



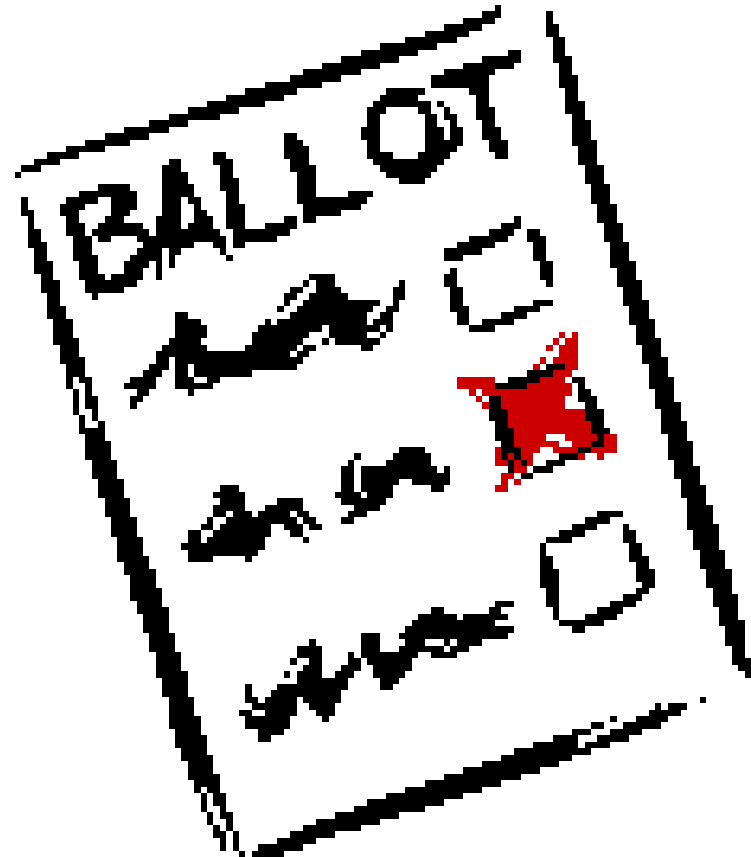
**Election Official Training  
for New Poll Workers**

# Facilitate the Right to Vote

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Keep our elections

- ✓ Fair
- ✓ Transparent
- ✓ Trusted



# Our Goal

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Our goal is that each eligible voter will be able to cast a ballot, and have that ballot counted.



# Election Day

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- ★ Polls open 7 a.m. to 8 p.m.
- ★ First Shift: 6 a.m. to 1:30 p.m.
- ★ Second Shift: 1 p.m. until tally is complete



# Task Rotation

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- ★ Chief Inspector is in charge
- ★ You will be paired with an experienced poll worker
- ★ You will rotate tasks throughout your shift



# Greeter Station

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- ★ Welcome voters
- ★ Ward map and addresses
- ★ If from another ward, guide to correct polling location



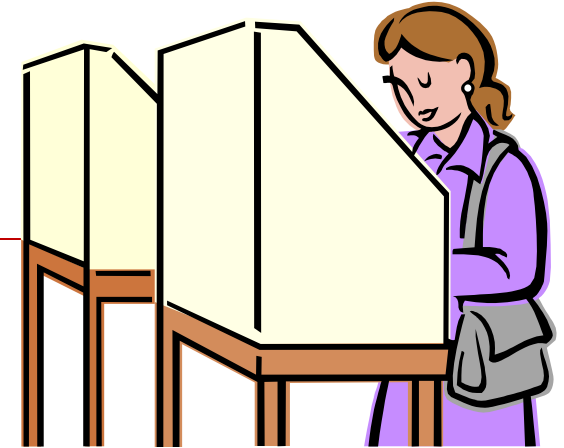
# Greeter Station

---

- ★ Are you registered to vote at your current address?
- ★ Unsure, check forward directory
- ★ Have you moved since you last voted?
- ★ Let's verify your ward



# Poll Book Station (Voter)




- ★ States name and address
- ★ Shows ID
- ★ Signs poll book
- ★ Takes voter slip

## Sample Poll List

Notes	Ward/Dist /Ballot	Voter ID & Barcode	Voter #	Name and Address	Voter Signature
-------	-------------------	--------------------	---------	------------------	-----------------

Names beginning with the letter [A]

WD1	0000123456	<u>1</u>	<b>ANTHONY, Susan B</b>
13251-001-3269			100 Voter Lane
MMSD			Madison, WI 53716



ALD:ALD16 CONG:CG02 USCH:US3269 ASSM:AS81

# Poll Book Station

- ★ Alphabetical list of registered voters in ward
- ★ Two poll books per ward
- ★ Supplemental list in back of poll book lists everyone who registered within 20 days of election

## Sample Poll List

Notes	Ward/Dist /Ballot	Voter ID & Barcode	Voter #	Name and Address	Voter Signature
-------	----------------------	-----------------------	---------	------------------	-----------------

Names beginning with the letter [A]

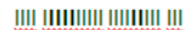
WD1

0000123456

*1*

ANTHONY, Susan B

13251-001-3269



100 Voter Lane

MMSD

Madison, WI 53716



ALD:ALD16 CONG: CG02 USCH:US3269 ASSM: AS81

# Poll Book Station

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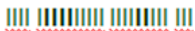
- ★ “Did you return an absentee ballot?”
- ★ If returned, may not vote at the polls
- ★ If not returned, may vote at the polls



# Poll Book Station (Seat 1)

- ★ Ask voter to state name & address
- ★ Locate voter in poll book
- ★ Provide page number to Seat 2

**Sample Poll List**

Notes	Ward/Dist /Ballot	Voter ID & Barcode	Voter #	Name and Address	Voter Signature
Names beginning with the letter [A]					
	WD1	0000123456	<u>1</u>	ANTHONY, Susan B	
	13251-001-3269			100 Voter Lane	
	MMSD			Madison, WI 53716	

ALD:ALD16 CONG: CG02 USCH:US3269 ASSM: AS81

# Poll Book Station (Seat 2)

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★ Check Voter ID

★ “I can check your ID while they find your name on the poll book.”



# Poll Book Station (Voter Slips)

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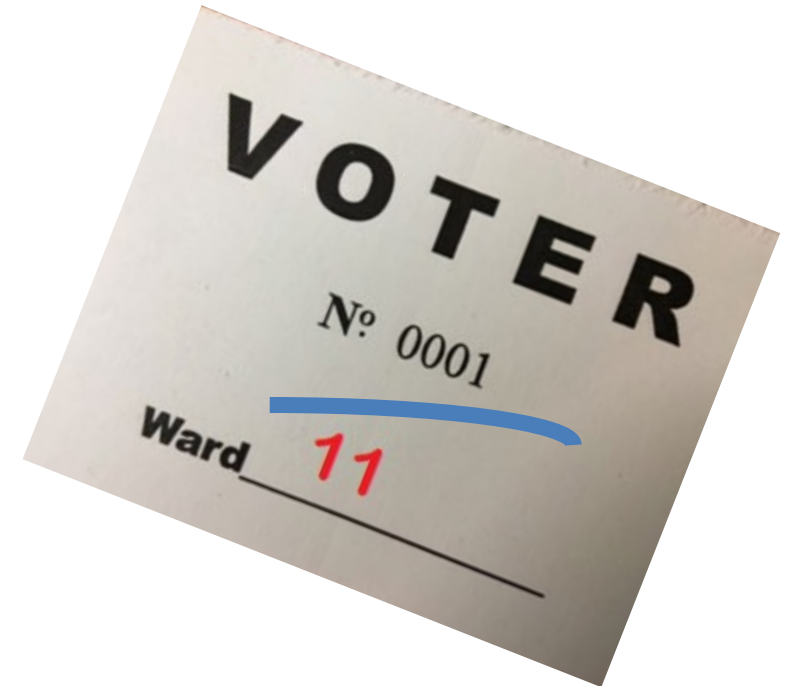
- ★ Each voter is assigned a sequential number
- ★ Write ward number in blank



