

Uniform Instructions for Wisconsin Absentee Voters

State of Wisconsin

Wisconsin Statute § 6.869 requires the development of uniform instruction for absentee voters, including information concerning the proof of identification requirement, means for correcting errors in marking an absentee ballot, and obtaining a replacement ballot.

Regular Voters (including Temporary Overseas Voters)

Regular absentee voters, including those temporarily overseas, are required to provide a photo ID before being sent an absentee ballot. However, once photo ID is provided, an absentee voter does not need to resubmit photo ID when requesting an absentee ballot by mail for future elections, as long as they have not moved or changed their name. If you have received this ballot without providing photo ID with a prior absentee application, please contact your municipal clerk at the information below to confirm your status.

Indefinitely Confined Voters

Indefinitely confined voters are persons who, because of age, physical illness, infirmity, or disability, are eligible to receive ballots automatically for all elections. If you requested absentee ballots as an indefinitely-confined elector, you are not required to provide photo ID.

Confidential Voters

Confidential Voters are exempt from the photo ID requirement. If you are currently qualified for a confidential listing, you are not required to provide photo ID.

Instructions

1. Read and follow the instructions for completing the ballot carefully. Mistakes may spoil your ballot.
2. Complete the ballot in the presence of one (1) witness. The witness cannot be a candidate at the election and must be an adult U.S. citizen. The witness must verify that the individual completed the absentee ballot, but should not view the voter's choices.
3. Refold the ballot and place it inside the certificate envelope.
4. Seal the envelope.
5. Complete (or verify, if clerk has provided) the elector information section on the certificate envelope. If you have moved from the address listed on the certificate envelope, contact your municipal clerk. *Do not cross out the address.* Sign the certificate. One witness must sign the certificate and provide his/her address. If the municipal clerk has already completed the elector information, the elector must still sign the certificate, and one witness must sign the certificate and provide his/her address.
6. If you make an error while marking your ballot or otherwise require a replacement ballot, contact your municipal clerk immediately to spoil your ballot. You must return your original spoiled ballot and certificate envelope before a replacement ballot will be issued. No replacement ballots are mailed after the 5th day preceding Election Day. (For indefinitely confined voters, no replacement ballots are mailed after the 4th day preceding Election Day.) If you are not an indefinitely confined voter and you require a replacement ballot after the 5th day preceding Election Day, you must return the original ballot and certificate envelope in person to the municipal clerk before 5:00 p.m. on the Friday before the election. You will be required to vote your replacement absentee ballot in the municipal clerk's office. Alternatively, you may vote at the polling place on Election Day.

7. Mail or physically return the ballot (in the certificate envelope) to the municipal clerk by Election Day, in time for distribution to the polling place, or mail the ballot postmarked no later than Election Day. Ballots postmarked by Election Day and received no later than 4:00 p.m. on the Friday after the election will be counted.

State Election Official Contact Information:

Wisconsin Government Accountability Board

Fax: 608-267-0500

Email: gab@wi.gov

Local Election Official Contact Information:

Jim Healy

(Name of Municipal Clerk)

Village of Richfield

(Name of Municipality)

Fax : 262-628-2984

Email: administrator@richfieldwi.gov