



In-Person Absentee Voting

Observer Guide

1

Absentee Certificate Envelope

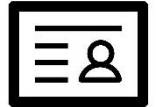
Voter writes name, address, and date of birth on envelope. The absentee clerk will use this information to make sure they pull up the correct voter record.



2

Voter ID

The absentee clerk checks the voter's ID. They stamp the City Clerk's initials on the absentee envelope to indicate that the voter showed acceptable ID.



3

Registration Verified

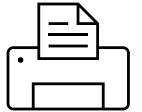
The absentee clerk verifies that the voter is registered at the address they wrote on the certificate envelope. If they are not registered at that address, they may register here with proof of their address. Registration is not available the Saturday or Sunday before the election, though. The absentee clerk checks the ineligible voter list and processes the registration before processing the absentee request.



4

Absentee Label

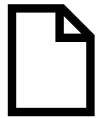
The absentee clerk affixes the voter's absentee label to their certificate envelope. They ask the voter to verify that the name and address on the label are correct.



5

Ballot Card

The absentee clerk stamps Absentee on the ballot card. They write the ward number and school district (if applicable) on the card, and stamp the City Clerk's initials. They activate the ballot card on the ExpressVote accessible voting device. The absentee clerk steps back to give the voter privacy.



6

Voter Marks Ballot Card

The voter reviews their selections on the touchscreen before printing their ballot card. Once printed, they review the votes on the ballot card. They may insert their ballot card back into the ExpressVote to review their selections, if they'd like.



7

Ballot Sealed in Envelope

Voter folds the ballot card in half and seals it in the certificate envelope.



8

Certificate Completed

Voter signs the envelope. The absentee clerk signs as their witness, prints their name, and stamps the City Clerk's Office address as the witness address on the envelope certificate.



9

Absentees Delivered to Clerk's Office Daily

When absentee voting hours conclude at this site for the day, a poll worker picks up the absentees and voter registrations and delivers them to the City Clerk's Office. Absentees and registrations are secured in a delivery bag with a tamper-evident seal bearing a unique serial number that is documented on a chain-of-custody form.





Acceptable Voter ID

The types of ID listed below are acceptable as voter ID in Wisconsin. Driver licenses and ID cards from other states are not acceptable.



- ✓ Wisconsin driver license expiring after 11/5/2024 (last November election), with or without a star in the upper right corner.
- ✓ Wisconsin ID card issued by DOT, expiring after 11/5/2024 (last November election), with or without a star in the upper right corner.
- ✓ U.S. passport expiring after 11/5/2024 (last November election).
- ✓ Military ID card expiring after 11/5/2024 (last November election).
- ✓ Student ID for a Wisconsin accredited college or university. Must contain the date issued, an expiration within two years of issuance, and the student's signature. If expired, must also show proof of current enrollment.
- ✓ UW-Madison Voter Identification card. If expired, must also show proof of current enrollment.
- ✓ Edgewood College student ID. If expired, must also show proof of current enrollment.
- ✓ Certificate of naturalization issued within last 2 years.
- ✓ Unexpired Wisconsin driver license or state ID receipt.
- ✓ Unexpired ID Petition Process receipt issued by the WI DOT.
- ✓ Tribal ID issued by a federally recognized Indian tribe. May be expired.
- ✓ Unexpired Veterans Affairs ID card.



Acceptable Proof of Address

Proof of address is only needed when registering to vote. It is limited to these documents, as specified in the State Statutes. The document may be presented electronically.



- A – Affidavit from agency providing homeless services
- B – Bank/Credit Union/Credit Card/Mortgage Statement
- C – Care Facility Contract/Intake Document
- G – Government Document/Check (includes federal, state, county, city, tribal, UW, Madison College, public schools)
- H – Certified Housing List from UW-Madison or Edgewood College
- P – Paycheck
- R – Residential Lease (effective today)
- S – Student ID with Fee Statement
- T – Tax Bill from this year or last year
- U – Utility Bill (water, gas, electric, cable, internet, cell, landline) issued in last 3 months
- W – WI Driver License/ID, unexpired