


Quick Guide to Provisional Ballots


Review this document before working at the provisional ballot station.

Revised 10/2020


1. Assign the voter a provisional voter number.
2. Write provisional voter number on a small provisional ballot envelope.

PROVISIONAL BALLOT CERTIFICATION		
Ballot under Section 6.97, Wis. Stats.		
<i>Voter: Complete the information below and sign the certification in the presence of a witness who must also sign.</i>		<i>Official Use Only:</i> PV # 1 <small>Voter must supply the following information to the municipal clerk no later than 4:00 p.m. on the Friday following the election in order for this ballot to be counted:</small>
Date of Election (month, day, year)	County: DANE	
Municipality (check type and list name) Town <input type="checkbox"/> Village <input type="checkbox"/> City <input checked="" type="checkbox"/> of MADISON	Ward #	
Name (Last, First, Middle) including suffix		
Street Address – include street number or fire number and name of street, or rural route and box number		


3. Indicate on provisional ballot envelope the reason this is provisional: either the voter did not have acceptable ID, or the voter needs to provide a Wisconsin driver license number for their voter registration application.

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Date of Election (month, day, year)	County: DANE	
Municipality (check type and list name) Town <input type="checkbox"/> Village <input type="checkbox"/> City <input checked="" type="checkbox"/> of MADISON	Ward #	
Name (Last, First, Middle) including suffix		
Street Address – include street number or fire number and name of street, or rural route and box number		
City, State, Zip		
Date of Birth (month/day/year)	Are you a citizen of the United States? Yes <input type="checkbox"/> No <input type="checkbox"/>	


4. Write election date on provisional ballot envelope.

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Date of Election (month, day, year)	County: DANE	
Municipality (check type and list name) Town <input type="checkbox"/> Village <input type="checkbox"/> City <input checked="" type="checkbox"/> of MADISON	Ward #	
Name (Last, First, Middle) including suffix		
Street Address – include street number or fire number and name of street, or rural route and box number		

5. Ask voter to write name and address on the envelope.

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Date of Election (month, day, year)	County: DANE	
Municipality (check type and list name) Town <input type="checkbox"/> Village <input type="checkbox"/> City <input checked="" type="checkbox"/> of MADISON	Ward #	
Name (Last, First, Middle) including suffix Fannie Lou Hamer		
Street Address – include street number or fire number and name of street, or rural route and box number 301 Registration Lane		
City, State, Zip Madison, WI 53703		

6. Ask voter to write date of birth and answer citizenship question.

PROVISIONAL BALLOT CERTIFICATION Ballot under Section 6.97, Wis. Stats.		
<i>Voter: Complete the information below and sign the certification in the presence of a witness who must also sign.</i>		<i>Official Use Only:</i>
Date of Election (month, day, year)	County: DANE	PV # Voter must supply the following information to the municipal clerk no later than 4:00 p.m. on the Friday following the election in order for this ballot to be counted: <input type="checkbox"/> WI Driver License number <input checked="" type="checkbox"/> Proof of Residence <input type="checkbox"/> Photo I.D.
Municipality (check type and list name) Town <input type="checkbox"/> Village <input type="checkbox"/> City <input checked="" type="checkbox"/> of MADISON	Ward #	
Name (Last, First, Middle) including suffix		
Street Address – include street number or fire number and name of street, or rural route and box number		
City, State, Zip		
Date of Birth (month/day/year) 1/1/1900	Are you a citizen of the United States? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	

7. Document the provisional ballot on the lilac Provisional Ballot Reporting Form found in your blue accordion folder.

- ✓ Document the name and address of the voter.
- ✓ Document the provisional voter number.
- ✓ Indicate whether this is a pre-registered voter or an Election Day registration.
- ✓ Indicate the reason this ballot is provisional.
- ✓ Document voter’s contact information so Clerk’s Office and Dane County Voter ID Coalition can offer the voter help obtaining an ID and getting ballot counted.

8. Stamp “Section 6.97” and write the provisional voter number on the back of the provisional ballot. This is not a secret ballot.

PV# <u> 1 </u> Section 6.97
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9. Issue ballot to the voter. Instruct the voter to mark the ballot in the nearest voting booth, seal the ballot in the blue envelope, and then return to the provisional table.

10. When voter returns, instruct voter to sign the envelope.

CERTIFICATION OF VOTER			
<small>I certify, subject to the penalties of §.12.13(3)(g), Wis. Stats., that I am a qualified elector of the ward and municipality in the county of the state of Wisconsin indicated above. I am eligible to vote in this ward at the election today. I understand that if I fail to submit the required information listed above to my municipal clerk no later than 4:00 p.m. on the Friday following the election, my ballot may not be counted.</small>			
<i>Fannie Low Hamer</i>	<i>8/14/18</i>	<i>E. Official</i>	<i>8/14/18</i>
<small>Signature of Voter</small>	<small>Date</small>	<small>Signature of Election Inspector</small>	<small>Date</small>
<small>GAB-1231 Rev 2011-12 Government Accountability Board, P.O. Box 7984, Madison, WI 53707-7984 608-261-2028 web: gab.wi.gov mail: gab@wi.gov</small>			

11. Sign the envelope as the election inspector.

12. Give voter the blue handout about how to get ballot counted and IDPP handout. Point out that they can go to the nearest Madison Public Library for free assistance with sending ID to the Clerk’s Office; no need to drive downtown.

13. Place provisional ballot certificate envelope in the large blue Wisconsin Inspectors’ Certificate of Provisional Ballots envelope.