



Absentee Processing

1



Absentees

- Process no earlier than 7 a.m.
- Process in same room votes are cast
- Invite observers to watch from 3 feet away

2



Page 2 of Absentee Inspectors' Statement

«PollingPlace» Absentee Ballot Chain of Custody				
Number Sequentially	Serial Number of Seal on Carrier Envelope	Delivery Method	Time Carrier Envelope Opened	Election Official Initials
1	839572	☒ Security Cart ☐ Courier Delivery	9:00 a.m. p.m.	abc
2	852021	☒ Security Cart ☐ Courier Delivery	10:15 a.m. p.m.	MGF
3	472937	☐ Security Cart ☒ Courier Delivery	11:25 a.m. p.m.	KSE

Document each absentee carrier envelope seal and time opened.

3

Nov 04, 2014 DANE COUNTY
CITY OF MADISON Ward:WD031
MADISON - NOV 2014 - 4
E. CADY STANTON
789 W. MADISON BLVD
MADISON, WI 53704-4206

13665993
0707942560
REG
Via Mail

1. Check Ward

Wrong polling place?

- Notify Clerk's Office
- Set aside for Clerk's Office to deliver

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2. Check Certificate

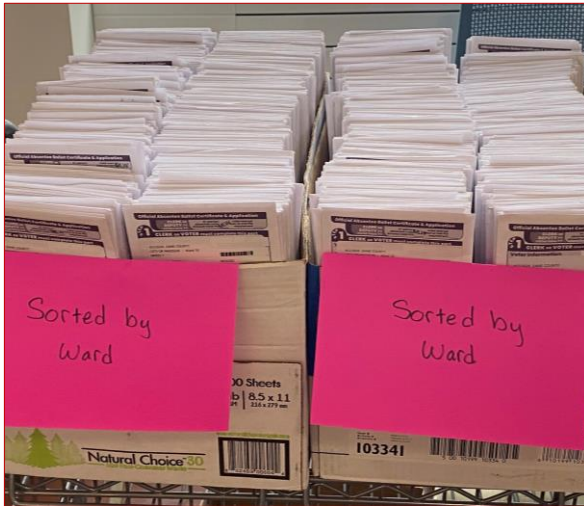
- Voter signature
- Witness signature
- Witness name
- Witness address
 - ✓ Enough information for Clerk to know where to contact witness
 - ✓ May be an out-of-state address or overseas address
- Date of birth for military & permanent overseas voters
 - ✓ Brown envelope with “Temporarily” or “Regular” on label does not require date of birth

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Certificate Not Printed on Envelope

- May be attached to envelope
- Absentees with no certification get set aside for rejection

6



Incomplete Certificate

- Set aside to reject at 8 pm
- Voter and witness may come to polls to complete envelope

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Voter Information
Federal Write-In Absentee Ballot (FWAB)

Print clearly in blue or black ink.

1. Who are you? Pick one.

For absent/uniformed service members, their families, and citizens: ☐ I am an active duty in the Uniformed Services or Merchant Marine. ☐ I am an eligible spouse or dependent. ☐ I am an activated National Guard member on State orders. ☐ I am a U.S. citizen living outside the country, and I intend to return. ☐ I am a U.S. citizen living outside the country, and my return is uncertain. ☐ I am a U.S. citizen living outside the country, and I have never lived in the United States.

Last name: First name: Middle name: Social Security Number:

2. What is your U.S. voting residence address?
Your voting materials will not be sent to this address. See instructions on other side of form.

Street address: City, town, village: County: State: ZIP:

3. Where are you now? You must give your CURRENT contact information.
Your mailing address. (Different from above) Your mail forwarding address. (if applicable)

4. What is your contact information? This is so election officials can reach you about your request.
Provide the country code and area code with your phone and fax number. Do not use a Defense Switched Network (DSN) number.

Email: Phone: Fax:

5. What is your voting preference for future elections?
Do you want to register and request a ballot for all elections you are eligible to vote in? ☐ Yes ☐ No ☐ How do you want to receive voting materials from your election official? ☐ Mail ☐ Email or online ☐ Fax ☐ What is your political party (or primary declared)?