# Poll Book Station (Voter Slips)

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- ★ Color coordinated with poll books, ballots
- ★ Use highlighter if ballot style highlighted on poll book (wards with multiple school districts)





# Poll Book Station (Seats 1 & 2)

- ★ Record number on poll book
- ★ Voter exchanges voter slip for ballot at next station



## Sample Poll List

Notes	Ward/Dist /Ballot	Voter ID & Barcode	Voter #	Name and Address	Voter Signature
Names beginning with the letter [A]					
	WD1	0000123456	<u>1</u>	ANTHONY, Susan B	
	13251-001-3269			100 Voter Lane	
	MMSD			Madison, WI 53716	

ALD:ALD16 CONG: CG02 USCH:US3269 ASSM: AS81

# Acceptable Voter ID


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- ★ Wisconsin driver license expiring after 11/5/2024
- ★ WI DOT-issued ID expiring after 11/5/2024
- ★ WI instruction permit
- ★ WI probationary/temporary license
- ★ WI occupational license
- ★ WI driver license/ID with no picture



# Acceptable Voter ID

- ★ Unexpired Wisconsin driver license or ID receipt (paper)
- ★ Identification card receipt issued to voters petitioning the DMV to verify their identity

 Wisconsin Department of Transportation  
www.dot.state.wi.us  
T1002 02/2009

Division of Motor Vehicles  
Qualification and Issuance Section  
P.O. Box 7095  
Madison, WI 53707-7095  
Telephone: 608-264-7049  
FAX: 608-261-8201  
Email: dm.dmv@dot.wi.gov

SEPTEMBER 16, 2011 Fee and Driving Receipt

ROGER F CUSTOMER  
4802 SHEBOYGAN AVE  
MADISON WI 53705-2927

C235-7266-9124-07



Fee Description	Fee Amount
License Reinstatement	\$ 50.00
Card Issuance Fee	\$ 10.00

Payment Date: 09-16-2011  
Payment #: 59441211259  
Fee Total: \$80.00

Product Type: Regular  
Product Nb: 90706-073-132

Physical Description  
DOB: 04-04-1969  
Sex: Male  
Height: 6'00"  
Weight: 165 lb  
Hair: BRO  
Eye: BRO  
Organ Donor: No

License Classes: D



Customer  
CUSTOMER  
ROGER F

This receipt is verification that the listed fees have been collected. Carry this receipt with you while driving until you receive your Driver License in the mail. This receipt is valid until 10-31-2011, unless otherwise cancelled, revoked, suspended or disqualified by the Wisconsin Department of Transportation. If you have not received your Driver License in 15 days, please contact DMV using the information above. Beginning June 1, 2010 no person may operate a motor vehicle in this State unless the owner or driver of the vehicle has liability insurance in effect for the vehicle being operated and carry proof of insurance whenever driving. Law Enforcement may ask for proof of insurance at any traffic stop or accident. Failure to have insurance could result in up to a \$500 fine. Failure to have proof, when requested could result in a \$10 fine. You do not need proof of insurance when registering a vehicle or obtaining a driver license, unless DMV specifically requested proof of financial responsibility (SR-22) after a revocation or suspension. Refer to Wis Stat 344.61-344.65 for full detail.



# Acceptable Voter ID

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★ U.S. Uniformed Service ID expiring after 11/5/2024



★ U.S. Air Force

★ U.S. Army

★ U.S. Marine Corps

★ U.S. Navy

★ National Oceanic & Atmospheric Administration (NOAA)

★ U.S. Public Health Services

★ U.S. Coast Guard

★ Spouses or dependents of service members

# Additional Military ID Examples



**Reserve**



**Retired**



**Reserve  
Retired**



**Dependents**



**Guard &  
Reserve  
Dependents**



**Medal of  
Honor  
Recipients**



**Dept. of  
Defense  
Civilian  
Retiree**

# Acceptable Voter ID

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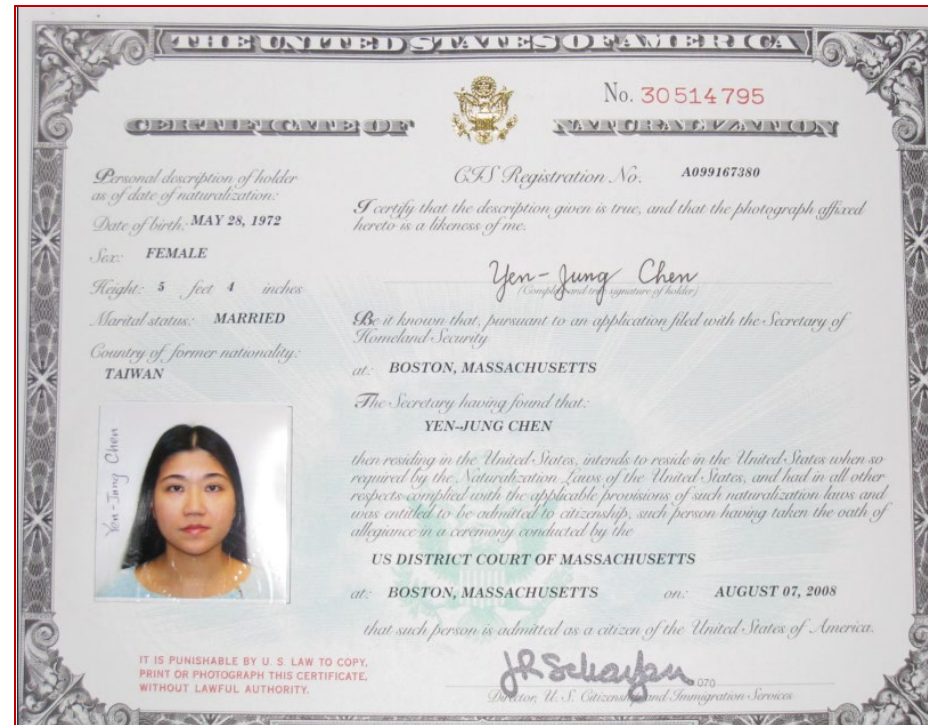
★ Veterans Affairs ID

★ Both unexpired and non-expiring IDs



# Acceptable Voter ID

- ★ Certificate of Naturalization issued within last 2 years



# Acceptable Voter ID

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- ★ Tribal ID, regardless of expiration
- ★ Any federally recognized Tribe



# Acceptable Voter ID

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- ★ ID issued by an accredited Wisconsin university or college
  - ★ Student name
  - ★ Student signature
  - ★ Date card was issued
  - ★ Expires within 2 years of issuance



# Acceptable College Student Voter ID

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- ★ UW Voter Identification Card is valid
- ★ Edgewood Student ID is valid
- ★ Madison College One Card may be valid
- ★ UW faculty ID is not valid
- ★ UW WisCard is not valid
- ★ High school ID cards are not valid



# Expired College Voter ID

---

- ★ If ID is expired, student needs to show a separate document (paper or electronic) proving current enrollment
- ★ If ID is not expired, no proof of enrollment is necessary



# Proof of Current Enrollment

- ★ Only if college ID is expired
  - ★ Tuition fee receipt
  - ★ Enrollment verification form
  - ★ Class schedule
  - ★ Housing contract
  - ★ Current, signed ASM bus pass

