

# Election Inspector Instructions for Properly Completed Election Day Registrations

The fields highlighted below are required for an Election Day Registration to be complete. A voter whose form does not have these fields filled out as listed in the box to the right should not be issued a ballot. Please note that there are three fields Election Inspectors must complete on Election Day, before the voter is issued a ballot.

Note: Voters who complete box 7 are cancelling their registration at their previous address.

## See Highlighted Boxes

Voter Registration Application		<input type="radio"/> Submitted by Mail (Office Use Only)	
Confidential Elector ID# (Print - required for Office Use Only)		SVRS ID # (Office Use Only)	
<b>General Instructions: Please Review Fully</b> Please use uppercase (CAPITAL) letters only. Fill in circles as appropriate. Return completed form to municipal clerk. This document can be made available in accessible formats to persons with disabilities, upon request. NOTE: If this is a change of address, then upon completion of this application, your voting rights will be canceled at your previous residence. If you are registering to vote in Wisconsin for the first time and submitting this application by mail, you must provide identification with this application. If you do not provide identification with this application, you will be asked for identification the first time that you vote. Please see reverse side for a list of acceptable forms of identification.			
1	<input type="radio"/> New WI Voter <input type="radio"/> Name Change <input type="radio"/> WI Address Change	Municipality <input type="radio"/> Town <input type="radio"/> Village <input type="radio"/> City	County
2	Wisconsin Driver License/ID Number		<input type="radio"/> I have neither a WI Driver License/ID nor a Social Security Number.
Social Security Number - Last Four Digits (if no license/ID number)		X   X   X   -   X   X   -	
3	Last Name		Suffix (e.g. Jr, II, etc.)
	First Name		Middle Name
	Date of Birth (MM/DD/YYYY)		
4	Residence Address: Street Number & Name		
	Apt. Number	City	
	State	ZIP + 4	
5	Mailing Address: Street Number & Name		
	Apt. Number	City	
	State & ZIP + 4		
6	Last Name		Suffix (e.g. Jr, II, etc.)
	First Name		Middle Name
	Address: Street Number & Name		
7	Apt. Number	City	
	State & ZIP + 4		
	Please answer the following questions by filling in "Yes" or "No": 1. Are you a citizen of the United States of America? <input type="radio"/> Yes <input type="radio"/> No 2. Will you be 18 years of age on or before election? <input type="radio"/> Yes <input type="radio"/> No If you filled in "No" in response to EITHER of these questions, do not complete this form.		
8	I certify that I am a qualified elector, a U.S. citizen, at least 18 years old, having resided at the above residential address for at least 10 days immediately preceding this election, not currently serving a sentence including probation or parole for a felony conviction, and not otherwise disqualified from voting. I certify that all statements on this form are true and correct. If I have provided false information I may be subject to fine or imprisonment under State and Federal laws. If completed on election day, I further certify that I have not voted at this election. (Please fill in circle)		
9	<input type="radio"/> Corroborating Witness/ Assistant Signature		
10	Corroborating Witness/ Assistant Address		
11	Elector Telephone Number		<input type="radio"/> I am interested in being a poll worker.
Accommodation needed at poll location (e.g. wheelchair access):			
12	If you do not have a street number or if you have no address, please use the map to show where you live: > Write the names of the crossroads (or streets) nearest to where you live. > Draw an "X" to show where you live. > Use a dot to show any schools, churches, stores or other landmarks where you live and write the name of the landmark.		
Signature of Elector		Date (MM/DD/YYYY)	
Official Use Only: Proof of Residence/ID:		Official Use Only: Election Day Voter #	
Official's Signature (election official, or special registration deputy (with ID number))		Official Use Only: Proof #:	
Official Use Only:		Ward Sch. Dist. Alder. Cty. Supr. Ct. of App. Assembly St. Senate Congress Other	

### Box 2:

- If the voter has a current and valid WI Driver License (DL), he or she must record that number here and the voter is given a regular ballot.
- If the voter has a DL but does not know the number, an inspector **must** issue a provisional ballot. The voter must provide the DL # to the clerk's office any way feasible by 4 p.m. the day after the election in order for the ballot to be counted.
- If the voter does not have a DL, but provides a current and valid State ID # or the last 4 digits of the SS#, the voter should be given a regular ballot.
- If the voter does not have a DL, State ID nor SS#, checking the "I have neither" box is sufficient and the voter should be given a regular ballot.

### Box 3:

- Voter **must** provide both First and Last Name and a Date of Birth.

### Box 4:

- Voter **must** provide a complete current residential address. A PO Box is not a residential address but is a mailing address.

### Box 8:

- Voter **must** fill in the circle answering these questions "Yes".

### Box 9:

- Voter **must** complete the certification by filling in the corresponding circle.

### Signature and Date:

- Voter **must** sign and date the form.

### Official Use:

- **Proof of Residence** – Voters must provide proof of residence. In this field, Inspectors **must** record the type of proof offered, for example: "XYZ Bank Statement"
- **Proof #** - Inspectors **must** record any unique number corresponding to the document offered as proof of residence, for example the bank account number: B2656.
- **Official Signature** – Inspectors must print and sign their name after checking to make sure the voter has completed the information required in boxes 2,3,4,8 and 9. Do not sign an incomplete form.