

# ABSENTEE III: IN-PERSON ABSENTEE VOTING (IPAV)

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## Participant Guide



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# Welcome!

Thank you for attending today's training about In-Person Absentee Voting. 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.

# Absentee Terms

- **Absentee ballot** - ballot not issued at a polling place on Election Day
- **Absentee ballot log** - A listing of absentee ballots, and their status, kept by a municipality for tracking purposes
- **Alternate In-Person Absentee Voting (IPAV) location** - A site designated for requesting and voting IPAV ballots other than a municipal clerk's office
- **Curing a ballot** - fixing the mistakes on a ballot so it can be legally counted
- **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
- **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
- **Overseas Voter** - an absentee voter who is outside the United States, either temporarily or permanently
- **Proof of Residence** - a document that establishes a registrant's connection to a particular location
- **Provider** - Usually a county that does WisVote entry for relier municipalities
- **Relier** - Municipality that relies on a provider to do WisVote entry
- **Uniformed and Overseas Citizens Absentee Voting Act (UOCAVA)** - 1986 Act that protects the voting rights of members of uniformed and overseas U.S. citizens
- **Witness** - a US citizen (unless voter is overseas) who is at least 18 years of age who witnesses you signing your absentee ballot

## Type E Notice: Absentee Voting

- IPAV hours set by governing body within IPAV window
- Notice published 4th Tuesday before election
- The notice may be amended to add hours but not to reduce them
- If added to WisVote, voters may use MyVote to find dates/times

# Timeline and Deadlines

## 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

## IPAV:

- IPAV may not begin any earlier than 14 days and must end Sunday before an election
- The 4<sup>th</sup> 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 & Indefinitely Confined)
  - 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 may request ballots on Election Day
- Military voters away from home may only request ballots after the Friday before an election if there is a federal contest on the ballot

## Deadline to return or cure an absentee ballot:

- 8pm on Election Day

# Entering IPAV Schedules in WisVote

- Entering IPAV schedule into WisVote is optional
- If not information is entered in WisVote, MyVote will refer voters to their municipality for more information
- Locations and schedules are visible in MyVote beginning 20 days before Election Day
- If using WisVote IPAV entry, any locations must be entered in WisVote as polling places
- Please perform and submit Polling Place Accessibility Self Assessment with any IPAV location entry requests

IPAV polling locations can be entered through an Election Plan (WisVote Manual Chapter 4.2) or directly in an Election (WisVote Manual Chapter 4.11).

Each IPAV location will need a separate entry in the Absentee Information section

## Entering IPAV Locations in an Election Plan

Begin in the election plan associated with the next scheduled election; even/odd. Spring/Fall, etc.

ELECTION PLAN : INFORMATION  
City of KIEL - Spring Primary (Even) ☰

General

Name \* City of KIEL - Spring Primary (Even)

Jurisdiction CITY OF KIEL - MULTIPLE COUNTIES

Election Type \* Spring Primary - Even

Owner \* CITY OF KIEL - MULTIPLE COUNTIES

Reporting Units

Reporting Unit...	Name ↑	Election Type	Jurisdiction
1	Wards 1-6	Spring Primary - Even	CITY OF KIEL - MULTIPLE CO...
7	Ward 7	Spring Primary - Even	CITY OF KIEL - MULTIPLE CO...

Absentee Information

Absentee Location ↑	Absentee Location Type...	Drop Box Start Date	Drop Box End Date
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+ ☰

- Click the New Record button (+ sign) in the Absentee Information section

- Enter the IPAV location in the **Absentee Location** field
- Select all days that have the same hours of operation
- Click **Select Days** button
- Continue until all days with IPAV hours are selected

Once the IPAV day records have been created, the hours of operation need to be assigned

Hours of Operation			
Days Of Operation ↑	Is All Day	Start Time	End Time
Days 1,2,3,8,9,10	No		
Days 4,11	No		
Days 6,7	No		

ABSENTEE OPTION DAYS OF OPERATION : INFORMATION  
Days 1,2,3,8,9,10

General

Days Of Operation • Days 1,2,3,8,9,10

Start Time • 8:00 AM ▾

End Time • 4:00 PM ▾

- Open each day record
- Select the Start Time and End Time from the associated dropdown options (30-minute increments)
- Click **Save & Close**
- Continue until all day records have been assigned start and end times

