

Registration Guide

Flashcards to help guide you through registering voters on Election Day.



First Official



Second Official

Our goal is that each eligible voter will be able to cast a ballot and have that ballot counted.

Registration

1. Every section of the form with an * must be complete.
2. All four boxes at the top of the form must be checked.
3. Date of birth needs to be filled in, and should not be today.
4. A mailing address is needed if different from residence.
5. Use the transparency tool to make sure form is complete.
 - a. The transparency tool will not line up with forms voters printed from My Vote. My Vote will have prompted voter to complete all required fields.



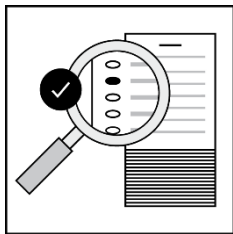
Check Ineligible List

Discreetly check the voter's name against the ineligible voter list.

Write the last names on the ineligible voter list on a post-it note. When someone with one of those last names registers, refer to the list.

If someone who is registering is on the ineligible list, contact the Chief Inspector. The Chief Inspector can call the Elections Commission (WEC) at 608-266-8005. WEC will check whether the voter is now Off Paper.

If unable to connect with WEC, or if WEC says the voter is ineligible, use the challenge process.



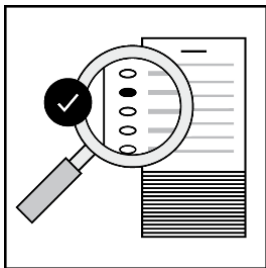
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Proof of Address

May be electronic

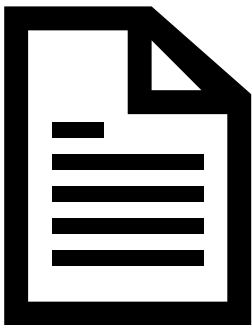
- A – Affidavit from agency providing homeless services
- B – Bank/Credit Union/Credit Card/Mortgage Statement
- C – Care Facility Contract/Intake Doc.
- G – Government Document/Check (includes federal, state, county, city, tribal, UW, Madison College, public schools)
- H – Certified Housing List from UW-Madison or Edgewood College
- P – Paycheck
- R – Residential Lease (effective today)
- S – Student ID w/ 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

What – Who – 4 or 2

Compare the name and address on the voter's proof of address document to the name and address on their registration form.

At the bottom of the form, write the one-letter code for **What** was used as proof. Write **Who** issued the document.

If the document has an account number, write the last **4 or 2** digits of the account number. If the account number is 7 or more digits long, write the last 4 digits. If the account number is 6 or fewer digits long, write the last 2 digits.



Signature and Ward Number

Sign as the first official.

Write the ward number in the lower left corner of the form.

Send the voter to the second registration official, with their form.



Second Official

1. Check the form for completeness.
2. Write the voter's name and address on the new registration poll list.
3. Have the voter announce their name and address at the poll list.
4. Clip the registration form to the back of the supplemental poll list.

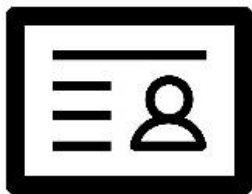


Check Voter ID

Check that the ID

1. Is an acceptable form of ID
2. Has an acceptable expiration date for that type of ID
3. Name reasonably conforms to name on new registration poll list
4. Photo reasonable resembles voter

If the voter does not have an acceptable Voter ID, they may cast a provisional ballot

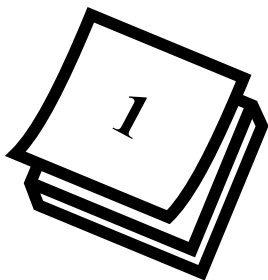


Acceptable ID

- ✓ **Wisconsin driver license** expiring after 11/5/2024
- ✓ **WI ID card** issued by DOT, expiring after 11/5/2024
- ✓ **U.S. passport** expiring after 11/5/2024
- ✓ **Military ID card** expiring after 11/5/2024
- ✓ **ID from an accredited WI College or University.** Expires within 2 years of being issued, and has student signature. If expired, need proof of current enrollment.
- ✓ **UW Voter Identification** card. If expired, need proof of current enrollment. <https://vote.wisc.edu/>
- ✓ **Edgewood College** student ID. If expired, need proof of enrollment needed.
- ✓ **Certificate of naturalization** issued within last 2 years
- ✓ Unexpired Wisconsin driver license or **state ID receipt**
- ✓ **Tribal ID** card issued by a federally recognized Indian tribe
- ✓ Unexpired **Veterans Affairs ID** card

Signature and Voter Slip

1. Have the voter sign the poll list.
2. Issue a voter slip to the voter. Write the voter slip number on the registration form and on the poll list.
3. Sign the registration form as the second official.



Voter Moved Within 28 Days of Election

Voters who move within Wisconsin within 28 days of the election can only vote from their previous address.

Voters who move from out of state within 28 days of the election are not yet eligible to vote in Wisconsin. For a Presidential Election, they may cast a Presidential ballot if they are not eligible to vote absentee from their previous state. They need to check the rules for their previous state.



Presidential Ballot

Voters who move from out of state within 28 days of a Presidential Election may cast a Presidential ballot if they are not eligible to vote absentee from their previous state.

This is not for truckers passing through or people who are here temporarily.

They need:

1. Application for Presidential Ballot
2. Proof of their Madison address
3. Authorization to Cancel Registration
4. Voter ID

