

2025 SPRING ELECTION PREP

Participant Guide



Wisconsin Elections Commission
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Welcome!

Thank you for attending today's training. This training may be a refresher for some and brand new for others. Instructors will start with the basics and the concepts will get more complicated as we progress. Feel free to ask questions along the way.

This training is designed to be conversational and interactive so the more you put in, the more you will get out of it. The participant guide provides resources for you to reference that are relevant to the content in the presentation.

We hope you find this training beneficial and we appreciate the opportunity to share our expertise!

About WEC

The Wisconsin Elections Commission (WEC) was established in 2016 by the Wisconsin Legislature to carry out a wide range of functions related to statewide elections administration.

The WEC serves as a resource for local clerks by providing them with education, training, and support materials. The agency also fulfills several statewide election responsibilities, such as helping ensure compliance with federal and state election laws, ensuring election accuracy, and maintaining the statewide voter registration database.

The WEC is governed by six Commissioners, with three Commissioners representing the Democratic Party and three representing the Republican Party. Two of the Democrats and two of the Republicans are selected by their respective Legislative leadership. One Democrat and one Republican must be former municipal or county clerks and are appointed by the governor and confirmed by the Senate.

Terms & Definitions

- **Absentee ballot** – ballot not issued at a polling place on Election Day
- **Canvass** – the process of verifying the totals from election day before certifying the results of an election
- **Elector** – a US citizen who is at least 18 years of age, has resided at their voting address for at least 28 days, and is not disqualified from voting
- **Filing Officer** – the person with who candidate paperwork, referendum, and other election-related materials are filed
- **Indefinitely confined** – a voter who has difficulty getting to the polls due to illness, age, disability, or any other circumstance that would prevent in-person voting
- **In-Person Absentee Voting (IPAV)** – A term for the period of time beginning 14 days before an election, when voters may vote absentee ballots at approved locations
- **Military Voters** – absentee voters who are Members of a uniformed service or the U.S. Merchant Marine, Civilian employees of the United States and civilians officially attached to a uniformed service who are serving outside the United States, Peace Corps volunteers, spouses and dependents of those listed in the above categories residing with or accompanying them
- **Proof of Identification (POI)** – a document proving a voter is who they say they are when requesting a ballot by absentee or in person
- **Proof of Residence (POR)** – a document that establishes a registrant's connection to a particular location; proves the person lives where they say they do when getting registered
- **Provider** – Usually a county that does WisVote entry for relier municipalities
- **Relier** – Municipality that relies on a provider to do WisVote entry
- **Special Voting Deputies (SVDs)** – individuals appointed by a municipal clerk or board of elections to conduct absentee voting at certain care facilities
- **Witness** – a US citizen (unless voter is overseas) who is at least 18 years of age who witnesses you signing your absentee ballot

Are there other terms you have heard that you would like to have defined?

Timeline and Deadlines

General Deadlines to Remember

Jan. 2-21	• Caucus Period
Jan. 7	• Deadline for Nomination Papers
Jan. 14	• Candidate Ballot Order Draw
Jan. 19	• Deadline to Establish Polling Places
Jan. 22	• Spring Referendum Questions Due
Feb. 18	• Spring Primary
Apr. 1	• Spring Election

Voter Registration Dates

- **Jan. 29** – Online and By-Mail Registration ends for the primary
- **Feb. 13, 5pm** – Deadline to pre-register for the Primary
- **Mar. 12**– Online and By-Mail Registration ends for the Spring Election
- **Mar. 28, 5pm** – Deadline to pre-register for the Spring Election

