sign the absentee certificate. An adult U.S. citizen witness must sign and provide his or her address on the certificate. Military or permanent overseas voters should provide their birthdate. The certificate should be affixed (with glue or tape) to the envelope containing the voted ballot. The envelope with the certificate attached should be placed into another, larger, envelope, sealed and mailed to the municipal clerk. The ballot must be received by 8 p.m. on Election Day.
- When faxing to military and overseas voters, follow procedures set out in [Electronic Transmission of Election Materials Manual for Local Election Officials](#) provided by the Federal Voting Assistance Program.

### E-MAILING

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- The municipal clerk should print their initials in the endorsement section of the ballot and on the face of the ballot and scan the initialed ballot. If you do not have access to a scanner, work with your county or the WEC to determine an alternate way of initialing the ballot before sending it via email.

- Email the initialed ballot and the [Absentee Ballot Certificate](#) along with the [Uniform Instructions for Absentee Voters](#).

**The elector should be instructed to print the ballot, vote the ballot in the presence of a witness, fold the ballot and seal it inside a regular, non-window envelope, complete and sign the absentee certificate. An adult U.S. citizen witness must sign and provide his or her address on the certificate. Military or permanent overseas voters should provide their birthdate. The certificate should be affixed (with glue or tape) to the envelope containing the voted ballot. The envelope with the certificate attached should be placed into another, larger, envelope, sealed and mailed to the municipal clerk. The ballot must be received by 8 p.m. on Election Day.**

## **RETURN**

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- The absentee elector must return the hard copy of the ballot and the completed certificate to the municipal clerk in time so that the clerk can deliver the ballot to the polling place before the close of the polls.
- The elector may choose overnight delivery to assure that their ballot arrives on time. The municipal clerk is not responsible for return postage of a faxed or e-mailed absentee ballot.
- The USPS recommends that ballots be mailed one week prior to the date of the Election to arrive on time.

## **DOCUMENTATION**

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- The municipal clerk records the date absentee ballots are faxed or e-mailed to voters in WisVote or forwards the information to their WisVote Provider.
- When absentee ballots are returned to the clerk's office, the municipal clerk records the information is recorded in WisVote or their WisVote Provider. The clerk encloses the envelope holding the ballot into a certificate envelope and attaches the completed certificate to the outside. The clerk delivers the ballot to the appropriate polling place in a carrier envelope.
- At the polling place, the election inspectors follow the procedures for processing absentee ballots. The ballot may be remade by 2 election inspectors in order for the ballot to be accepted by electronic tabulating equipment.

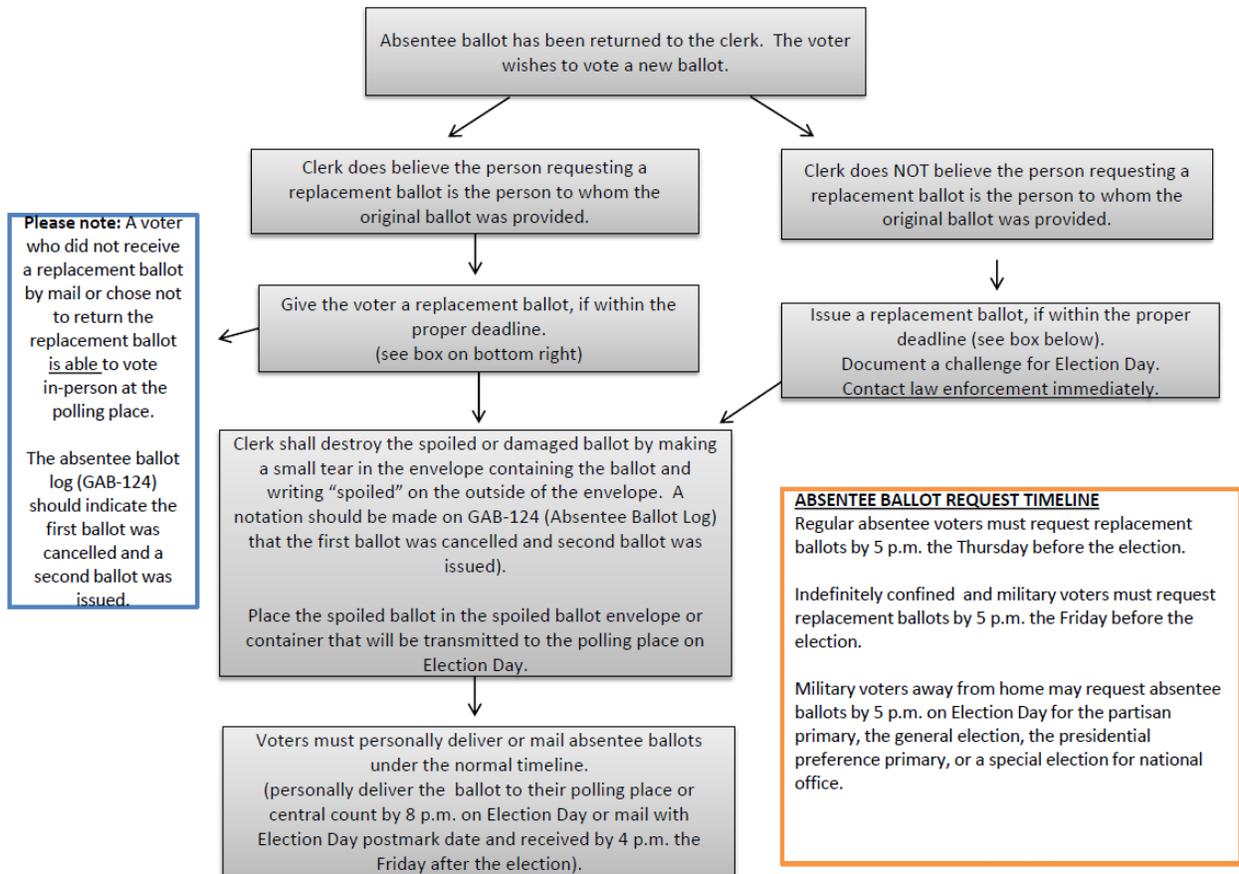
## Special Categories of Absentee Voters