6. What additional information must you provide?
The following need more information: Alabama, Alaska, Arizona, Puerto Rico, Virginia, and Wisconsin. (Ex. Witness signature, etc.)
You may also use this space to clarify your voter information. See the Voting Assistance Guide online at FVWV.gov.

Witness signs here

7. You must read and sign this statement.
I swear or affirm, under penalty of perjury, that:
• The information on this form is true, accurate, and complete to the best of my knowledge. I understand that a material misstatement of fact in completion of this document may constitute grounds for conviction of perjury.
• I am a U.S. citizen, at least 18 years of age (or will be by the date of election), eligible to vote in the requested jurisdiction, and
• I am not disqualified to vote due to having been convicted of a felony or other disqualifying offense, nor have I been adjudicated mentally incompetent, or I do, my voting rights have been reinstated; and
• I am not registering, requesting a ballot, or voting in any other jurisdiction in the United States, except the jurisdiction cited in this voting form.
• In voting, I have marked and sealed this ballot in private and have not allowed any person to observe the marking of this ballot, except those authorized to assist voters under State and Federal law.

Sign here ☒

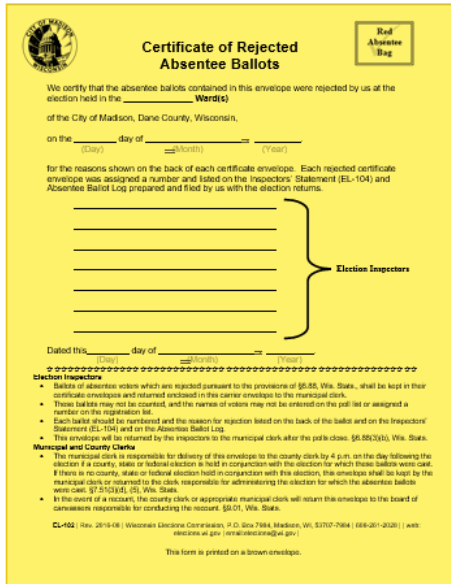
Today's date (mm/dd/yyyy) / /

The information is for official use only. It is subject to audit. Voters may be permitted to see. Privacy notices are available. Standard Form 58 (Rev. 09-2013), 0101-101-101-0000

Federal Write-In Absentee Ballot (FWAB) Certificate

- Back-up ballot for overseas and military voters
- Set aside to process at 8 p.m.
- If voter's official ballot arrives, count official ballot and reject FWAB

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Certificate of Rejected Absentee Ballots

We certify that the absentee ballots contained in this envelope were rejected by us at the election held in the _____ Ward(s) of the City of Madison, Dane County, Wisconsin, on the _____ day of _____ (Month) (Year) for the reasons shown on the back of each certificate envelope. Each rejected certificate envelope was assigned a number and filed on the Inspectors' Statement (IS-104) and Absentee Ballot Log prepared and filed by us with the election returns.

_____ Election Inspectors

Dated this _____ day of _____ (Month) (Year)

Election Inspectors

- Ballots of absentee voters which are rejected pursuant to the provisions of §§ 6.08, Wis. Stats., shall be kept in their certificate envelopes and returned enclosed in their carrier envelopes to the municipal clerk.
- These ballots may not be counted, and the names of voters may not be entered on the poll list or assigned a number on the registration list.
- Each ballot should be numbered and the reason for rejection listed on the back of the ballot and on the Inspectors' Statement (IS-104) and on the Absentee Ballot Log.
- This envelope will be returned by the inspectors to the municipal clerk after the poll is close. (§ 6.05(3)(b), Wis. Stats.)

Municipal and County Clerks

- The municipal clerk is responsible for delivery of this envelope to the county clerk by 4 p.m. on the day following the election if a county, state or federal election is held in conjunction with this election; the envelope shall be kept by the municipal clerk or returned to the clerk responsible for administering the election for which the absentee ballots were cast. (§ 7.03(3)(b), Wis. Stats.)
- In the event of a recount, the county clerk or appropriate municipal clerk will return this envelope to the board of canvassers responsible for conducting the recount. (§ 6.07, Wis. Stats.)