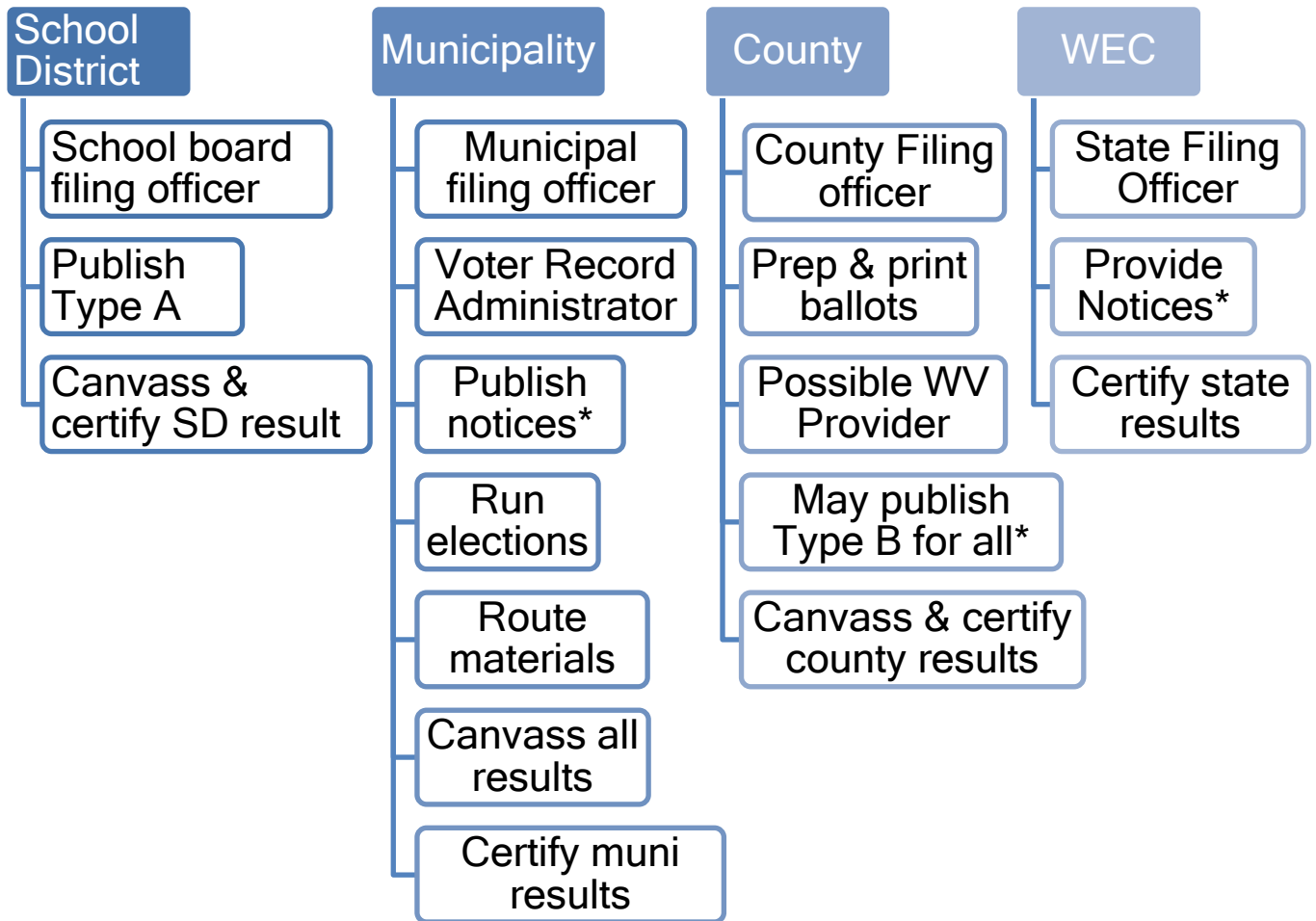
Absentee Voting Dates

- **Jan. 27–Feb. 17** – Primary SVD period
- **Jan. 28** – Deadline to begin mailing Primary ballots
- **Feb. 4–18** – Primary IPAV period
- **Mar. 10–31** – Spring SVD period
- **Mar. 11** – Deadline to begin mailing Spring Election ballots
- **Mar. 18–30** – Spring IPAV period

Note: Most absentee ballots must be requested by 5pm on Thur. Before the election.

Please download and/or print the calendar available on the WEC website for all election dates and deadlines: <https://elections.wi.gov/calendar/print>.

Roles & Responsibilities



*For more information about all notices, visit the Election Notices page on the WEC website: <https://elections.wi.gov/clerks/election-notices>.

Training Yourself & Your Poll Workers

- Municipal clerks must obtain six hours of training every two-year term from the WEC.
- Municipal clerks must take the MCT Core Curriculum Course to be considered certified to conduct elections.
- Election inspectors must attend training every two years and must have attended training within two years of the election in which they serve.
- Chief election inspectors must complete the Baseline Chief Inspector training and have at least six hours of training in total.
- Municipal clerks are in charge of ensuring election inspectors get trained.