UW-MADISON  
Annie's Student Center

**Academics**

[Class Search / Wish List](#)  
[Course Enrollment](#)  
[My Academic](#)  
[Grades](#)

other academic... ▾

Summary Grid: Fall 2008-2009		
Class	Session	Title
CHEM 104	Regular	General Chemistry
ENGLISH 327	Regular	ESL: Prof&Acad Writing Skills
SPANISH 414	Regular	Poesie lirica 'popular' romanc

[my class schedule/grid](#)  
[enrollment wish list](#)

**Finances**

**My Account**  
[Tuition Account Summary/Make a Payment](#)  
[First/Second Billing Addresses](#)

**Financial Aid**  
[View Financial Aid](#)  
[Accept/Decline Awards](#)

other financial... ▾

**Personal Information**

[Personal Information](#)  
[Residence for Tuition](#)  
[Privacy](#)  
[Leadership Record](#)

other personal... ▾

**Contact Information**

<b>Mailing Address</b> 750 University Ave Madison, WI 53706 Dane	<b>Home Address</b> 1234 Hometown Street Madison, WI 53706 Dane
<b>Cell Phone - View All</b> 608/555-4321	<b>Campus Email - View All</b> test@wisc.edu

**SEARCH FOR CLASSES**

**Holds**  
Advisor Hold on Enrollment  
[details](#)

**Enrollment Dates**

Term	Enroll Date	Enroll Time
Summer 2008	05/20/2008	7:00AM
Fall 2008-2009	08/04/2008	8:45PM

**Advisor**  
**Program Advisor**  
Andrew Advisor  
[details](#)

**Contact Us**  
[Registrar's Office](#)  
[Student Financial Aid](#)  
[Bursar's Office](#)

**Resources**  
[Student Life](#)  
[Parent Program](#)  
[International Student Services](#)

**More Resources**  
[Academic Calendar](#)  
[Privacy](#)  
[Computing & Help Desk](#)

# Checking Voter ID

- ✓ Acceptable type of ID
- ✓ Acceptable expiration date
- ✓ Name reasonably conforms to poll book
  - ✓ Bob conforms to Robert
  - ✓ Sue conforms to Susan
  - ✓ Bucky conforms to Buckingham
  - ✓ Smith-Jones conforms to Smith or Jones



# Checking Voter ID

---

- ✓ Reasonably resembles voter
  - ✓ Remember, photo may be 10 years old
  - ✓ Not appropriate to make comments about voter's photo



# Checking Voter ID

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- ★ Address on ID is not relevant and is not compared to the poll book
- ★ Voter states current address



# Not Accepted as Voter ID

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- ★ Driver license/ID from another state
- ★ Transportation Worker Identification Card (TWIC)
- ★ Airline/airport issued ID
- ★ Employment ID card

# Ballot Station

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- ★ Ward number
- ★ 2 Election Officials initial
- ★ Do not point to any candidate or party on ballot

Official Primary Ballot  
Partisan Office  
August 14, 2018  
for

*Ward 1*

\_\_\_\_\_  
Municipality and ward number(s)

Ballot Issued by

*mrk*

\_\_\_\_\_  
*plm*

\_\_\_\_\_  
Initials of election inspectors

Absentee ballot issued by

\_\_\_\_\_  
Initials of municipal clerk or deputy clerk

\_\_\_\_\_  
(If issued by SVDs, both SVDs must initial.)

Certification of Voter  
Assistance

I certify that I marked or read  
aloud this ballot at the request  
and direction of a voter who is  
authorized under Wis. Stat. §6.82  
to receive assistance.

\_\_\_\_\_  
Signature of assistor

# Ballot Station- Tabulator Returns Ballot

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- ★ Message on screen
- ★ Voter removes ballot
- ★ Discreetly offer replacement ballot
- ★ Do not touch or look at ballot unless requested by voter



# Replacement Ballots

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- ★ Up to 3 tries
- ★ Discarded ballot envelope
- ★ Do not issue a new voter number
- ★ Record 2<sup>nd</sup> ballot (and 3<sup>rd</sup> ballot) on poll book

# Election Day Voter Registration

Wisconsin Voter Registration Application		Please complete legibly Additional instructions on reverse	Please return your completed form to your municipal clerk										
<b>Qualifications</b> please check each box if <u>YOU</u> :	1	<input type="checkbox"/> Are a citizen of the United States* <input type="checkbox"/> Have resided at the address provided below for at least 10 consecutive days prior to the election and do not currently intend to move	<input type="checkbox"/> Will be at least 18 years old on or before Election Day* <input type="checkbox"/> Are not currently serving a sentence including incarceration, parole, probation, or extended supervision for a felony conviction										
<b>Your Name</b>	2	Last _____ First _____ Middle _____	Suffix (Jr., II, etc.) _____										
<b>About You</b> phone number and email are optional	3	Date of Birth (MM/DD/YYYY) _____ / /	Phone Number ( ) _____ Email Address _____										
<b>The Address Where You Live</b> your residential voting address, which cannot be a P.O. Box  If you do not have a street address, please use the map on the back of this form.	4	Street Address _____ Apt./Room # _____ City/Town/Village of _____ WI Zip _____ Mailing Municipality (if different) _____ Are you military or permanent overseas voter? <input type="checkbox"/> Military <input type="checkbox"/> Permanent Overseas											
<b>Your Mailing Address</b> if different from above	5	Street Address (or P.O. Box) _____ City/State/Country/Zip _____											
<b>Prior Registration Information</b> complete this field if you are updating your registration due to a change in name or address	6	Full Name on Previous Registration _____ Full Address on Previous Registration (if known) _____ *City: _____ *State: _____											
<b>Identification</b> (check the box that applies to you)  WI Driver License or ID number required if unexpired and valid. SSN required if DL/ID not valid or never issued	7	<input type="checkbox"/> I have an unexpired and valid WI Driver License or WI DOT issued ID. Provide number and expiration date below _____ *Expiration Date ____/____/____ <input type="checkbox"/> I do not have a valid WI Driver License or WI DOT issued ID Provide the last four digits of your Social Security Number XXX-XX-_____* <input type="checkbox"/> I have neither a valid WI Driver License/ID nor a Social Security Number (see back for more information and next steps)											
<b>Proof of Residence</b> military and permanent overseas voters are [not] required to provide proof of residence	8	<input type="checkbox"/> Voters must provide a proof of residence document when registering to vote. Please check this box to affirm that you are providing a copy of a valid form of proof of residence with this application. Examples include: a copy of a valid and unexpired Wisconsin Driver License or ID Card, a utility bill, a paycheck/pay stub, or correspondence from a unit of government (see back of application for additional information and examples)											
<b>Signature and Certification</b>	9	By signing below, I hereby certify that, to the best of my knowledge, I am a qualified elector, having resided at the above residential address for at least 10 consecutive days immediately preceding this election, that I have no present intent to move, and I have not voted in this election. I also certify that I am not otherwise disqualified from voting and that all statements on this form are true and correct. If I have provided false information, I may be subject to fine or imprisonment under State and Federal laws.  X _____ * Voter Signature Today's Date _____ *											
<b>Assistant</b> if someone assisted you by signing this form, they must complete this section	10	X _____ Assistant Signature Assistant Address _____											
<small>This Section for Official Use Only</small>													
Proof of Residence Type	WI DL	WI ID	UTIL	BANK/CC	PYCK	STUNT ID	GOV DOC	LSE	GOV ID	EMPL ID	RES CARE	TAX	HMLSS
Proof of Residence Issuing Entity	Proof of Residence #		Date Complete/POR Received		Election Day/Voter Number								
<b>What:</b>	<b>Who:</b>		4 or 2:		/ /								
WisVote ID # _____	<input type="checkbox"/> Submitted by Mail		X _____		Official's Signature								
Confidential Elector ID # _____	_____		_____		_____		X _____						
_____		_____		_____		2nd Official's Signature							