Add any location-specific instructions (room number, preferred entry door, “by appointment only”, etc.) to the **Additional Information** field

Additional Information

Information provided in this box will be displayed on MyVote

Additional Instructions Enter through front entrance

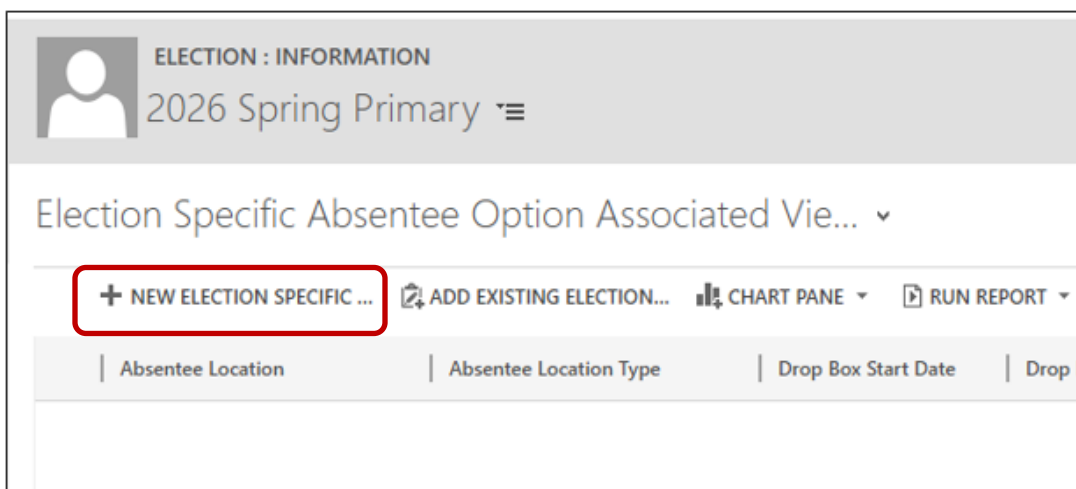
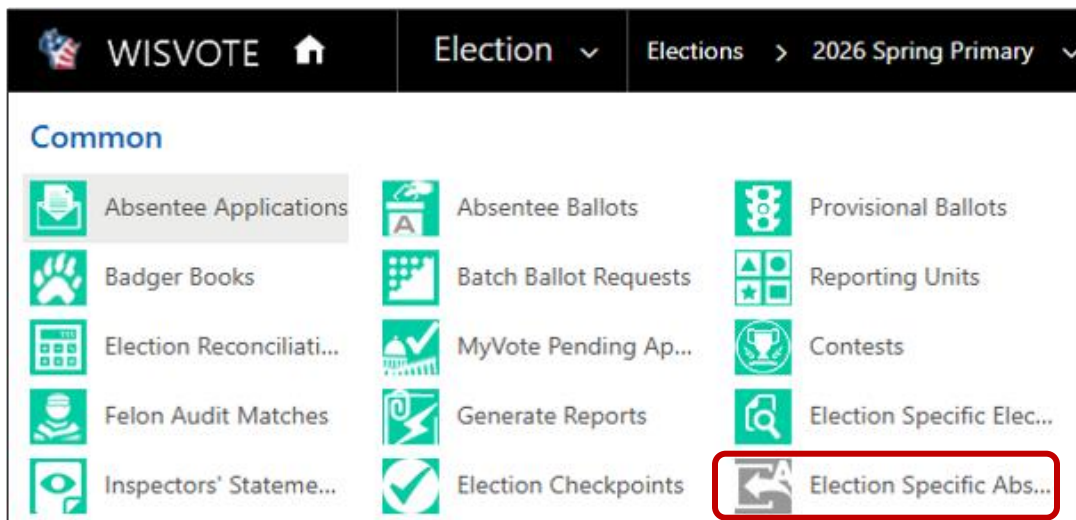
- Click **Save & Close** at the top of the page to save the location information to the election plan
- Repeat the process for any additional IPAV location

## Advantages of using Absentee Information in an election plan

- Can copy between election types if there are no changes in locations/times between elections
- Information is automatically populated in the election 20 days before Election Day
- Can group days with the same hours to save data entry

## Entering IPAV in an election

- Got to the Elections tile and select the appropriate election
- Click the down chevron in the upper ribbon
- Click the grey **Election Specific Absentee Options** associated tile



- Click the + New Election Specific Absentee... button

- Search and enter the absentee location
- Select **all** days with any IPAV hours
- Click the **Select Dates** button
- If a day is missed, check the date, click the **Select Dates** button again

General

Absentee Location \* **KIEL COMMUNITY CENTER - Lower Level** Absentee Location Type In-Person Absentee Voting Site

Absentee Option Order .....