Ways to Get Registered


- **Online** - Up to 20 days before the election via MyVote only if you have a valid Wisconsin Driver's License or State ID card issued by the DMV.
- **By mail** - Up to 20 days before the election. All registration forms should be mailed to the municipal clerk and include a copy of your POR. Residential leases cannot be accepted as POR by mail only.
- **In the municipal clerk's office** - You may register in-person in your municipal clerk's office up until the Friday before the election at 5:00 p.m. or close of business, whichever is later.
- **At the polls on Election Day** - You may register at the polls on Election Day.

Examples of Acceptable POR




Examples of Acceptable POI


ACCEPTABLE PHOTO IDS




WI Driver License




WI State ID Card




University / College ID



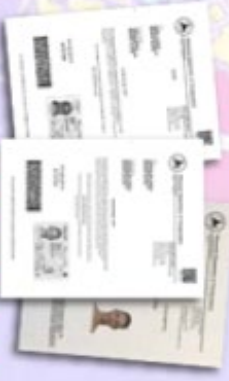
Veteran Affairs ID




Certificate of Naturalization




WI Driver, State ID or IDPP Receipt




Tribal ID



US Uniformed Services



US Passport Book or Card



Some ID variations are not shown

POR vs POI Chart

PROOF OF RESIDENCE		VS.	PROOF OF IDENTIFICATION	
Proof of Residence (Registration)	Standards	Proof of ID (issuing a ballot)	Standards	
State of WI Driver License or Instructional Permit <i>(Cannot be used as POR if hole punched)</i>	- May be revoked or suspended --Unexpired	State of WI Driver License or Instructional Permit <i>(May be used if hole punched and date visible)</i>	- May be revoked or suspended - Unexpired or expired after 11/5/2024	
State of WI Identification Card <i>(Cannot be used as POR if hold punched)</i>	- Unexpired	State of WI Identification Card <i>(May be used if hole punched)</i>	- Unexpired, or expired after 11/5/2024	
Identification card issued by WI governmental body or unit	- Valid on date of registration*	Military ID card issued by a U.S. Uniformed Service	- Unexpired, or expired after 11/5/2024	
Identification card issued by employer <i>(not a business card)</i>	- Valid on date of registration* - Photo required	Military ID card issued to a veteran by a U.S. Uniformed Service.	- May be expired—some may indicate “indefinite.”	
Real estate tax bill or receipt	- For current year or year preceding date of the election	Photo ID issued by the federal Dept. of Veterans Affairs	- Unexpired or has no expiration date	
Wisconsin University, College or Technical College ID	- Photo required – Address not required on ID - Plus fee receipt with address dated within last 9 months OR - the clerk may verify the ID against the certified housing list	Wisconsin University, College or Technical College ID	- May be expired -Date of issuance - Signature of student -Photo required - Expiration date no later than 2 years after date of issuance. - Document that proves enrollment. (not required if ID is unexpired)	
Utility bill (gas, electric, phone, cell phone, cable TV, satellite, internet, garbage)	- For period that starts no earlier than 90 days before registration	U.S. Passport booklet or card	- Unexpired, or expired after 11/5/2024	
Bank or Credit Union Statement	- Any bank or CU account statement, regardless of the type of account.	Certificate of Naturalization	- Unexpired - issued not earlier than 2 years before election	
Credit Card Statement	- any credit card statement, including retail	WI DOT Driving Receipt	- Unexpired - Valid for 45 days	
Paycheck or stub	- None	WI DOT ID Card Receipt	- Unexpired - Valid for 45 days	
Check or other document issued by a unit of government	- Valid on date of registration*	Citation or Notice to Revoke or Suspend WI Driver License	- Unexpired - Dated within 60 days of the election	
Residential Lease	- Effective on date of registration* - Cannot be used as POR when registering by mail.	IDPP receipt	- Unexpired, valid for 60 days.	
Care facility contract or intake document	- Must indicate voter resides at facility - Is not required to indicate room number	ID card issued by federally recognized WI tribe	- Expired or unexpired	
ID card issued by federally recognized WI tribe.	- None	Proof of Identification documents do not have to list a current address to be valid. (Rev. 2024-12)		

*Proof of Residence documents which are valid for use during a specified period must be valid on the day an elector registers to vote. Wis. Stat. 6.34(3)(c).