# Registration Station

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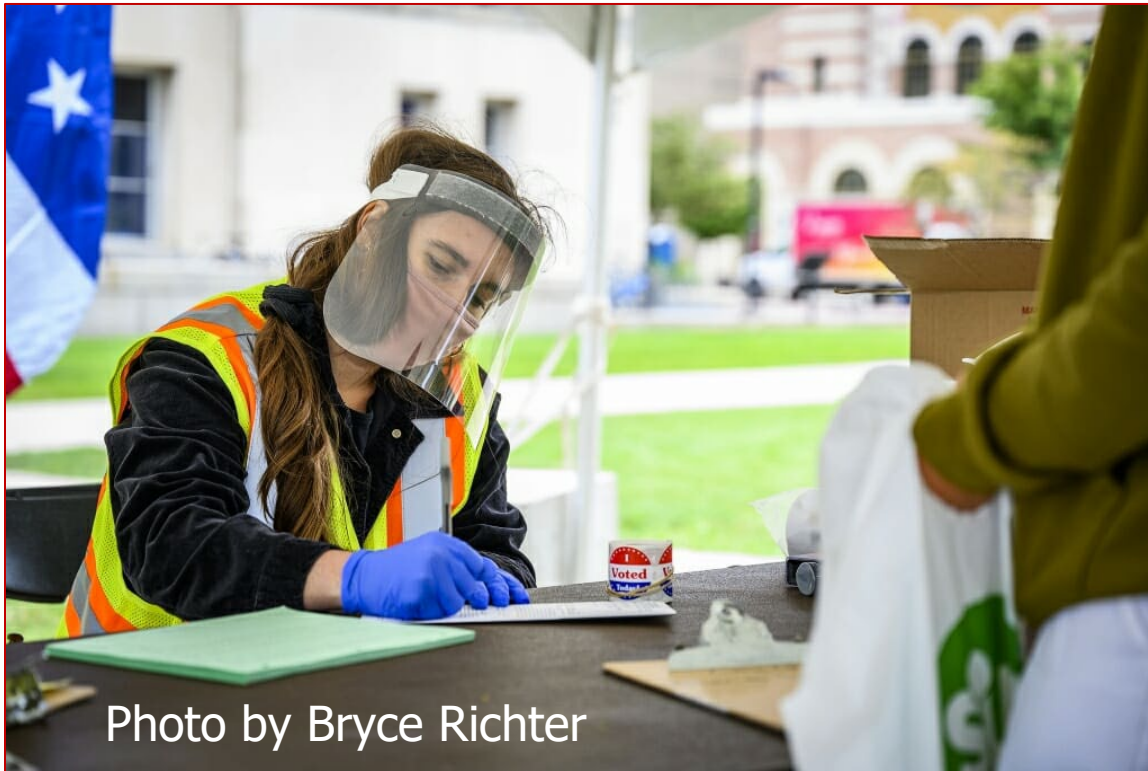


Photo by Bryce Richter

- ★ Make sure voter is at correct polling place
- ★ Check ward-specific street directory
- ★ Make sure forms are legible

# Registration Station

---

★ Voters must register if:

★ New Voter

★ Moved

★ Name Change

★ Inactive

➔ 4 years without voting

➔ Confirmation postcard undeliverable



Photo by Bryce Richter

# Wisconsin Voter Registration Application

Please complete legibly  
Additional instructions on reverse

Please return your completed form to  
your municipal clerk

## Qualifications

please check each box if  
YOU:

1

If you cannot check every box, do **NOT** complete this form

Are a citizen of the United States\*

Will be at least 18 years old on or before Election Day\*

Have resided at the address provided below for at least ~~10~~ **28** consecutive days prior to the election and do not currently intend to move \*

Are not currently serving a sentence including incarceration, parole, probation, or extended supervision for a felony conviction \*

- ★ U.S. citizen
  - ★ “permanent resident” not eligible
- ★ At least 18 years old
- ★ Resided at address for 28 days prior to election
  - ★ If not already done, change “10” to “28”
- ★ Not currently serving sentence (“off paper”)



<b>Your Name</b>	2	Last *	_____		Suffix (Jr., II, etc.) _____
		First *	_____		Middle * _____
<b>About You</b> phone number and email are optional	3	Date of Birth (MM/DD/YYYY) *	____ / ____ / ____		Phone Number (____) _____
					Email Address _____

★ Legible Name

★ Full middle name better than middle initial

★ Date of birth

★ Completed

★ Not today's date

★ Phone number and Email optional



<p><b>The Address Where You Live</b> your residential voting address, which cannot be a P.O. Box</p> <p>if you do not have a street address, please use the map on the back of this form</p>	4	<p>Street Address * _____ Apt/Room # * _____</p> <p>City/Town/Village of * _____ WI Zip * _____</p> <p>Mailing Municipality _____ (if different)</p> <p style="text-align: right;">Are you military or permanent overseas voter? <input type="checkbox"/> Military <input type="checkbox"/> Permanent Overseas</p>
<p><b>Your Mailing Address</b> if different from above</p>	5	<p>Street Address (or P.O. Box) _____</p> <p>City/State/Country/Zip _____</p>

★ Address within ward

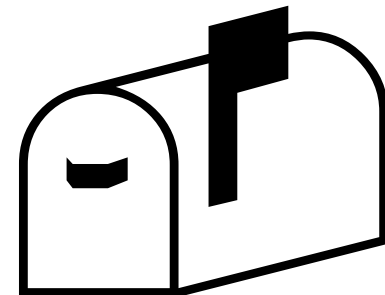
★ Check ward-specific street directory

★ City of Madison

★ Mailing Municipality is postal city/town/village

➤ e.g., Verona, Middleton, McFarland

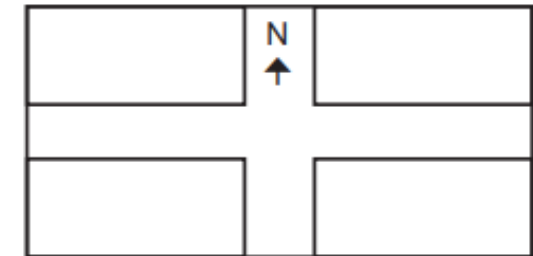
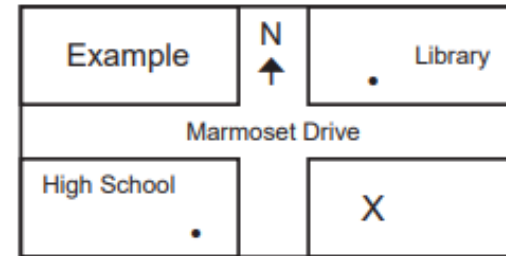
★ Mailing Address only if different



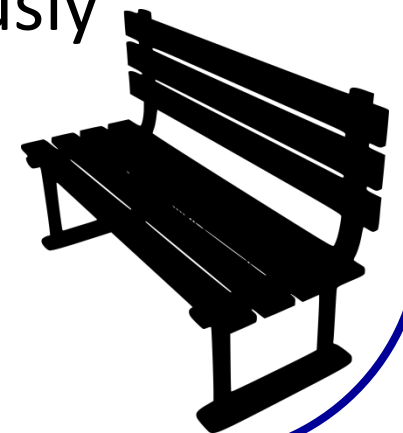
If you do not have a street number or address, please use this map to show where you live.