Type of Elector	Description	Proof of Identification	Duration of Ballots
Indefinitely Confined	Voter indefinitely confined in their home or other facility due to age, disability, physical illness or infirmity.	Not required with the application. By signing the absentee certificate envelope, the witness is certifying they have verified the name and address of the voter.	Receive ballots for as long as they return them for a spring, general or special election.
Electors served by Special Voting Deputies	Voters residing in a qualified care facility or retirement home that is served by special voting deputies.	Not required with the application. By signing the absentee certificate envelope, both SVDs verify the voter's name and address is correct.	Specific elections or calendar year requests.
Electors at eligible residential care facilities not served by Special Voting Deputies	Voters residing in a qualified care facility or retirement home that is NOT served by special voting deputies.	For regular voter, a copy of photo ID submitted with application or returned ballot - <b>OR</b> - by signing the absentee certificate envelope, the witness and representative of the care facility are certifying that they have verified the voter's name and address are correct.	Specific elections or calendar year requests.

## Special Categories of Absentee Voters

<b>Type of Elector</b>	<b>Description</b>	<b>Proof of Identification</b>	<b>Duration of Ballots</b>
Military	Members of a uniformed service (at home or away), members of the merchant marine and their spouses or voting-age dependents.	Exempt, unless voting in person	Specific elections or calendar year requests.
Overseas	An elector who is permanently outside of the U.S. with no intent to return to their residence may only vote for federal offices.	Exempt, unless voting in person	Specific elections or calendar year requests. Federal offices only.
Confidential	An elector who is the victim of domestic abuse, sexual assault or stalking with a protective order in effect.	Exempt	Specific elections or calendar year requests.

# Spoiling and Replacement Ballots





**OFFICIAL ABSENTEE BALLOT APPLICATION/CERTIFICATION**

*(Official Use Only) The voter has met or is exempt from the photo ID requirement. Municipal or Deputy Clerk initial here:*

**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: Please complete steps 1 through 5 below, in the presence of your witness.**

**1 Place your voted ballot inside the envelope and seal it. Do not use tape or glue.**

**2 Complete the section below if not completed by the clerk.  
Provide your VOTING address.**

Date of Election (month, day, year)	County
-------------------------------------	--------

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

**Voter's Name** (Last, First, Middle) including suffix *(Please print legibly)*

**Street Address**—Provide house number and street name or fire number and street name. **OR**

If your rural address does not include a house number/fire number and street name, provide rural route number and box no.

