Quick Guide to Provisional Ballots

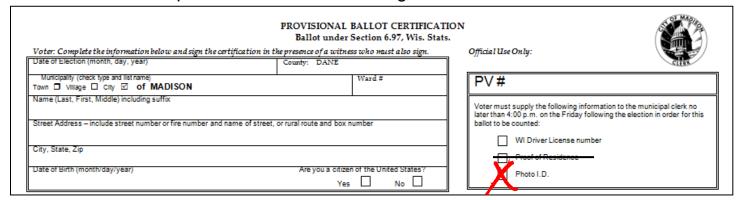
Review this before working at the provisional ballot station.

Updated 2/2024

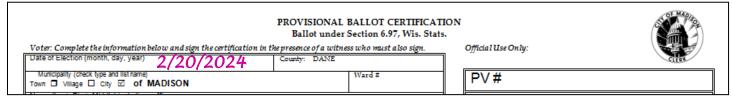
- Assign a provisional voter number. The first provisional of the day is PV #1. The second is PV #2. And so on.
- 2. Write the provisional voter number on the small, blue provisional ballot envelope.

PROVISIONAL BALLOT CERTIFICATION Ballot under Section 6.97, Wis. Stats.				ı	
	Voter: Complete the information below and sign the certification in the presence of a will Date of Election (month, day, year) County: DANE	tification in the presence of a witness who must also sign. County: DANE		Official Use Only:	CIRC
	Municipality (check type and list name) Town □ Village □ City ☑ of MADISON	Ward#		PV# 1	
	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:	

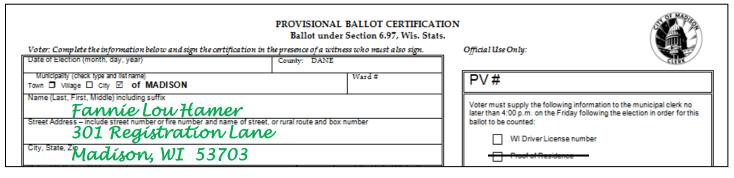
3. On the envelope, mark the **provisional reason.** There are only two reasons a voter is provisional. 1) They didn't have acceptable ID. 2) They have a Wisconsin driver license but didn't put that number on their registration form.



Write election date on envelope.



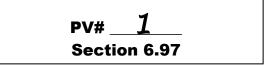
5. Ask voter to write their name and address on the envelope.



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

Voter: Complete the information below and sign the certification in Date of Election (month, day, year)	Official Use Only: 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: WI Driver License number	
Municipality (check type and list name) Town □ Village □ City ☑ of MADISON 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 No No	Photo I.D.

- 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.
- 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.



- **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.



- 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.