


Quick Guide to Provisional Ballots


Review this before working at the provisional ballot station.

Updated 2/2024


1. **Assign a provisional voter number.** The first provisional of the day is PV #1. The second is PV #2. And so on.
2. Write the **provisional voter number** on the small, blue provisional ballot envelope.

PROVISIONAL BALLOT CERTIFICATION Ballot under Section 6.97, Wis. Stats.		
<i>Voter: Complete the information below and sign the certification in the presence of a witness who must also sign.</i>		<i>Official Use Only:</i>
Date of Election (month, day, year)	County: DANE	PV # 1
Municipality (check type and list name) Town <input type="checkbox"/> Village <input type="checkbox"/> City <input checked="" type="checkbox"/> of MADISON	Ward #	
Name (Last, First, Middle) including suffix		
Street Address – include street number or fire number and name of street, or rural route and box number		
		Voter must supply the following information to the municipal clerk no later than 4:00 p.m. on the Friday following the election in order for this ballot to be counted:


3. On the envelope, mark the **provisional reason**. There are only two reasons a voter is provisional. 1) They didn't have acceptable ID. 2) They have a Wisconsin driver license but didn't put that number on their registration form.

PROVISIONAL BALLOT CERTIFICATION Ballot under Section 6.97, Wis. Stats.		
<i>Voter: Complete the information below and sign the certification in the presence of a witness who must also sign.</i>		<i>Official Use Only:</i>
Date of Election (month, day, year)	County: DANE	PV #
Municipality (check type and list name) Town <input type="checkbox"/> Village <input type="checkbox"/> City <input checked="" type="checkbox"/> of MADISON	Ward #	
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		Voter must supply the following information to the municipal clerk no later than 4:00 p.m. on the Friday following the election in order for this ballot to be counted:
Date of Birth (month/day/year)	Are you a citizen of the United States? Yes <input type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/> WI Driver License number
		<input checked="" type="checkbox"/> Proof of Residence
		<input type="checkbox"/> Photo I.D.


4. Write **election date** on envelope.

PROVISIONAL BALLOT CERTIFICATION Ballot under Section 6.97, Wis. Stats.		
<i>Voter: Complete the information below and sign the certification in the presence of a witness who must also sign.</i>		<i>Official Use Only:</i>
Date of Election (month, day, year) 2/20/2024	County: DANE	PV #
Municipality (check type and list name) Town <input type="checkbox"/> Village <input type="checkbox"/> City <input checked="" type="checkbox"/> of MADISON	Ward #	
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		Voter must supply the following information to the municipal clerk no later than 4:00 p.m. on the Friday following the election in order for this ballot to be counted:
		<input type="checkbox"/> WI Driver License number
		<input checked="" type="checkbox"/> Proof of Residence
		<input type="checkbox"/> Photo I.D.

5. Ask voter to write their **name and address** on the envelope.

PROVISIONAL BALLOT CERTIFICATION Ballot under Section 6.97, Wis. Stats.		
<i>Voter: Complete the information below and sign the certification in the presence of a witness who must also sign.</i>		<i>Official Use Only:</i>
Date of Election (month, day, year)	County: DANE	PV #
Municipality (check type and list name) Town <input type="checkbox"/> Village <input type="checkbox"/> City <input checked="" type="checkbox"/> of MADISON	Ward #	
Name (Last, First, Middle) including suffix Fannie Lou Hamer		
Street Address – include street number or fire number and name of street, or rural route and box number 301 Registration Lane		
City, State, Zip Madison, WI 53703		Voter must supply the following information to the municipal clerk no later than 4:00 p.m. on the Friday following the election in order for this ballot to be counted:
		<input type="checkbox"/> WI Driver License number
		<input checked="" type="checkbox"/> Proof of Residence
		<input type="checkbox"/> Photo I.D.

6. Ask voter to write **date of birth** and answer the **citizenship question**.

PROVISIONAL BALLOT CERTIFICATION Ballot under Section 6.97, Wis. Stats.		
<i>Voter: Complete the information below and sign the certification in the presence of a witness who must also sign.</i>		<i>Official Use Only:</i>
Date of Election (month, day, year)	County: DANE	PV # Voter must supply the following information to the municipal clerk no later than 4:00 p.m. on the Friday following the election in order for this ballot to be counted: <input type="checkbox"/> WI Driver License number <input checked="" type="checkbox"/> Proof of Residence <input type="checkbox"/> Photo I.D.
Municipality (check type and list name) Town <input type="checkbox"/> Village <input type="checkbox"/> City <input checked="" type="checkbox"/> of MADISON	Ward #	
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		
Date of Birth (month/day/year) 1/1/1900	Are you a citizen of the United States? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	

7. List the provisional on the lilac **Provisional Ballot Reporting Form** found in your blue accordion folder.

- ✓ Write the name and address of the voter.
- ✓ Write the provisional voter number.
- ✓ Note whether this is a pre-registered voter or an Election Day registration.
- ✓ Note the reason this ballot is provisional.
- ✓ Fill out the voter's contact information.

8. Stamp “Section 6.97” on the back of the ballot.

Write **PV number** on the back of the ballot.

This is not a secret ballot.

PV# 1
Section 6.97

9. **Issue ballot** to the voter. Tell voter to mark the ballot in the nearest voting booth. Afterwards, they need to seal it in the blue envelope, and then return to the provisional table.

10. **Tell voter to sign and date** envelope after they have sealed the ballot inside.

CERTIFICATION OF VOTER			
I certify, subject to the penalties of §.12.13(3)(g), Wis. Stats., that I am a qualified elector of the ward and municipality in the county of the state of Wisconsin indicated above. I am eligible to vote in this ward at the election today. I understand that if I fail to submit the required information listed above to my municipal clerk no later than 4:00 p.m. on the Friday following the election, my ballot may not be counted.			
<u>Fannie Low Hamer</u>	<u>8/14/18</u>	<u>E. Official</u>	<u>8/14/18</u>
Signature of Voter	Date	Signature of Election Inspector	Date
GAB-123 Rev 2011-12 Government Accountability Board, P.O. Box 7984, Madison, WI 53707-7984 608-261-2028 web: gab.wi.gov mail: gab@wi.gov			

11. **Sign and date envelope** as the election inspector.

12. Give the voter two items to take home: **1) blue handout** and **2) IDPP handout**. Tell them that they can go to the nearest Madison Public Library for free help sending their ID to the Clerk's Office. There is no need to drive downtown. Also tell them that the Dane County Voter ID Coalition can help them get an ID, if needed. Their helpline is (608) 285-2141.

13. Put the provisional ballot envelope in the large blue Wisconsin Inspectors' Certificate of Provisional Ballots envelope.