CL-102 (Rev. 2016-08) Wisconsin Election Commissioners, P.O. Box 7884, Madison, WI, 53707-7884 (608-201-8120) | web: elections.wi.gov | email: elections@gov.wi.gov

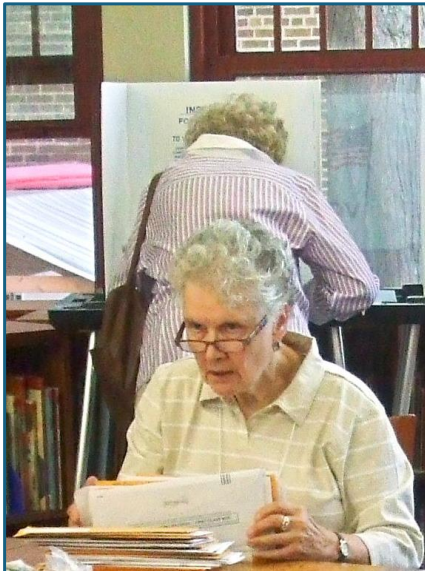
This form is printed on a brown envelope.

Voter deceased?

Reject absentee

1. Document on Incident Log
Rejected absentee of Fred Anderson - Deceased
2. Envelope stays sealed
3. Put in rejected absentee envelope

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3. Check Ineligible List

If on ineligible list, use challenge procedure

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4. Check absentee voters into poll book

- Three at a time
- Announce voter's name and address
- Voter slip written in poll books and on envelope, followed by an A

11

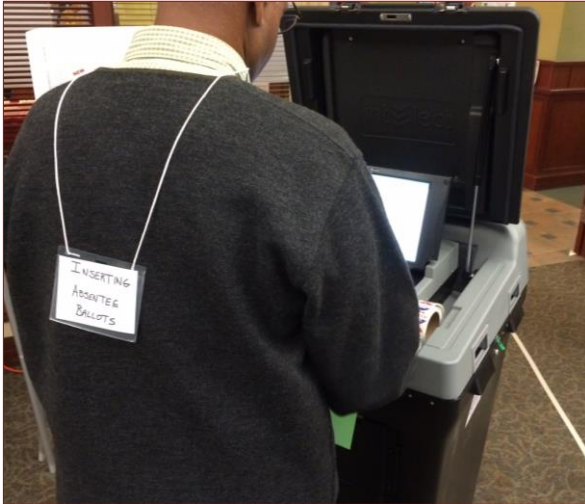


Already Checked Into Poll Book?

Reject absentee

1. Document on Incident Log
Rejected absentee of Brad Smith - already voted
2. Envelope stays sealed
3. Put in rejected absentee envelope

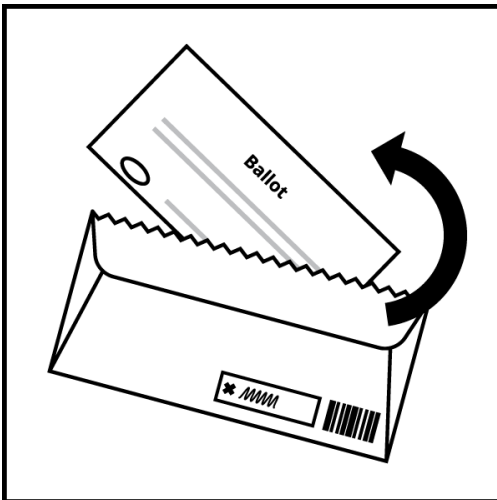
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5. Open and Count

- Open absentee envelopes only after a voter number is assigned at the poll book
- We do not keep track of who marked which ballot
- Flatten ballots
- Check that tabulator will be able to read ballots
- Do not rush through tabulator

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Two Ballots in Envelope

- If both ballots are marked, reseal them in envelope and reject
- If only one ballot is marked, count marked ballot and leave blank ballot in envelope

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Official Primary Ballot Partisan Office August 14, 2018 for Ward 1 Municipality and ward number(s) Ballot Issued by Initials of election inspectors Absentee ballot issued by <i>mlw</i> Initials of municipal clerk or deputy clerk (If issued by SVDs, both SVDs must initial.)

Absentee Ballot Missing Clerk Initials

- Document on Incident Log

Absentee ballot was missing Clerk's initials. Processed ballot.