Absentee

Absentee before IPAV begins:

- Clerks cannot accept absentee ballot requests in person before IPAV begins!
- State law requires a ballot be sent by mail to each voter with an active absentee request on file 47 days prior to the Presidential Preference Primary (overseas and military voters only), partisan primary, and general election and 21 days before all other elections
- Federal law requires a ballot be sent by mail to each military and overseas voter with an active absentee request on file 45 days prior to any elections with federal contests
- Municipal clerk must send absent elector a ballot within 1 business day of receiving the request

SVD Voting in Care Facilities:

- SVD voting must be conducted no earlier than the fourth Monday and no later than 5:00 p.m. on the Monday before the election
- Not less than five working days before the visit, the municipal clerk posts a notice of the absentee voting schedule at the facility

IPAV:

- IPAV may not begin any earlier than 14 days and must end Sunday before an election
- The 4th Tuesday before the election, the clerk must post the hours and location in which they are available in a Type E Notice

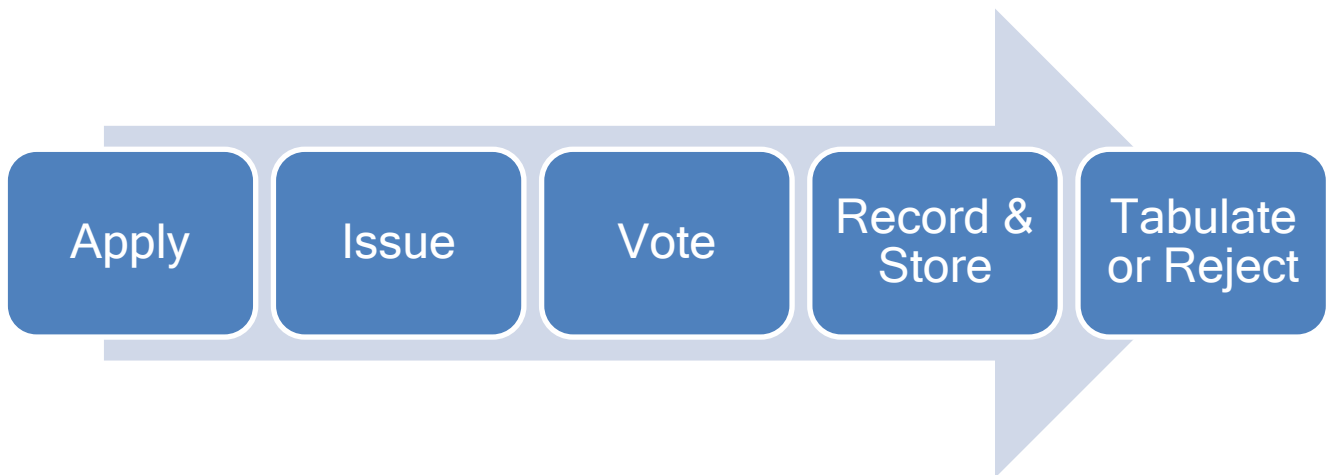
Deadlines for electors to make an absentee ballot request:

- Regular and overseas electors:
 - Online and by mail: Thursday before an election (single election) or Friday before an election (calendar-year)
 - In-person: the last day the clerk is offering IPAV.
- Military electors not away: Friday before the election.
- Hospitalized voters may request that a ballot be brought to them by an appointed agent any time in the 7 days preceding the election.
- Sequestered jurors and military away from home may request ballots on Election Day

Deadline to return or cure an absentee ballot:

- 8pm on Election Day

Absentee Process



Application Types

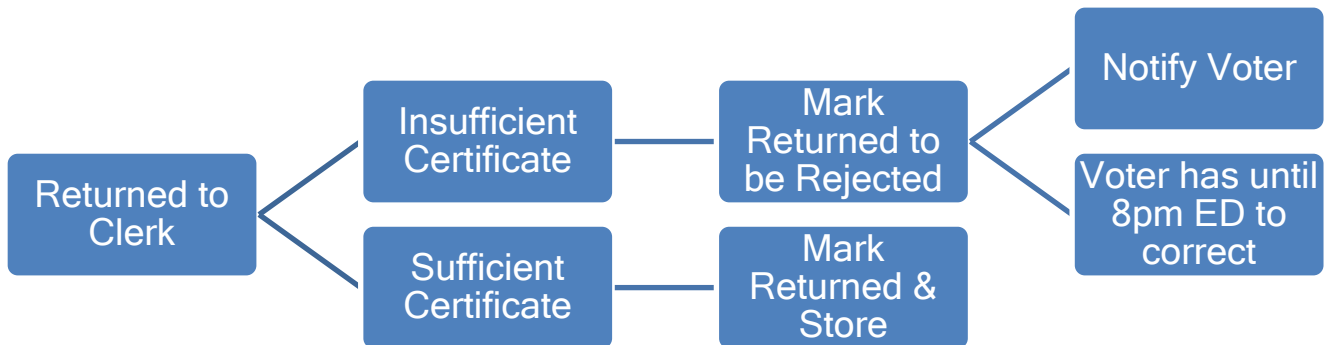
- Single election – voters select the election they want a ballot
- Calendar Year – voters choose to have all ballots in the year sent to them
- All future elections – only indefinitely confined voters may request this and the application is deactivated when they request, or if they vote in person or don't return a ballot