City	WI	Zip Code
------	----	----------

<b>Official use only:</b> Ward #	District (if applicable)	Voted in clerk's office <input type="checkbox"/>
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**3 Sign and date this section.**

**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 10 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.)* Today's Date

**REQUIRED OF MILITARY AND OVERSEAS VOTER ONLY:** I further certify my birth date is: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

**4 Have your witness sign and write their address below.**

**CERTIFICATION OF WITNESS** *(signature and address of witness are 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. \_\_\_\_\_  
▲ Signature of ONE adult U.S. citizen witness▲

2. \_\_\_\_\_  
▲ If witnesses are Special Voting Deputies, both must sign. ▲  
▼ Address of witness or addresses of both SVDs ▼

1. \_\_\_\_\_  
2. \_\_\_\_\_

Provide house number and street name or fire number and street name, city, state and zip code. **OR**  
If your rural address does not include a house number/fire number and street name, provide rural route number and box number, city, state and zip code.

**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 ▲

**5 Mail back your ballot. Allow 4-5 days for delivery to ensure your ballot is received by Election Day. Ballots received after Election Day will NOT be counted.**

**OFFICIAL ABSENTEE BALLOT APPLICATION/CERTIFICATION**

*(Official Use Only) The voter has met or is exempt from the photo ID requirement. Municipal or Deputy Clerk initial here:*

**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:** Please complete steps **1** through **6** below, in the presence of your witness.

**1** Place your voted ballot inside the envelope and seal it. Do not use tape or glue.

**2** Complete the section below if not already completed by the clerk. Provide your VOTING address.

Date of Election (month, day, year) County

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

Voter's Name (Last, First, Middle) including suffix (Please print legibly)

Street Address—Provide house number and street name or fire number and street name.

City WI Zip Code

Official use only: Ward # District (if applicable) Voted in clerk's office

**3** Sign and date this section.

**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 10 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.) Today's Date

**4** Have your witness sign and write their address below.

**CERTIFICATION OF WITNESS (signature and address of witness are 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.

▲ Signature of ONE adult U.S. citizen witness▲

▲ Address of witness ▲

Provide house number and street name or fire number and street name, city, state and zip code. OR If your rural address does not include a house number/fire number and street name, provide rural route number and box number, city state and zip code.

**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 ▲

**5** Enclose a copy of acceptable photo ID, or complete this section

**CERTIFICATION OF CARE FACILITY AUTHORIZED REPRESENTATIVE**

I certify I am an authorized representative of the facility listed. I further certify that this facility is registered or certified as required by law, that the above voter is a resident, and I verify that the name and address of the voter described above are correct.

▲ Name of Facility▲ Signature of Authorized Representative ▲  
(Certification of Witness section must also be completed.)

(Official use only) MUNICIPAL CLERK MARKS THIS SECTION IF REQUIRED

Attention Election Inspectors! If box is checked, one of the following is required:  
✓ A copy of photo ID must be enclosed in this envelope OR  
✓ The Certification of Care Facility Authorized Representative section of this envelope must be completed (as well as the Certification of Witness Section).

\*If neither is included, this ballot must be rejected.

**6** Mail back your ballot. Allow 4-5 days for delivery to ensure your ballot is received by Election Day. Ballots received after Election Day will NOT be counted.

The EL-122 Special Absentee Certificate includes an extra section (Section 5). Section 5 is used only in two uncommon situations:

Number 1

- An absentee voter resides in an SVD-eligible facility that is NOT served by SVDs.
- Voter applies for an absentee ballot, but not as an indefinitely-confined voter.
- Voter does not have acceptable photo ID on file with the clerk and does not include ID with the request.
- Because the voter resides in a facility that is SVD-eligible, the clerk sends the ballot to the voter with instructions to enclose a copy of acceptable ID with the ballot, or have the "Certification of Care Facility Authorized Representative" section completed.

Number 2

- An absentee voter resides in a care facility served by SVDs.
- Voter has applied for an absentee ballot, but not as an indefinitely-confined voter.
- The SVDs have made two visits to the facility, but have not made contact with the voter.
- Voter does not have acceptable photo ID on file with the clerk.
- The clerk mails the ballot to voter with instructions to enclose a copy of acceptable ID with the ballot, or have the "Certification of Care Facility Authorized Representative" section completed.

Clerk checks the box in the shaded area of Section 5.

Clerk does not initial that "The voter has met or is exempt from the photo ID requirement."

Printing a supply of the **EL-122 Special** is not necessary. If one of the situations listed above is encountered, this form can be printed from the WEC website, trimmed to fit and affixed to an EL-122 Standard envelope with glue or tape.