Select Dates

	Sun	Mon	Tues	Wed	Thurs	Fri	Sat
Week 1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> 02/03/2026	<input checked="" type="checkbox"/> 02/04/2026	<input checked="" type="checkbox"/> 02/05/2026	<input checked="" type="checkbox"/> 02/06/2026	<input type="checkbox"/> 02/07/2026
Week 2	<input type="checkbox"/> 02/08/2026	<input checked="" type="checkbox"/> 02/09/2026	<input checked="" type="checkbox"/> 02/10/2026	<input checked="" type="checkbox"/> 02/11/2026	<input checked="" type="checkbox"/> 02/12/2026	<input checked="" type="checkbox"/> 02/13/2026	<input type="checkbox"/> 02/14/2026
	<input type="checkbox"/> 02/15/2026	<input checked="" type="checkbox"/> 02/16/2026	<b>Election Day</b> 02/17/2026				

Select Dates

Each day will be listed individually; scroll using the page arrows

Hours of Operation

Days Of Operation	IsAllDay	Start Time ↑	End Time
February 03	No		
February 04	No		
February 05	No		
February 06	No		

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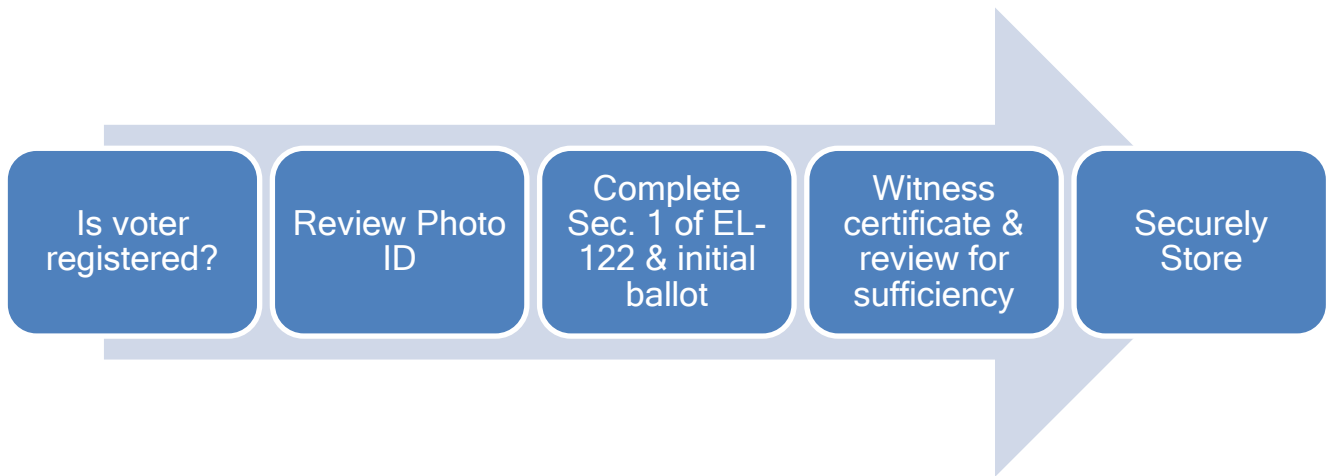
Page 1

- Double-click a day record
- Select Start and End times from the appropriate dropdown menu
- Click Save & Close
- Continue until all records have a start/end time
- Add any location-specific instructions to the Additional Information field
- Click Save & Close at the top of the location record
- Repeat the process for any additional IPAV locations

### General Information for both Election Plan & Election-specific IPAV entry

- Times and locations can be edited in a specific location record
- Day records can be deactivated in a location record if added in error
- Individual location records can be deactivated
- Election Plan information will not copy/overwrite into an Election-specific plan if IPAV information has already been entered in an election

