

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.

Voter Photo Identification

Regular Voters (including Temporary Overseas Voters)

Regular absentee voters, including those temporarily overseas, are required to provide acceptable 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 contact information below to confirm your status.

Military and Permanent Overseas Voters

Military and permanent overseas voters are exempt from the photo ID requirement. If you are a military voter or are registered to vote as a permanent overseas voter, you are not required to provide photo ID.

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 future elections. If you requested absentee ballots as an indefinitely confined voter, 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.

Uniform Instructions for Absentee Voters (PLEASE USE A BLACK OR BLUE PEN WHEN MARKING THE BALLOT)

If you have received your absentee ballot by fax or email, please be sure you have received and printed (if emailed) your ballot and your absentee certificate. Please refer to the special fax and email notations within the instructions.

1. Carefully read and follow the instructions for completing the ballot. Mistakes may spoil your ballot and prevent your votes from being counted.
2. Vote the ballot in the presence of one 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 voted ballot and place it inside the certificate envelope.
 - **Fax/email instruction:** If your ballot was faxed or emailed to you, fold the ballot and place it inside a regular, non-window envelope.
4. Seal the envelope.
5. Complete (or verify, if clerk has provided) the elector information section on the absentee 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.
6. One adult U.S. citizen witness must sign the certificate and provide his/her address. If the signature of the voter and signature and address of a witness are not provided, the ballot will not be counted. If you are a military or permanent overseas voter, you are required to provide your birthdate.

- **Fax/email note:** If you received your ballot by fax or email, you will only have an absentee certificate, not an envelope.
 - **Fax/email instruction:** Complete and sign the certificate, have a witness sign and provide his or her address. Provide your birthdate if you are a military or permanent overseas voter. Affix the certificate (with glue or tape) to the envelope containing the voted ballot. Place the envelope with the certification attached into another, larger, envelope. Seal the envelope and address it to your municipal clerk.
7. Return your ballot to the municipal clerk. Ballots must be received by the municipal clerk no later than 8:00 p.m. on Election Day. *If you are a permanent overseas voter or you received your ballot by electronic means, please provide adequate postage. Allow adequate time for delivery. The United States Postal Service recommends a delivery time of one week. If you are residing overseas, delivery time may be longer.*

Absentee ballots may not be returned to the clerk by fax or email.

Correcting Ballot Errors

If you make an error while marking your ballot or otherwise require a replacement ballot, contact your municipal clerk immediately. In most cases you must return your original ballot and certificate envelope before a replacement ballot will be issued. A voter may request that a replacement ballot be faxed or emailed to him or her. The ballot must be returned to the municipal clerk no later than 8:00 p.m. on Election Day. The ballot may not be returned to the municipal clerk by fax or email.

Regular and Permanent Overseas Absentee Voters

A request for a replacement ballot must be received no later than 5:00 p.m. on the 5th day before Election Day. If you require a replacement ballot after the 5th day before Election Day and reside locally, you must return the original ballot and certificate envelope in person to the municipal clerk before 5:00 p.m. on the 4th day 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.

Indefinitely-Confined Voters

A request for a replacement ballot must be received no later than 5:00 p.m. on the 4th day before Election Day.

Military Absentee Voters

A request for a replacement ballot must be received no later than 5:00 p.m. on the 4th day before Election Day. If the election contains national offices, a request for a replacement ballot must be received no later 5:00 p.m. on Election Day.

State Election Official Contact Information:

Wisconsin Elections Commission

Fax: 608-267-0500

Email: elections@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