



Ineligible Voter List Instructions For Use At the Polling Place September Partisan Primary 2006

Instructions for election inspectors (poll workers) and special registration deputies

What is this list?

The Ineligible Voter List is a list of all felons who have addresses in your county and are currently under Department of Correction supervision. These individuals are on probation, parole, or extended supervision. The voting rights of these individuals have not been restored as of the date this list was issued and will not be restored until the individual completes the terms of his or her sentence. The information on this list is provided by the Department of Corrections (DOC).

What is the layout of the list?

The Ineligible Voter List information is organized by the person's last name. The list includes last name, first name, middle initial, last known address, date of birth, and separation date. You may notice what appear to be duplicate names. This can happen when a record has slightly different information from another similar record, e.g. one record indicates middle initial and the next does not.

What does the separation date mean?

The separation date is the date when individual has served their sentence and is no longer under supervision. Beginning with the separation date, the individual's civil rights are restored and he/she is eligible to vote. Note that in rare cases, the separation date noted on this list is a date **before** September 12. This individual **is** eligible to vote on September 12.

What is this list used for?

You will use this list to assist in identifying persons who are ineligible to vote under Wisconsin state statutes.

When do I use this list?

ONLY use this list during the election day registration process and when processing absentee ballots. *Do not use or review this list for those voters whose names appear on the poll list.*

How do I use it?

- ***For Election Day Registration***

1. When a person appears at the polling place to register to vote on election day, ask the person for his or her name and date of birth.
2. Compare the person's name and date of birth against the ineligible voter list.
3. If there is no match with the ineligible voter list, the person follows the election day voter registration process.

4. If the name and date of birth are identical to an entry on the list, check the separation date. If the separation date is **before** election day, the person is eligible to vote. If the person's separation date is **after** the election day, you must inform that person that he or she is ineligible to vote based on the information before you.
 - *Use your best judgment.* If a voter states his name is Jim John Smith, and the Ineligible Voter List has a Jim J. Smith and the date of birth is the same, this is good reason to challenge. Use the address as further corroborating information.
 - If you find a matching name with a different date of birth, this is **not** a good reason to challenge. There are many common names and poll workers must exercise due care when determining whether they have a match with an ineligible voter.
5. If a person who matches a record on the list maintains that he or she is eligible to vote, the registration form should be marked "ineligible to vote per DOC" and the ballot should be challenged.

How do I challenge a voter?

Challenge a voter by using the **Challenge Documentation** form (EB-104c). A sample is available in your Election Day Manual at pages 49 and 50. You will complete sections A, B, C and D.

What about already registered voters?

On election day, if an already registered voter's name appears on the poll list with the clerk's notation as "Ineligible per DOC", the poll worker should inform the voter of this fact. If the person insists that he or she is eligible to vote, the ballot should be challenged, by using the **Challenge Documentation** form (EB-104c). A sample is available in your Election Day Manual at pages 49 and 50. You will complete sections A, B, C and D.

Again, the Ineligible Voter List is only to be used on election day for **same-day registration**. The list is not to be reviewed or used by poll workers for already registered voters. Already registered voters may be informed about potential ineligibility only to the extent the voter is already marked as "Ineligible per DOC" on the poll list.

- ***For Absentee Ballot Processing***

When you are processing absentee ballots, you must review this list to determine if any absentee ballot was cast by any elector whose name appears on the list. If there is a match, then the absentee ballot must be treated as a challenged ballot.

When do I refuse to let a person vote?

You may refuse to let a person register and vote only if the person agrees that he or she is ineligible to vote or if any answers given by the challenged voter on the Challenge Documentation form indicate he or she is not qualified to vote.

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