# In-Person Absentee Process



## Ballot Application

IPAV requests are made on the EL-122 Application and Certificate for Absentee Voting

Ballot requests must contain:

- Election date
- Voter Name
- Voter's registration address

All In-Person Absentee voters must show an acceptable photo ID to receive a ballot

## Certificate Requirements

Once a ballot is returned, the clerk checks the certificate for the following:

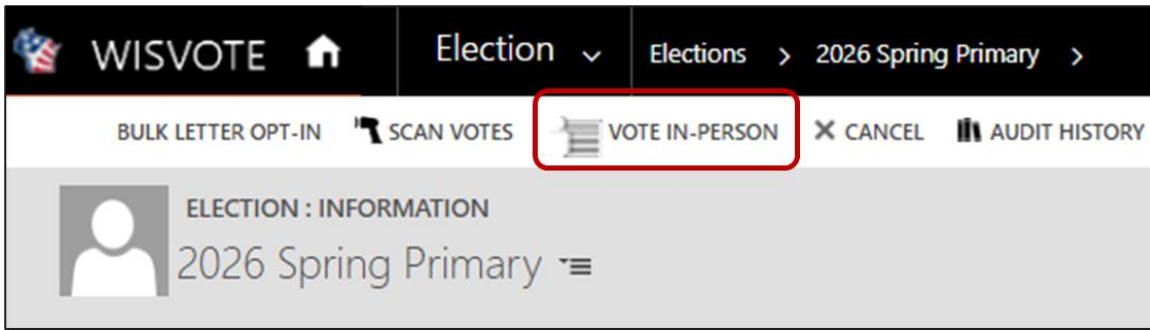
- Evidence of tampering
- Voter signature
- Date of birth, Military and Perm. O/S only

The clerk or clerk staff fills in the witness section:

- Witness signature
- Witness printed name
- Witness address - this may be the municipal address

## Recording IPAV Ballots in WisVote

IPAV applications and ballots in WisVote must be entered using the Vote In-Person option found in an election.



If IPAV applications or ballots are not entered correctly, they will need to be deactivated using the Administrative Action option and re-entered.

A screenshot of the 'CREATE BALLOT AND PRI...' form in WisVote. The form is titled 'ABSENTEE APPLICATION' and 'New Absentee Application'. It has several sections: 'Attachments', 'Voter & Application Info', 'Ballot Delivery Info', and 'Election Info'. The 'Voter & Application Info' section is expanded and contains two columns of fields. The 'Voter Info' column includes 'Voter Name' (Johnson, John), 'Search By Reg Num' (702918307), 'Voter Type' (Regular), 'Home Address' (1002 4TH ST, KIEL, WI 53042), 'District Combo' (36241-003-2828-1), and 'Phone Number'. The 'Application Info' column includes 'Application Type' (Regular), 'Application Date' (1/21/2026), 'Application Source' (Voted in Person), 'FPCA' (checkbox), 'Batch Tag', 'Jurisdiction' (CITY OF KIEL - MULTIPLE COUNTIES), and 'Curbside Voted' (checkbox). The 'Ballot Delivery Info' section includes 'Ballot Delivery Method' (Voted In Person). The 'Election Info' section includes 'Absentee Period' (Current Election). Several fields are highlighted with red and yellow boxes.

The Voted In Person application type and ballot delivery method are only available when using the Vote In-Person option

The Vote In-Person tool in WisVote only requires a clerk to search for the voter and confirm/update the Application Date field (the field will default to the current date). The rest of the form will auto-fill and the user can then click the **Create**

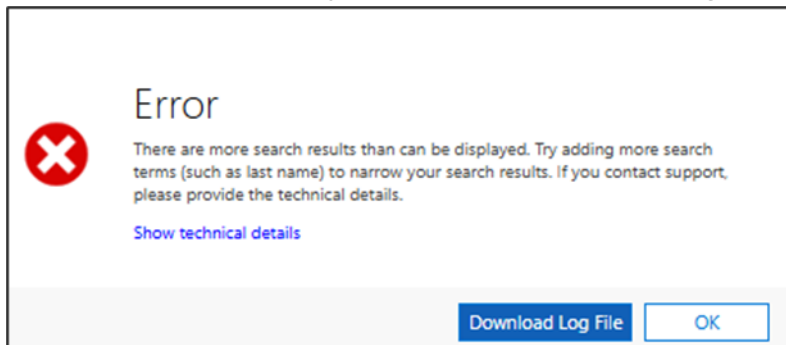
**Ballot and Print** button to generate the application and returned ballot record. WisVote will provide the option of generating a label, if needed.

