

Quick Guide to Election Day Registrations

Review this before working at the voter registration table.

Updated 2/2024

1. Verify ward.

- ✓ Use your ward-specific street directory to check that the voter lives in your ward.

2. Discuss proof of address options with the voter.

3. Provide voter with instructions.

- ✓ Ask voter to complete the * sections of the form.
- ✓ If voter has a current and valid Wisconsin driver license, they must provide that number. If they don't have that number on hand, they may look it up online. Use the QR code to the right.
- ✓ If voter has a license from another state, we don't want that number. They should list the last four digits of their Social Security number.



4. Check form for completeness.

- ✓ Use your transparency tool to make sure the form is complete.
* Items frequently missed: eligibility (section 1) and date of birth (section 3).

5. Discreetly check voter name against ineligible list.

- ✓ If on ineligible list, contact Chief Inspector to initiate voter challenge procedure.

6. Check proof of address.

- ✓ If voter shows you a document for which an abbreviation is not listed, it is not acceptable. Per state law, we may only accept:
 - A** – Affidavit on letterhead from agency providing services to the homeless
 - B** – Bank or credit union statement
 - C** – Care facility contract or intake document
 - G** – Government document or government check (including UW, public schools)
 - H** – Certified housing list from UW-Madison or Edgewood College (student on the housing list shows you their student ID)
 - P** – Paycheck or paycheck direct deposit statement
 - R** – Residential lease, effective on Election Day
 - S** – Student ID with a college fee statement issued within last 9 months
 - T** – Real estate tax bill or receipt for this year or the previous year
 - U** – Utility bill issued within the past 90 days
 - W** – Wisconsin driver license or Wisconsin ID card (unexpired)

7. Compare name and address on proof of address to the registration form.

- ✓ If voter has changed their name, the name change goes into effect for voting once they have updated their ID. A voter registering a name change still needs to complete the entire form.
- ✓ According to the state, hyphenated names conform with their components. For example, a voter registering with the last name Witzel-Behl may use proof of address (and ID) with a last name of Witzel or a last name of Behl.

8. Document proof of address.

- ✓ Write the appropriate abbreviation for **what** voter used as proof of address (A, B, C, G, H, P, R, S, T, U, or W).
- ✓ Document **who** issued the document used as proof of address. This would be an agency or business (e.g., UW Credit Union, MG&E, WI DOT, or UW- Madison). It could be the name of the landlord.
- ✓ If the proof of address has an account number, write down the last **4 or 2** digits. If the account number is at least 7 digits long, write down the last 4 digits. If the account number is 6 or fewer digits long, write down the last 2 digits.

9. Sign the form.

- ✓ Sign your name in the Official Signature box (lower right corner of form).
- ✓ Write the ward number (lower left corner of form).

10. Direct voter to the next official.

Second Election Official

A. Second official verification – either at poll book table or ballot table

- ✓ Use your transparency tool to check that the form is complete. This makes sure that the voter will appear on the next poll book.
- ✓ Sign 2nd Official Signature on form (below 1st Official Signature, bottom right)

B. New registration poll list

- ✓ Print voter's name and address on the new registration poll list.

C. Check voter ID.

- ✓ Check the voter's ID. If the voter does not have an acceptable form of ID, they will be a provisional voter.

D. Assign voter slip number.

- ✓ Write voter slip number on the registration form (above official signature).
- ✓ Write voter slip number on the new registration poll list.
- ✓ Hand voter slip to the voter. Direct them to the ballot table.

E. Paperclip registration form behind the new registration poll list.