# WISCONSIN ELECTIONS COMMISSION

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## MEMORANDUM

**DATE:** October 18, 2016

**TO:** Wisconsin Municipal Clerks and the Milwaukee City Elections Commission  
Wisconsin County Clerks and the Milwaukee County Elections Commission

**FROM:** Michael Haas, Interim Elections Administrator  
Diane Lowe, Lead Elections Specialist

**SUBJECT:** **AMENDED:** Missing or Insufficient Witness Address on Absentee Certificate Envelopes

**PLEASE NOTE: The previous guidance on this topic, which was issued on October 4, 2016, has been modified by the WEC and is replaced with the guidance below.**

One of the components of 2015 Wisconsin Act 261 is the requirement for an absentee ballot witness to provide their address when signing the absentee certificate envelope.

**SECTION 78. 6.87 (6d)** of the statutes is created to read:

**6.87 (6d)** If a certificate is missing the address of a witness, the ballot may not be counted.

In implementing this requirement, the first question that comes to mind is “What constitutes an address?” The Wisconsin Elections Commission (WEC) has set a policy that a complete address contains a *street number, street name and name of municipality*. But in many cases, at least one component of the address could be missing; usually the municipality.

The purpose of this memorandum is to offer guidance to assist you in addressing this issue. The WEC has determined that clerks **must** take corrective actions in an attempt to remedy a witness address error. If clerks are reasonably able to discern any missing information from outside sources, clerks are not required to contact the voter before making that correction directly to the absentee certificate envelope.

Clerks may contact voters and notify them of the address omission and the effect if the deficiency is not remedied but contacting the voter is only required if clerks cannot remedy the address insufficiency from extrinsic sources. When contacting a voter, you should advise that their ballot will not be counted with an incomplete address so that they can take action and also prevent a similar issue in the future. Clerks shall offer suggestions for correcting the certificate envelope to ensure the voter’s absentee ballot will not be rejected.

Clerks shall assist in rehabilitating an absentee certificate that does not contain the street number and street name (or P.O. Box) and the municipality of the witness address. If a clerk adds information to an absentee certificate, either based on contact with the voter or based on other sources, clerks shall indicate such assistance was provided by initialing next to the information that was added on the absentee certificate. The Commission recognized the concern some clerks have expressed about altering information on the certificate envelope, especially in the case of a recount. On balance, in order to promote uniformity in the treatment of absentee ballots statewide, the Commission determined that clerks must attempt to obtain any information that is missing from the witness address and document any addition by including their initials.

In short, the Commission's guidance is that municipal clerks shall do all that they can reasonably do to obtain any missing part of the witness address. Those steps may include one or more of the following options:

1. The clerk is able to reasonably discern the missing address or address component by information appearing on the envelope or from some other source, such as:
  - The voter has provided his or her complete address and the clerk has personal knowledge that the witness resides at the same address as the voter.
  - The clerk has personal knowledge of the witness and knows his/or her address.
  - The voter's complete address appears on the address label, and the witness indicates the same street address as the voter.
  - The clerk is able to utilize lists or databases at his or her disposal to determine the witness's address.
2. The voter or witness may wish to appear in person to add the missing information, or provide the address information by phone, fax, email or mail. The voter may provide the address separately as an alternative to returning the certificate envelope and having the voter mail it back again as outlined below.
3. The voter may request that the clerk return the certificate envelope so the voter can personally add the witness address.
  - Be sure to include a self-addressed stamped envelope in which the voter may return the certificate envelope containing the ballot. The post office does not approve of placing another stamp over a cancelled stamp. Contact your postmaster or a Mail Piece Design Analyst before attempting to re-stamp or re-meter the certificate envelope. Also, note that the U.S. Postal Service is advising that voters mail absentee ballots at least one week before Election Day to accommodate new delivery standards. We suggest advising the voter of the importance of timely mailing if the voter wishes to have the certificate envelope mailed back to them.
4. The voter may wish to spoil the original ballot and vote a new one.

If the request to spoil the ballot is within the proper time frame, the clerk mails a second ballot and new certificate envelope to the voter. (See procedure for *Spoiling and Replacement Ballots*, beginning on page 109 of Election Administration Manual.)

I hope this guidance is helpful as you continue to issue and receive absentee ballots. Thank you for your efforts to assist voters in completing the absentee certificate sufficiently so their votes may be counted.

If you have questions, please contact the Elections Help Desk at 608-261-2028 or [elections@wi.gov](mailto:elections@wi.gov).

## Absentee Voters at the Polling Place