## Common Issues

If the Vote In-Person button or Create Ballot and Print buttons are missing, a cache clear will often resolve the problem. If a button is missing from the application view, make sure to exit before attempting any fixes since a cache clear will reload the page and could potentially create an application/ballot record.

To clear the browser cache, click Shift + F5 or Ctrl + Shift + Del. Shift + F5 will reload the page without using the local cache where Ctrl/Shift/Del will open the browser browsing data controls for the browser, allowing users to select and delete all cached files for a defined set of time.

If the voter has a common name, or a 3-4-character last name, users may receive a “Too many records” error message.



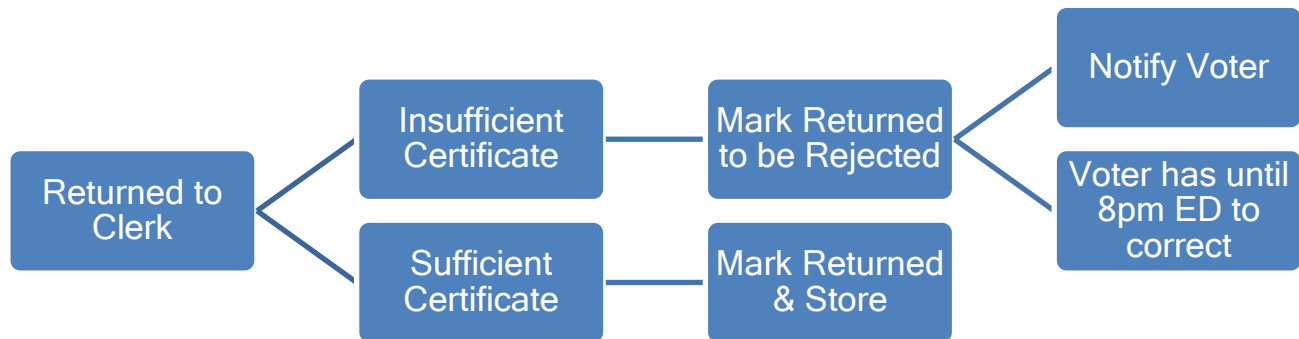
In these cases the voter’s record should be searched using the Search By Reg Num field, located directly below the name search. Once the voter registration number has been entered, clicking tab or enter will populate the voter’s information. The Search By Reg Number field requires an exact match with an existing voter registration number.

## Assisting Absentee Voters

Just like at the polls on Election Day, voters are entitled to have assistance upon request. The same rules apply about who may not be an assistant: employer, union rep, or candidate on the ballot.

# 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

### Inactive:

- 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

\*Status should not be used for IPAV ballots

# Observers at IPAV

Observers are allowed to witness all aspects of the voting procedure, as long as they do not interfere with the voting process

Clerk's private home as IPAV location

- Allowable
- Different observer rules under Wis Stat 7.41 and Admin Code 4.02 (11) and 4.05 (2)(a)
- Err on the side of transparency

## 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)

WisVote Manual Chapter 4

<https://electiontraining.wi.gov/group/76> (must be logged in to ElectEd)

Military and Overseas Voting (UOCAVA) Manual

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

### Webpages

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>

New Polling Place Accessibility Self Assessment

[New Polling Place Accessibility Self-Assessment | Wisconsin Elections Commission](#)

## 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)

Special Voting Deputies: <https://electiontraining.wi.gov/group/10531>

Overseas & Military Voting 2024:

<https://electiontraining.wi.gov/group/10336>

Central Count Absentee: <https://electiontraining.wi.gov/group/416>

WisVote Absentee Definitive Pre-Election Guide:

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

WisVote Absentee Definitive Post-Election Guide:

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

New Absentee Certificate Envelopes:

<https://electiontraining.wi.gov/group/191>

WisVote Absentee Voting:

<https://electiontraining.wi.gov/group/71>