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Absentees that need to be Remade

- Marked with red or green pen
- Creatively marked
- Printed on copy paper
- Torn when opening envelope
- Ballots with overvotes
- Braille ballots

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Remaking Absentees

- Two poll workers work as a team
- Bring ballot that needs remade to ballot table to get replacement ballot and good/bad stickers
- Invite observers to watch
- Determine voter intent

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Good/Bad Stickers

- Use stickers for sequential numbering
- Put on ballot blank space
- Do not cover any ballot markings

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Good Ballot # 1 Remade ballot Absentee? Yes ☒ No ☐ Initials: <u>mrB</u> <u>mee</u> 	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 _____
	For Official Use Only <i>Inspectors: Identify ballots required to be remade.</i> Reason for remaking ballot: ☐ Overvoted ☐ Damaged ☒ Other
	Original Ballot No. or Duplicate Ballot No. <u>1</u> <u>mrB</u> <u>mee</u> Initials of inspectors who remade ballot
	Ballot begins on other side. 

Official Use Section

- Reason for remaking
- Original/Duplicate ballot number (number on Good Ballot/Bad Ballot stickers)
- Initials of two officials remaking ballot

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**Original
Ballots
that
have been
Duplicated**

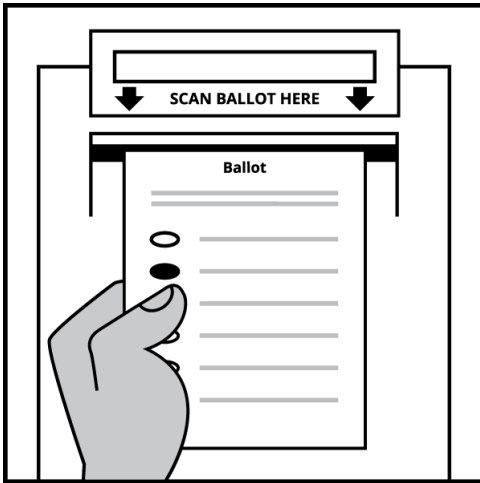


(Bad Ballots)

Original Ballot Marked by Voter

Envelope of ballots that were remade gets sealed in ballot bag on election night

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Remake ballots spit out by tabulator

- Tabulator does not have the power to reject
- Only poll workers can reject absentees, and only based on certificate
- Assigning a voter slip number is accepting the ballot

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Absentee Ballot
Inspectors' Statement 11/5/2024
Wards «Wards»
«Polling»Places

Attach to Inspectors' Statement after polls close.

Red
Absentee
Bag

Absentee Ballots Counted
 Number of absentees counted: _____
 Ward «First» _____

Absentee Ballots Rejected
 Number of rejected (not opened, not counted) absentees: _____
 Ward «First» _____

Names of voters whose absentee ballots were rejected (not opened, not counted):

Indicate number rejected for each reason below:

No Voter Signature _____ (signatures do not need to be legible)
 No Witness Signature _____ (signatures do not need to be legible)
 No Witness Name _____ Opened/Tampered Envelope _____
 Witness Address incomplete (run by Clerk's Office) _____
 Voter Not Registered (double-checked with Clerk's Office) _____
 Deceased _____ No Certification on Envelope _____
 Absentee Not Requested, according to note from Clerk _____
 Two Marked Ballots in Envelope _____ Already Voted _____
 Returned by someone other than voter, but not due to a disability _____

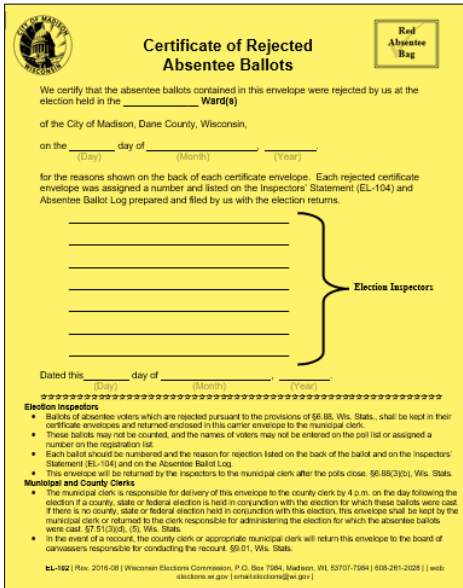
Signatures of Election Inspectors who processed absentee ballots

Document

1. Sequential number
2. Why ballot was remake
3. Whether voter intent could be determined

Remade Ballot #1. Absentee voter circled candidate names instead of filling in ovals. Determined voter intent.

