



# Registration

## Observer Guide

1

### Voter Completes Form

We have printed the Wisconsin voter registration form with an \* by every section that must be completed. Voter signs and dates form.



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### Poll Worker Checks Form and Ineligible List

A poll worker lines up a transparency tool with the registration form to make sure each required section of the form is complete. They also discreetly check the voter's name against the ineligible voter list.



3

### Poll Worker Checks Proof of Address

The voter presents one document to prove the name and address listed on the registration form. The proof of address may be electronic. The poll worker documents what was used as proof of address and who issued that document. If the document has an account number that is 7 or more digits long, the poll worker documents the last four digits. If the document has an account number that is 6 or fewer digits long, the poll worker documents the last two digits. If the document does not have an account number, the poll worker does not document an account number.



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### Poll Worker Signs Form and Writes Ward Number

The poll worker provides the official signature on the registration form. They also write the ward number in the corner of the form before sending the voter and the registration form to a second official.



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### New Registration Supplemental Poll List

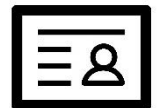
The second official provides a second set of eyes to check the form for completeness. They sign the form and add the voter to the new registration poll list. The voter's name and address is announced at the poll list.



6

### Poll Worker Checks Voter ID

The poll worker checks the voter's ID at the poll list. They check that it is an acceptable type of ID, that the expiration date is acceptable for that type of ID, that the name reasonably conforms with the name on the registration, and that the photo reasonable resembles the voter.



7

### Voter Signs Poll List

The voter signs the poll list. Voters who are unable to sign due to a physical disability are exempt from this requirement.



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### Poll Worker Issues Voter Slip

The poll worker issues the voter the next sequential voter slip. They write the voter slip number on the poll list and on the voter registration form.



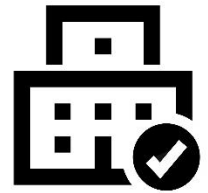


### **Provisional Voters**

Voters who have a current and valid Wisconsin driver license must write that license number on the registration form. If they have a current and valid Wisconsin driver license but are unable or unwilling to write down that number, they may vote provisionally. They will need to provide that number to the City Clerk's Office by 4 p.m. Friday in order to have their provisional ballot counted by the Board of Canvassers.

Voters who do not have an acceptable form of voter ID may vote provisionally. They will need to bring their voter ID to the City Clerk's Office by 4 p.m. Friday in order to have their provisional ballot counted by the Board of Canvassers.

Voters who do not have an acceptable form of proof of address cannot register and do not qualify for a provisional ballot.



### **Acceptable Proof of Address**

Proof of address 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



### **Confidential Information**

The voter registration form contains personally identifiable information. The voter's proof of address and ID also contain information that must be kept confidential. Observers are welcome to watch the process, but are not allowed to view or examine documents containing confidential information.