If you are a homeless voter and are registering to vote, please also provide a letter from an organization that provides services to the homeless that:

- Lists your name
- Describes the location designated as your residence for voting purposes



- ★ If homeless, diagram of fixed location they are designating as their residence for voting purposes
- ★ Homeless shelter, park bench, or other location where they spend time on a regular basis
- ★ May register at an address where they had previously established residence, if they intend to return
- ★ Cannot register at a Post Office Box
- ★ Found on back of form



## Prior Registration Information

complete this field if you are updating your registration due to a change in name or address

6

Full Name on Previous Registration \_\_\_\_\_

Full Address on Previous Registration (if known) \_\_\_\_\_

\*City: \_\_\_\_\_

\*State: \_\_\_\_\_

- ★ Previous name, if name change
- ★ Previous address, at least city & state



# Wisconsin Elections Commission:

---

- ★ Name change effective for voting once ID is updated
- ★ If new, hyphenated name contains previous name, names conform



## Identification

(check the box that applies to you)

WI Driver License or ID number  
required if unexpired and valid.  
SSN required if DL/ID not valid or  
never issued

7

I have an unexpired and valid WI Driver License or WI DOT issued ID. Provide number and expiration date below

\_\_\_\_\_\* Expiration Date \_\_\_\_/\_\_\_\_/\_\_\_\_

I do not have a valid WI Driver License or WI DOT issued ID

Provide the last four digits of your Social Security Number XXX-XX-\_\_\_\_\_\*

I have neither a valid WI Driver License/ID nor a Social Security Number (see back for more information and next steps)

- ★ WI driver license number required, if current & valid
- ★ Otherwise, WI ID number or last 4 digits of Social Security number
- ★ Check none of the above, if applicable



## Proof of Residence

military and permanent overseas voters are not required to provide proof of residence

8

Voters must provide a proof of residence document when registering to vote. Please check this box to affirm that you are providing a copy of a valid form of proof of residence with this application

Examples include: a copy of a valid and unexpired Wisconsin Driver License or ID Card, a utility bill, a paycheck/pay stub, or correspondence from a unit of government (see back of application for additional information and examples)

- ★ Voter checks box to acknowledge they are providing proof of address
- ★ Can be electronic
- ★ Does not need to be 28 days old

## Signature and Certification

9

By signing below, I hereby certify that, to the best of my knowledge, I am a **qualified elector**, having resided at the above residential address for at least ~~10~~<sup>28</sup> consecutive days immediately preceding this election, that I have no present intent to move, and I have not voted in this election. I also certify that I am not otherwise disqualified from voting and that all statements on this form are true and correct. If I have provided false information, I may be subject to fine or imprisonment under State and Federal laws

X \_\_\_\_\_ \*

Voter Signature

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_\*  
Today's Date

## ★ The Fine Print

★ At address at least 28 days

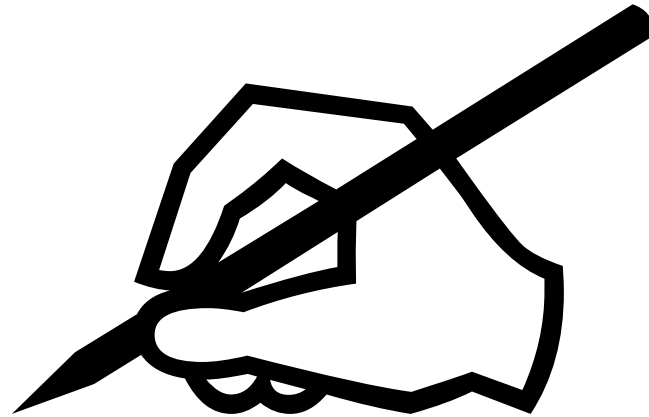
★ Qualified Elector (all boxes checked in Section 1)

★ Have not already voted in this election

## ★ Voter Signature and Date

<b>Assistant</b> if someone assisted you by signing this form, they must complete this section	10	X _____ Assistant Signature	_____ Assistant Address
---	----	--------------------------------	----------------------------

- ★ Assistant signature and address if someone other than the voter had to sign the voter's name on the form
- ★ No assistant necessary if voter can make their mark on the form



Proof of Residence Type	WI DL	WI ID	UTIL	BANK/ CC	PYCK	STDNT ID	GOV DOC	LSE	GOV ID	EMPL ID	RES CARE	TAX	HMLSS
Proof of Residence Issuing Entity				Proof of Residence #			Date Complete/POR Received			Election Day Voter Number			
What: <b>U</b>	Who: <b>MG&amp;E</b>			4 or 2: <b>3459</b>			/ /						

## Proof of Address

---

- ★ Single document showing current name at current address
- ★ May be electronic
- ★ State Statutes specify acceptable documents

# Acceptable Proof of Address

- ★ Current & valid WI driver license or ID card showing current name at current address (not expired)



# Acceptable Proof of Address

---

- ★ Utility Bill issued within last 90 days
  - ★ Water
  - ★ Gas
  - ★ Electric
  - ★ Cable
  - ★ Internet
  - ★ Mobile Phone
  - ★ Landline Phone





# Acceptable Proof of Address

---

- ★ Residential lease effective on Election Day
- ★ Care facility contract or intake document



# Acceptable Proof of Address

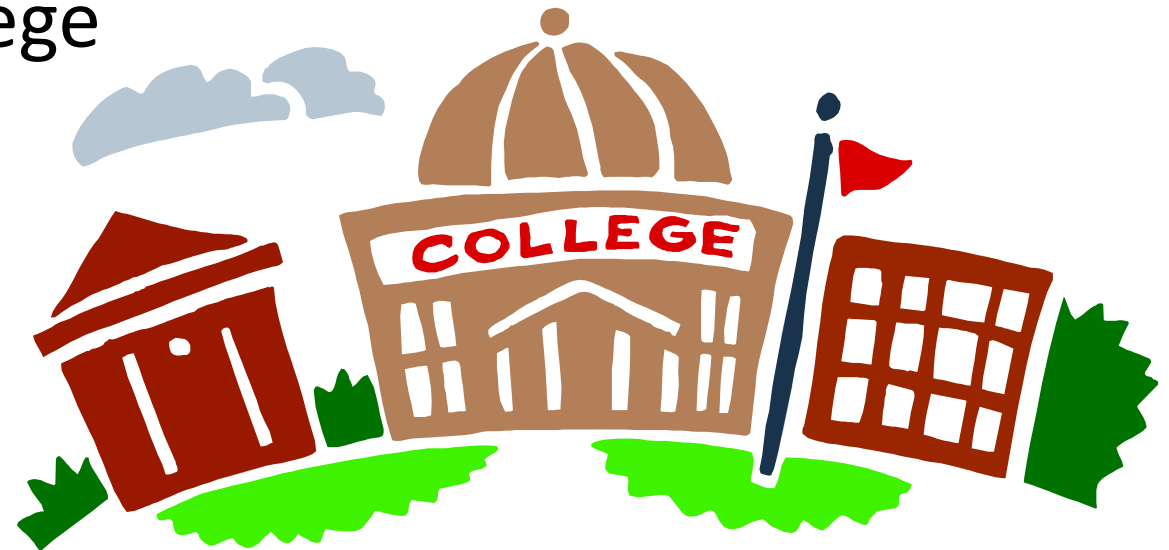
---

★ College fee statement from last 9 months, with student ID

★ Example: Edgewood College

★ Certified Housing List

★ Student shows college ID



# Acceptable Proof of Address

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★ Government issued check or document

★ Examples:

★ Fishing license

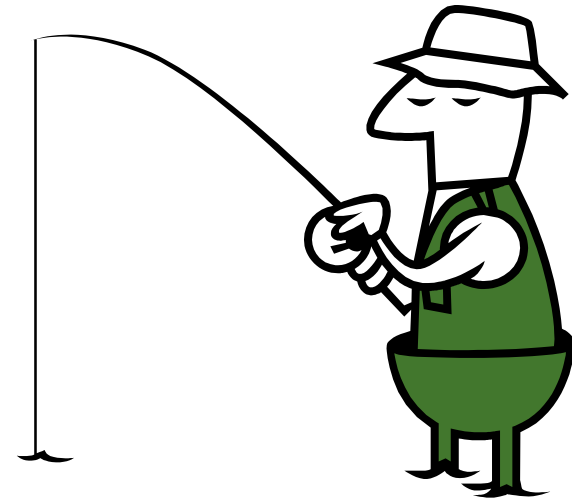
★ Hunting license

★ Concealed weapon permit

★ Court summons

★ Ticket/citation

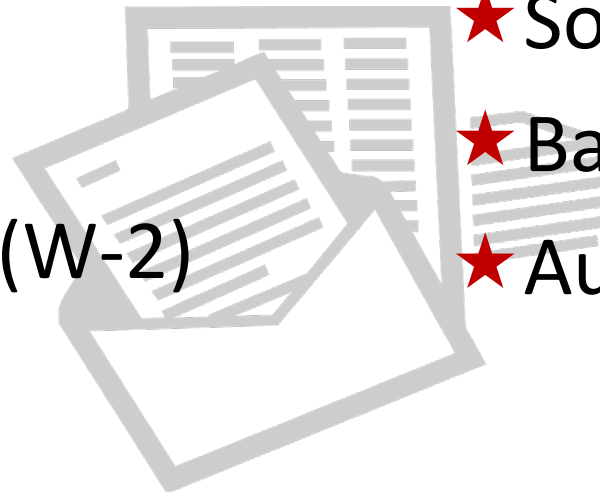
★ Bicycle license registration



# Government Document Examples

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- ★ Social Security
- ★ Social Security Disability
- ★ Food Share Wisconsin
- ★ Medicare
- ★ Medicaid
- ★ Wisconsin Works (W-2)
- ★ BadgerCare
- ★ SeniorCare
- ★ Unemployment
- ★ Solicitor permit
- ★ Bartender license
- ★ Automobile registration



# Government Document Examples

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- ★ Public high school transcript, report card, or schedule
- ★ Document from the University of Wisconsin
- ★ Document from a Wisconsin Technical College, including Madison College

# Homeless Proof of Address

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- ★ Affidavit from homeless shelter
- ★ Affidavit from a public or private social service agency providing services for the homeless
  - ★ Identifies voter
  - ★ Describes voting residence



# Not Accepted as Proof of Address

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- ★ Insurance statement
- ★ Medical bill
- ★ Business card
- ★ Magazine subscription
- ★ Expired license/ID
- ★ Out-of-state driver license
- ★ Mail addressed to voter
- ★ Post office forwarding sticker



# What

Proof of Residence Type	WI DL	WI ID	UTIL	BANK/ CC	PYCK	STDNT ID	GOV DOC	LSE	GOV ID	EMPL ID	RES CARE	TAX	HMLSS
What: <b>U</b>	Proof of Residence Issuing Entity Who: <b>MG&amp;E</b>				Proof of Residence # 4 or 2: <b>3459</b>		Date Complete/POR Received / /		Election Day Voter Number				

★ Record what proved address

**A** – Affidavit for homeless

**B** – Bank Statement

**C** – Care Facility contract/intake document

**G** – Government Check/Document

**H** – Housing list from Edgewood/UW

**P** – Paycheck

**R** – Residential Lease

**S** – Student ID with Fee Statement

**U** – Utility Bill

**W** – WI Driver License/ID

# Who

Proof of Residence Type	WI DL	WI ID	UTIL	BANK/ CC	PYCK	STDNT ID	GOV DOC	LSE	GOV ID	EMPL ID	RES CARE	TAX	HMLSS
What:	Proof of Residence Issuing Entity <b>U</b>				Who: <b>MG&amp;E</b>		Proof of Residence # 4 or 2: <b>3459</b>	Date Complete/POR Received / /		Election Day Voter Number			

- ★ Record name of agency or landlord that issued document



Proof of Residence Type	WI DL	WI ID	UTIL	BANK/ CC	PYCK	STDNT ID	GOV DOC	LSE	GOV ID	EMPL ID	RES CARE	TAX	HMLSS
What: <b>U</b>	Proof of Residence Issuing Entity				Who: <b>MG&amp;E</b>	Proof of Residence #		Date Complete/POR Received		Election Day Voter Number			
					4 or 2: <b>3459</b>			/ /					

★ Does document have an account number of 7 or more digits?

★ Record last 4 digits

**4?**

★ Does document have an account number of 6 or fewer digits?

★ Record last 2 digits


**Or 2?**

# Ineligible Voter List

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★ Discreetly check registrations against list



WisVote ID # _____					<input type="checkbox"/> Submitted by Mail					Election Day Voter Number	
Confidential Elector ID # _____										X _____ Official's Signature	
Ward		Sch. District		Alder		City Supr.		Cl. Of App.		X _____ 2nd Official's Signature	
											

FI-131 (RFV 2019-17)

- ★ Official's signature
- ★ Ward number
- ★ Send to second official @ poll book station for second signature, voter ID check, poll book signature, and voter slip number



# Processing Absentees

★ Voter signature

★ Witness signature

★ Witness printed name

★ Witness Address

**STEP 2 VOTER must complete this part**

I certify, subject to the penalties for false statements of Wis. Stat. §12.60(1)(b), that:

- I am a resident of the ward or of the aldermanic district of the municipality in the county of the state of Wisconsin indicated hereon OR I am entitled to vote in the ward or aldermanic district at the election indicated hereon
- I am not voting at any other location in this election
- 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 less than 28 days before the election
- I displayed the ballot unmarked to the witness and in the presence of no other person marked the ballot and enclosed and sealed it in this envelope in a manner that no one but myself and an assistant under s. 687 (5), if I requested assistance, could know how I voted
- I requested this ballot and this is the original or a copy of that request

X *Fannie Lou Hamer*


Voter Signature

**Certification of Assistant** (if applicable)  
I certify that the voter is unable to sign their name due to a disability and that I signed the voter's name at the direction and request of the voter

Assistant Signature

**STEP 3 WITNESS must complete this part**

I the undersigned witness, subject to the penalties for false statements of Wis. Stat. §12.60(1)(b), certify that:

  
**WITNESS REQUIRED**

- I am an adult U.S. citizen
- 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 elector to vote for or against any candidate or measure