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Certificate of Rejected Absentee Ballots

We certify that the absentee ballots contained in this envelope were rejected by us at the election held in the _____ Ward(s) of the City of Madison, Dane County, Wisconsin, on the _____ day of _____ (Day) (Month) (Year) for the reasons shown on the back of each certificate envelope. Each rejected certificate envelope was assigned a number and listed on the Inspectors' Statement (EL-104) and Absentee Ballot Log prepared and filed by us with the election returns.

_____ Election Inspectors

Dated this _____ day of _____ (Day) (Month) (Year)

Election Inspectors

- Ballots of absentee voters which are rejected pursuant to the provisions of §6.88, Wis. Stats., shall be kept in their certificate envelopes and returned enclosed in this carrier envelope to the municipal clerk.
- These ballots may not be counted, and the names of voters may not be entered on the poll list or assigned a number on the registration list.
- Each ballot should be numbered and the reason for rejection listed on the back of the ballot and on the Inspectors' Statement (EL-104) and on the Absentee Ballot Log.
- This envelope will be returned by the inspectors to the municipal clerk after the polls close. §6.88(3)(c), Wis. Stats.

Municipal and County Clerks

- The municipal clerk is responsible for delivery of this envelope to the county clerk by 4 p.m. on the day following the election if a county, state or federal election is held in conjunction with the election for which these ballots were cast. §7.11(2)(d), (5), Wis. Stats.
- In the event of a recount, the county clerk or appropriate municipal clerk will return this envelope to the board of canvassers responsible for conducting the recount. §6.01, Wis. Stats.

EL-102 | (Rev. 2018-08) | Wisconsin Elections Commission, P.O. Box 7394, Madison, WI 53707-7394 | 608-261-2028 | web: elections.wi.gov | email: elections@wi.gov

Ballots Set Aside to Reject

- Reject at 8 p.m.
- Envelope stays sealed.
- Do not assign a voter slip number.
- Number sequentially (Rejected #1, Rejected #2)

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Number Sequentially	UW Union South Absentee Diary of Events (Incident Log)	Time Occurred	Election Official Initials
		a.m.	
		p.m.	
		a.m.	
		p.m.	
		a.m.	
		p.m.	
		a.m.	
		p.m.	
		a.m.	
		p.m.	
		a.m.	
		p.m.	
		a.m.	
		p.m.	
		a.m.	
		p.m.	
		a.m.	
		p.m.	

Rejected absentee #1. Absentee for John Johnson missing voter signature.

Rejection Documentation

- Rejected absentee number
- Name of voter (because we're talking about a certificate envelope, not about the ballot itself)
- Why absentee was rejected

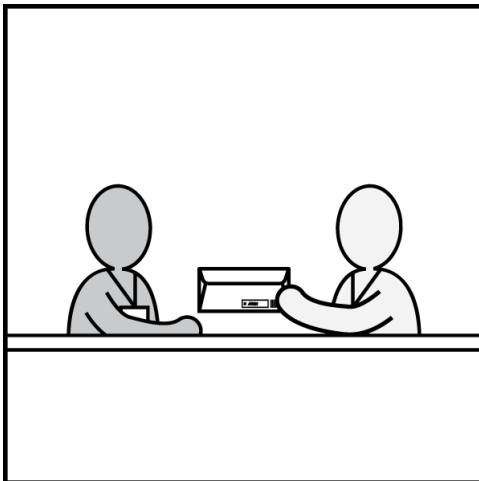
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Hand-Delivered Absentees

- Ask, “Are you the voter?”
- Do not ask for ID.
- If voter is delivering their own ballot, check that envelope is complete and sealed.
- Document delivery

Names of voters who had absentee delivered straight to polls, bypassing Clerk's Office:

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Not the Voter

- We ask, “Are you delivering this ballot because the voter determined they need help returning it due to their disability?”
- If yes, then: “Are you someone other than the voter’s employer, an agent of that employer, or an officer or agent of their union?” If yes, accept ballot.

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