## **Quick Guide to Provisional Ballots**

Review this document before working at the provisional ballot station.

Revised 10/2020

- 1. Assign the voter a provisional voter number.
- 2. Write provisional voter number on a small provisional ballot envelope.

PROVISIONAL BALLOT CERTIFICATION Ballot under Section 6.97, Wis. Stats.							
Voter: Complete the information below and sign the certification in the presence of a witness who must also sign.    Date of Election (month, day, year)   County: DANE			٦ ,	Officially	-		CHECK
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	er and name of street, or rural route and box n	umber		Voice must later than 4 ballot to be	:00 p.m. on the	owing information Friday following	to the municipal clerk no the election in order for this

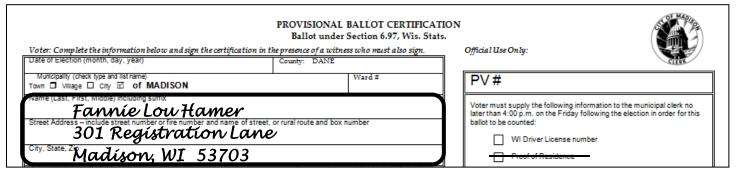
3. Indicate on provisional ballot envelope the reason this is provisional: either the voter did not have acceptable ID, or the voter needs to provide a Wisconsin driver license number for their voter registration application.

Voter: Complete the information below and sign the certification in in Date of Election (month, day, year)	PROVISIONAL BALLOT CERTIFICATIO Ballot under Section 6.97, Wis. Stats. the presence of a witness who must also sign.	ON Official Use Only:
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		Voter must supply the following information to the municipal clerk no later than 4:00 g.m. on the Friday following the election in order for this ballot to be counted:
City, State, Zip  Uate of Birth (month/day/year)	Are you a critizen of the United States?  Yes No	Proof of Residence  Photo I.D.

4. Write election date on provisional ballot envelope.

B.  Voter: Complete the information below and sign throughfeation in the prese	VISIONAL BALLOT CERTIFICATIO allot under Section 6.97, Wis. Stats. once of a witness who must also sign. by: DANE	N Official Use Only:	
Municipality (check type and list name)  Town □ Village □ City ☑ of MADISON	Ward#	PV#	

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



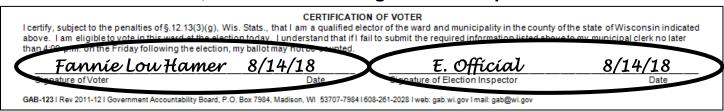
6. Ask voter to write date of birth and answer citizenship question.

PROVISIONAL BALLOT CERTIFICATI Ballot under Section 6.97, Wis. Stats  Voter: Complete the information below and sign the certification in the presence of a witness who must also sign.  Date of Election (month, day, year)  County: DANE			/68		
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			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		
Date of Birth (month/day/year) 1/1/1900	Are you a citizen of the Yes	_	Photo I.D.		

- 7. Document the provisional ballot on the lilac Provisional Ballot Reporting Form found in your blue accordion folder.
  - Document the name and address of the voter.
  - ✓ Document the provisional voter number.
  - ✓ Indicate whether this is a pre-registered voter or an Election Day registration.
  - ✓ Indicate the reason this ballot is provisional.
  - ✓ Document voter's contact information so Clerk's Office and Dane County Voter ID Coalition can offer the voter help obtaining an ID and getting ballot counted.
- 8. Stamp "Section 6.97" and write the provisional voter number on the back of the provisional ballot. This is not a secret ballot.



- **9. Issue ballot to the voter.** Instruct the voter to mark the ballot in the nearest voting booth, seal the ballot in the blue envelope, and then return to the provisional table.
- 10. When voter returns, instruct voter to sign the envelope.



- 11. Sign the envelope as the election inspector.
- **12.** Give voter the blue handout about how to get ballot counted <u>and</u> IDPP handout. Point out that they can go to the nearest Madison Public Library for free assistance with sending ID to the Clerk's Office; no need to drive downtown.
- 13. Place provisional ballot certificate envelope in the large blue Wisconsin Inspectors' Certificate of Provisional Ballots envelope.