X *Bucky Badger*

Witness Signature

*Bucky Badger*

Witness Printed Name

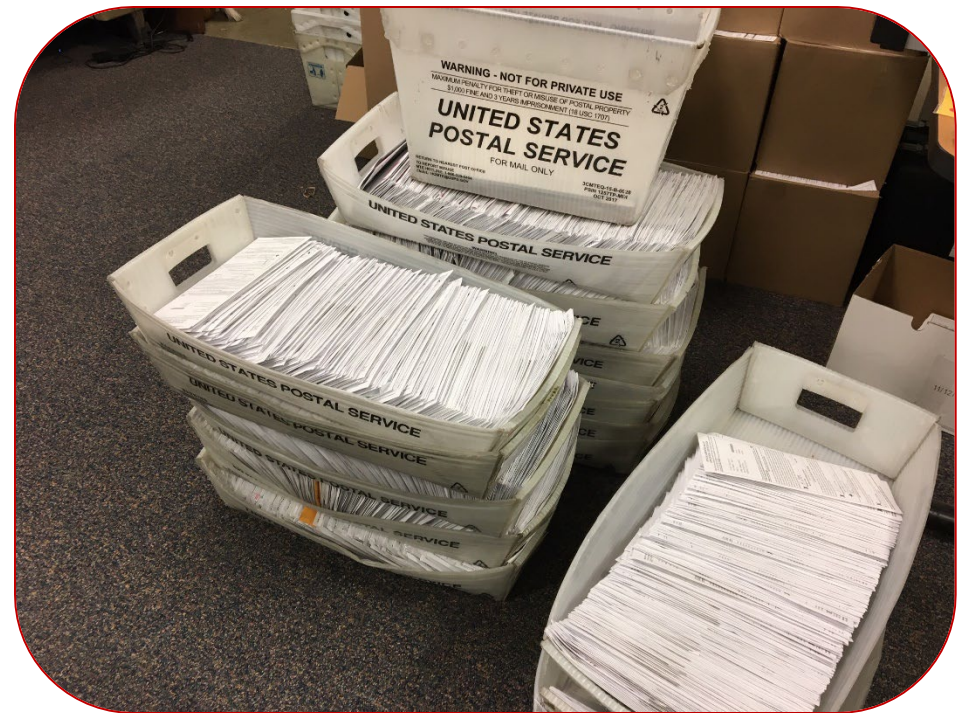
800 Langdon St, Madison

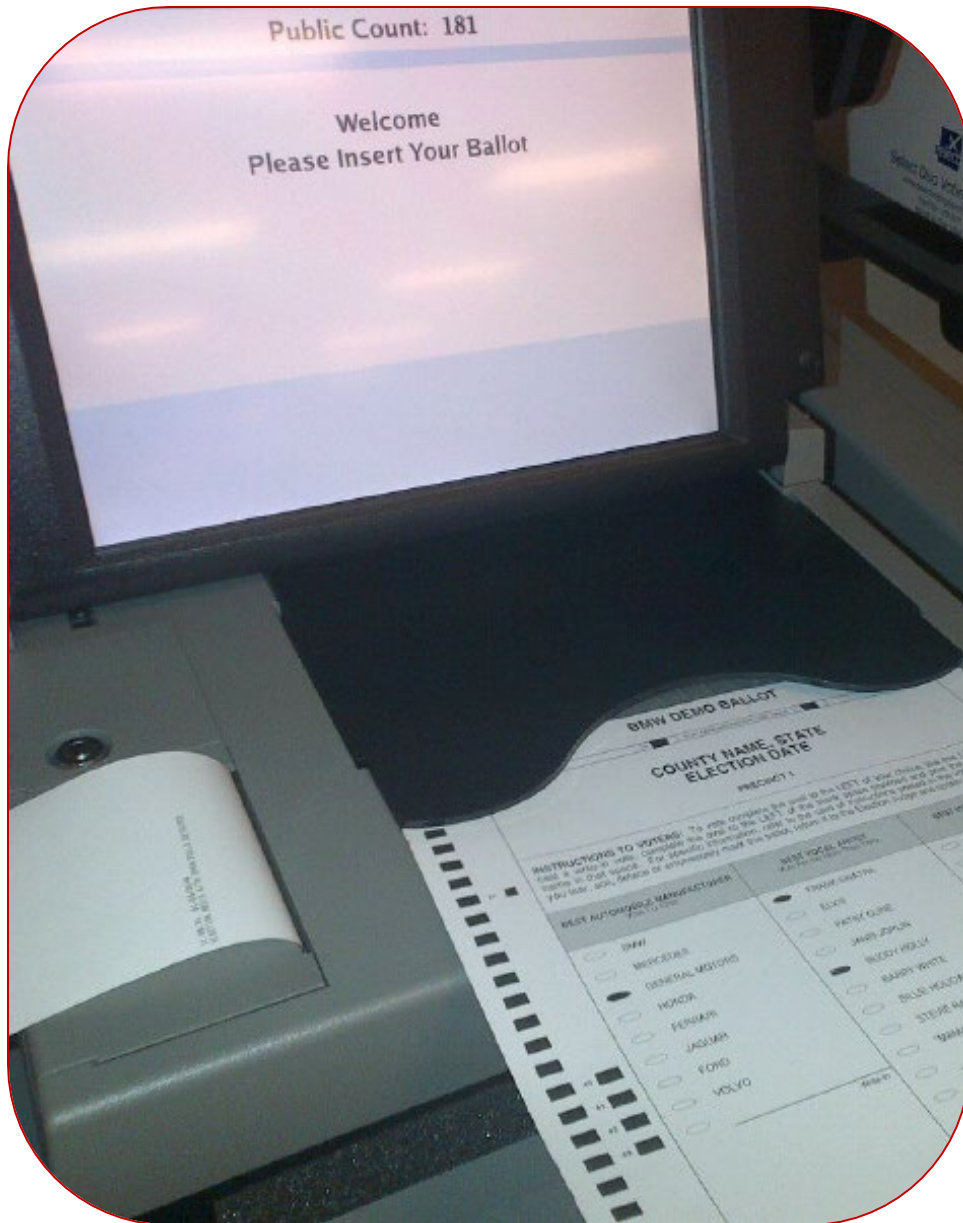
Witness Address (Number, Street Name, City)

# Processing Absentees

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- ★ Announce voter's name & address at poll book
- ★ Record voter slip number on both poll books followed by the letter "A"
- ★ Record voter slip number on envelope, followed by "A"





- ★ Protect secrecy of ballot
- ★ Flatten ballots
- ★ Do not rush through tabulator

# Curbside Voting

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\*High visibility vests required

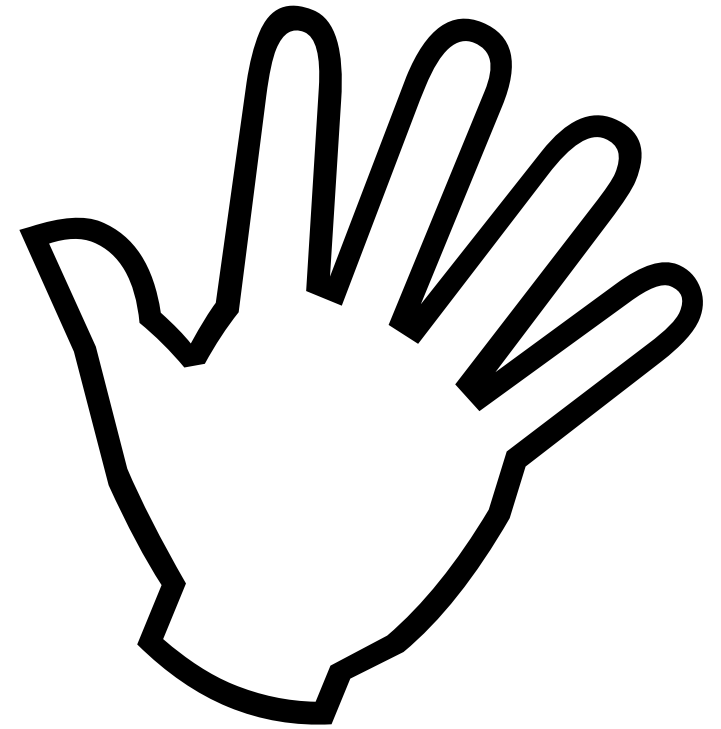


Photo: Mark Hoffmann, Milwaukee Journal

# Curbside Voting Process

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- \* Welcome voter from a distance
- \* Keep your face and head out of voter's car
- \* "Have you moved since you last voted?"
- \* Write name and address on scratch paper



# Curbside Voting

- \*Check voter's ID

- May view ID held up to car window
- Do not touch ID

- \*Ask voter if they have a ballpoint pen



# Curbside Voting

- \* Announce in polling place
- \* Check voter into poll book,  
“*curbside*” in signature box
- \* Get ballot
- \* Announce that two officials are  
taking ballot to curbside voter

**Official Ballot**  
Partisan Office and Referendum  
November 3, 2020

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Notices to voters: If you are voting on Election Day, your ballot must be initialed by two election inspectors. If you are voting absentee, your ballot must be initialed by the municipal clerk or deputy clerk. Your ballot may not be counted without initials. (See end of ballot for initials.)

