Quick Guide to Election Day Registrations

Review this before working at the voter registration table.

Updated 10/2024

1. **Verify ward.**
   - ✓ Use your ward-specific street directory to check that the voter lives in your ward.
2. **Discuss proof of address options with the voter.**
3. **Provide voter with instructions.**
   - ✓ Ask voter to complete the ✳ sections of the form.
   - ✓ If voter has a current and valid Wisconsin driver license, they must provide that number. If they don't have that number on hand, they may call the DOT Voter Help Line at (608) 266-1069.
   - ✓ If voter has a license from another state, we don't want that number. They should list the last four digits of their Social Security number.
4. **Check form for completeness.**
   - ✓ Use your transparency tool to make sure the form is complete.
   - ✳ Items frequently missed: eligibility (section 1) and date of birth (section 3).
5. **Discreetly check voter name against ineligible list.**
   - ✓ If on ineligible list, contact Chief Inspector to initiate voter challenge procedure.
6. **Check proof of address.**
   - ✓ If voter shows you a document for which an abbreviation is not listed, it is not acceptable. Per state law, we may only accept:

     A – Affidavit on letterhead from agency providing services to the homeless

     B – Bank or credit union statement

     C – Care facility contract or intake document

     G – Government document or government check (including UW, public schools)

     H – Certified housing list from UW-Madison or Edgewood College (student on the housing list shows you their student ID)

     P – Paycheck or paycheck direct deposit statement

     R – Residential lease, effective on Election Day

     S – Student ID <u>with</u> a college fee statement issued within last 9 months

     T – Real estate tax bill or receipt for this year or the previous year

     U – Utility bill issued within the past 90 days

     W – Wisconsin driver license or Wisconsin ID card (unexpired)

7. **Compare name and address on proof of address to the registration form.**
   - ✓ If voter has changed their name, the name change goes into effect for voting once they have updated their ID. A voter registering a name change still needs to complete the entire form.
   - ✓ According to the state, hyphenated names conform with their components. For example, a voter registering with the last name Witzel-Behl may use proof of address (and ID) with a last name of Witzel or a last name of Behl.
8. **Document proof of address.**
   - ✓ Write the appropriate abbreviation for **what** voter used as proof of address (A, B, C, G, H, P, R, S, T, U, or W).
   - ✓ Document **who** issued the document used as proof of address. This would be an agency or business (e.g., UW Credit Union, MG&E, WI DOT, or UW- Madison). It could be the name of the landlord.
   - ✓ If the proof of address has an account number, write down the last **4 or 2** digits. If the account number is at least 7 digits long, write down the last 4 digits. If the account number is 6 or fewer digits long, write down the last 2 digits.
9. **Sign the form.**
   - ✓ Sign your name in the Official Signature box (lower right corner of form).
   - ✓ Write the ward number (lower left corner of form).
10. **Direct voter to the next official.**

Second Election Official

A. **Second official verification** – either at poll book table or ballot table
   - ✓ Use your transparency tool to check that the form is complete. This makes sure that the voter will appear on the next poll book.
   - ✓ Sign 2nd Official Signature on form (below 1st Official Signature, bottom right)

B. **New registration poll list**
   - ✓ Print voter's name and address on the new registration poll list. Voter announces name & address at poll list.

C. **Check voter ID.**
   - ✓ Check the voter's ID. If the voter does not have an acceptable form of ID, they will be a provisional voter.

D. **Assign voter slip number.**
   - ✓ Write voter slip number on the registration form (above official signature).
   - ✓ Write voter slip number on the new registration poll list.
   - ✓ Hand voter slip to the voter. Direct them to the ballot table.

E. **Paperclip registration form behind the new registration poll list.**