

# Quick Guide to Election Day Registrations

Review this document before working at the voter registration table.

*Revised 2/2020*

## 1. Verify ward

- ✓ Use your ward-specific street directory to verify that the voter lives in your ward.

## 2. Review proof of address options with the voter

## 3. Provide voter with instructions

- ✓ Ask voter to complete the \* sections of the registration form.
- ✓ If voter has a current and valid Wisconsin driver license, that number must be provided. If voter doesn't have license number readily available, they may call the Department of Transportation (266-2261). If voter has a license from another state, they will list the last four digits of their Social Security number.

## 4. Check form for completeness

- ✓ Use your transparency tool to verify that required fields are complete.
  - \* Items frequently missed: date of birth (sect. 3) and eligibility (sect. 1).

## 5. Discreetly check voter name against ineligible voter list

- ✓ If on ineligible list, contact Chief Inspector to initiate voter challenge procedure.

## 6. Check proof of address

- ✓ If voter presents a document for which you do not have an abbreviation, it isn't an acceptable document. 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 listed on the certified housing list will show you a student ID card)
  - P** – Paycheck or paycheck direct deposit statement
  - R** – Residential lease, effective on Election Day
  - S** – Student ID with 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 document to the registration form

- ✓ If voter has changed their name, the name change does not become effective for voting purposes until the voter has updated their name with an agency that can issued an acceptable form of voter 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

- ✓ Use the appropriate abbreviation for **what** was 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).
- ✓ If the proof of address contains an account number, document the last **4 or 2** digits. If the account number is at least 7 digits long, document the last 4 digits. If the account number is 6 or fewer digits long, document the last 2 digits.

## 9. Sign the form

- ✓ Sign your name in the Official Signature block (lower right corner of form).
- ✓ Indicate 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 verify that the form is complete. This ensures that the voter will appear on the next poll book.
- ✓ Sign 2<sup>nd</sup> Official Signature on form (below 1<sup>st</sup> Official Signature, bottom right)

#### B. New registration poll list

- ✓ Print voter's name and address on the new registration poll list.

#### C. Check voter ID

- ✓ Check the voter's ID. If the voter does not have an acceptable form of ID, they will become 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, and direct them to the ballot table.

#### E. Attach registration form to the back of the new registration poll list