General Instructions	Legislative and State	Referendum
<p>If you make a mistake on your ballot or have a question, ask a poll worker for help. (Absentee voters: contact your municipal clerk.)</p> <p>To vote for a name on the ballot, fill in the oval next to the name like this: <input type="radio"/></p> <p>To vote for a name that is not on the ballot, write the name on the line marked "write-in" and fill in the oval next to the name like this: <input type="radio"/></p>	<p>State Senator District 16 Vote for One</p> <p><input type="radio"/> Melissa Agard Sargent (Democratic)</p> <p><input type="radio"/> Scott Barker (Republican)</p> <p><input type="radio"/> write-in:</p> <p>Representative to the Assembly District 48 Vote for One</p> <p><input type="radio"/> Samba Baldeh (Democratic)</p> <p><input type="radio"/> Samuel Anderson (Republican)</p> <p><input type="radio"/> write-in:</p> <p>District Attorney Vote for One</p> <p><input type="radio"/> Ismael Ozarne (Democratic)</p> <p><input type="radio"/> write-in:</p>	<p>To vote in favor of a question, fill in the oval next to "Yes" like this: <input type="radio"/></p> <p>To vote against a question, fill in the oval next to "No" like this: <input type="radio"/></p> <p style="text-align: center;"><b>School District</b></p> <p>QUESTION NUMBER I</p> <p>Shall the Madison Metropolitan School District, Dane County, Wisconsin be authorized to exceed the revenue limit specified in Section 121.01, Wisconsin Statutes, by \$8,000,000 for the 2020-2021 school year; by an additional \$8,000,000 (for a total of \$14,000,000) for the 2021-2022 school year; by an additional \$9,000,000 (for a total of \$23,000,000) for the 2022-2023 school year; and by an additional \$10,000,000 (for a total of \$33,000,000) for the 2023-2024 school year and thereafter, for recurring purposes consisting of operational and maintenance expenses?</p> <p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p>
<p>When voting for President and Vice President, you have one of two choices:</p> <ul style="list-style-type: none"><li>• Vote for candidates on one ticket, or</li><li>• Write in names of persons on both write-in lines</li></ul> <p>A write-in vote for only a vice presidential candidate will not be counted.</p> <p>President Vote for One</p> <p><input type="radio"/> Joseph R. Biden / Kamala D. Harris (Democratic)</p> <p><input type="radio"/> Donald J. Trump / Michael R. Pence (Republican)</p> <p><input type="radio"/> Don Blankenship / William Mohr (Constitution)</p> <p><input type="radio"/> Jo Jorgensen / Jeremy Spink Cohen (Libertarian)</p> <p><input type="radio"/> Brian Carroll / Amar Patel (American Solidarity)</p> <p><input type="radio"/> write-in (President)</p> <p><input type="radio"/> write-in (Vice President)</p>	<p style="text-align: center;"><b>County</b></p> <p>County Clerk Vote for One</p> <p><input type="radio"/> Scott McDonell (Democratic)</p> <p><input type="radio"/> write-in:</p> <p>County Treasurer Vote for One</p> <p><input type="radio"/> Adam Gallagher (Democratic)</p> <p><input type="radio"/> write-in:</p> <p>Register of Deeds Vote for One</p> <p><input type="radio"/> Kristi Chlebowski (Democratic)</p> <p><input type="radio"/> write-in:</p>	<p>QUESTION NUMBER II</p> <p>Shall the Madison Metropolitan School District, Dane County, Wisconsin be authorized to issue pursuant to Chapter 57 of the Wisconsin Statutes, general obligation bonds in an amount not to exceed \$317,000,000 for the public purpose of paying the cost of a school building and facility improvement project consisting of: renovations and additions at all four high schools, including safety and security improvements, plumbing/heating and cooling, science labs and classrooms, athletic, theater, and environmental sustainability improvements; land acquisition for and construction of a new elementary school located near Remrock Road to relocate an existing elementary school; remodeling the district owned Hoyt School to relocate Capital High; and acquisition of furnishings, fixtures and equipment?</p> <p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p>
<p>Representative in Congress District 2 Vote for One</p> <p><input type="radio"/> Mark Pocan (Democratic)</p> <p><input type="radio"/> Peter Theron (Republican)</p> <p><input type="radio"/> write-in:</p>		
Continue voting at top of next column.	Continue voting at top of next column.	

# Curbside Voting Process

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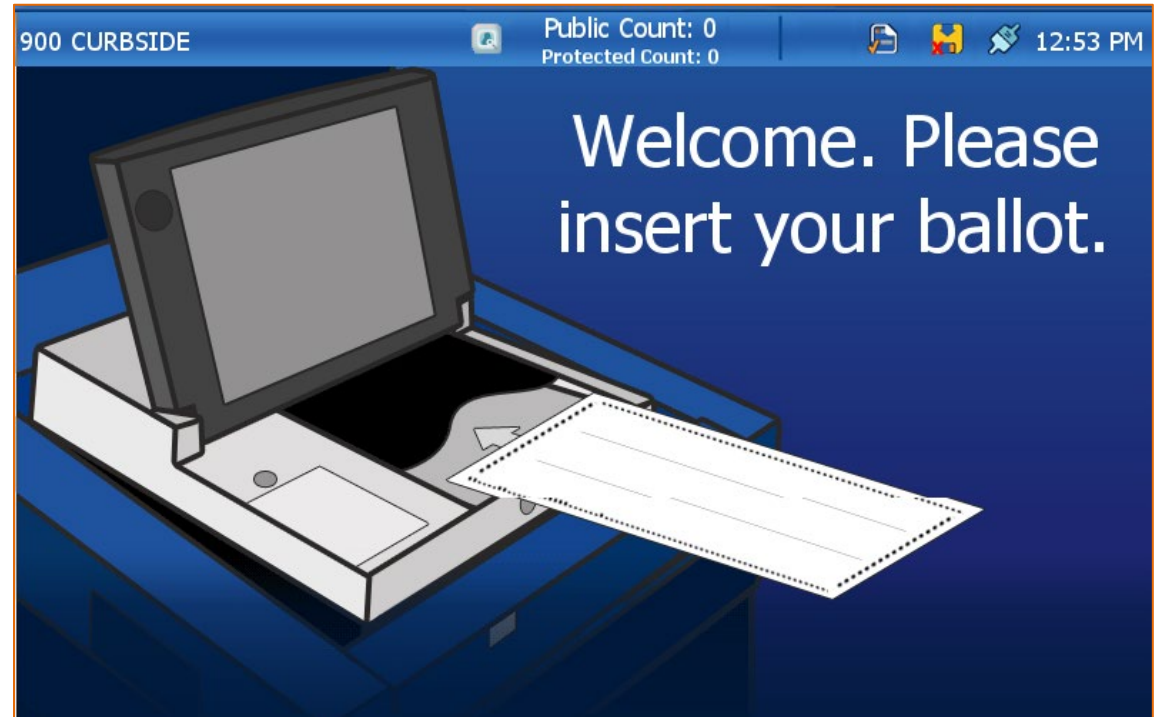
- \* Bring ballot to voter on a clipboard
- \* Instruct voter to mark ballot, fold in half on clipboard and wave at you when done
- \* Step back to give voter privacy



# Curbside Voting Process

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- \*Two officials bring ballot inside
- \*Announce you are returning with curbside ballot
- \*Feed ballot face-down into tabulator



# Closing the Polls

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- ★ All voters in line at 8 p.m. may vote
- ★ Election Official stands at end of line
- ★ Paperwork to sign after polls close



Photo by Bryce Richter

**Thank  
you!**