Application Requirements

	Regular/ Temporary O/S*	Military*/ Permanently O/S*	Indefinitely Confined
Request in writing	✓	✓	✓
Election(s) they want ballot(s) for	✓	✓	
Voter name	✓	✓	✓
Address/electronic delivery point*	✓	✓	✓
Photo ID (on file or attached)	✓		

Returned Absentee Ballots

Reviewing Certificates



WisVote Absentee Ballot Status Reasons

Active:

- returned
- not returned – not properly returned
- returned to be rejected – something is wrong with the certificate, the voter has been disqualified, the voter died before election day
- voter refused – care facility voter declined to vote
- sent to voter for resolution – certificate was insufficient and was mailed back to voter for correction

Deactivate:

- undeliverable – ballot came back via post office because it couldn't be delivered
- voter spoiled – voter decided not to vote the ballot and spoiled it
- admin action – the clerk or staff did something wrong in issuing the ballot
- voter requested – the voter decided not to vote absentee
- ballot not received – the ballot never arrived with the voter
- returned after deadline – ballot gets to clerk after election day

Additional Resources

Manuals

Election Administration Manual

<https://elections.wi.gov/resources/manuals/election-administration-manual>

MyVote Wisconsin Manual

<https://elections.wi.gov/resources/manuals/myvote-wisconsin-manual>

WisVote Manual, Chapter 3

<https://electiontraining.wi.gov/group/10476> (must be logged in to ElectEd)

Military and Overseas Voting (UOCAVA) Manual

<https://elections.wi.gov/resources/manuals/military-and-overseas-voter-manual>

Absentee Voting in Care Facilities Manual

<https://elections.wi.gov/resources/manuals/absentee-voting-residential-care-facilities-and-retirement-homes-svd-voting>

Brochures

POR v. POI Chart

<https://elections.wi.gov/resources/brochures/proof-residence-por-vs-proof-identification-poi>

POR Photo Sheet

<https://elections.wi.gov/resources/brochures/proof-residence-pictures-possible-documents>

POI Photo Sheet

<https://elections.wi.gov/resources/brochures/printable-acceptable-photo-ids-sheets>

Webpages

Voter Registration: <https://elections.wi.gov/Register>

Photo ID: <https://elections.wi.gov/photoid>

Voting by Mail: <https://elections.wi.gov/voters/voting-mail>

Voting from Care Facilities

<https://elections.wi.gov/what-voters-residential-care-facilities-need-know>

Clerk Communications

2/9/2024, WEC Communications Relating to Absentee Ballot Certificate Witness Addresses

<https://elections.wi.gov/memo/wec-clerk-communications-relating-absentee-ballot-certificate-witness-addresses>

10/28/2023, Kormanik v. WEC

<https://elections.wi.gov/memo/temporary-injunction-wec-concerning-spoiling-absentee-ballots-kormanik-v-wisconsin-elections>

9/7/2022, Guidance on Absentee Ballot Return Options Under the Federal Voting Rights Act

<https://elections.wi.gov/memo/guidance-absentee-ballot-return-options-under-federal-voting-rights-act>

2/16/2022, Teigen, et al. v. WEC and DSCC

<https://elections.wi.gov/memo/statement-clerks-notification-wecs-interpretation-wis-stat-ssss-687-and-6855-contained>

Trainings (in ElectEd)

Roles of WI Election Officials: <https://electiontraining.wi.gov/group/10576>

EROs on Election Day (includes a demo for filling out the EL-131):

<https://electiontraining.wi.gov/group/396>

Photo ID: <https://electiontraining.wi.gov/group/10271>

Absentee Voting Series, 1-9: <https://electiontraining.wi.gov/catalog> (filter by Absentee)

WisVote Absentee Definitive Pre-Election Guide:

<https://electiontraining.wi.gov/group/231>

WisVote Absentee Definitive Post-Election Guide:

<https://electiontraining.wi.gov/group/216>

