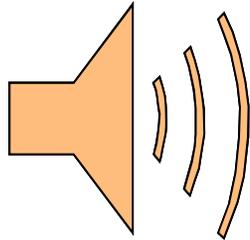




CITY OF BELOIT



**Is your
sound on?**



The City Clerk
reserves the
right to select
qualified
deputies

Special Registration Deputy Training

Revised August 7, 2015

Deputies



- Training every two years
- Appointments expire December of even-numbered years
- Cannot be paid per registration form



Requirements

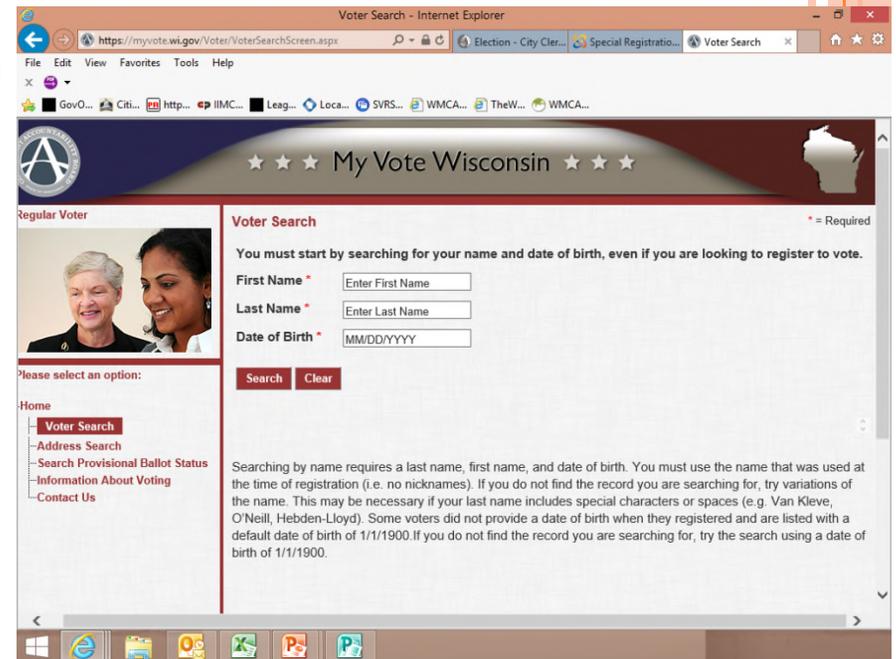
- Legible
- Return applications to City Clerk's Office: 100 State Street, Beloit WI 53511 (2nd Floor) 
- Within 3 days of Registration



My Vote

○ <https://MyVote.wi.gov>

- Voter Registration
- Polling Place
- Voting History
- Absentee Ballot Status
- Sample Ballot
- Elected Officials





Our Goal:

For all eligible voters
to be able to cast a
ballot and have that
ballot counted





Voter Eligibility

- U.S. Citizen
- At least 18 years old
- Resident in the City of Beloit for 28 days
- If convicted of a felony, completed terms of sentence, including probation & parole





Determining Residency

- Temporary absence not relevant
- Intent to return





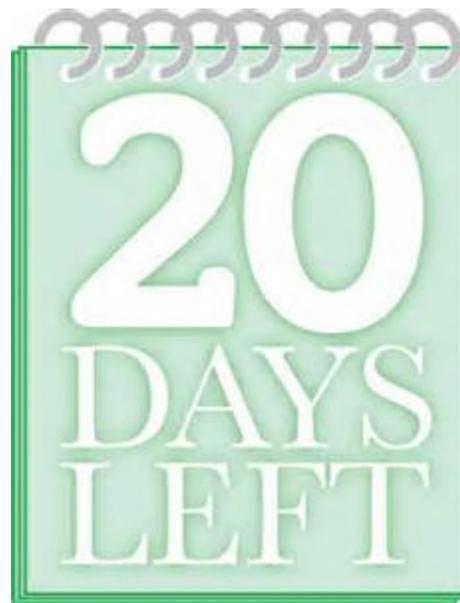
Proof of Address

- Now required for  all registrations



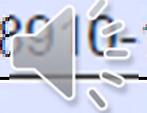
Open Registration

- Registration closes at 5 p.m. the third Wednesday before Election Day
- Registrations submitted after 5 p.m. cannot be on the poll list





 Wisconsin Voter Registration Application				
<small>Confidential Director ID# (Print - sequentially, Official Use Only)</small>		<small>SVRS ID</small>		
<small>Instructions for completion are on the back of this form. Return this form to your municipal clerk, unless directed otherwise.</small> <ul style="list-style-type: none"> Please use uppercase (CAPITAL) letters only. Fill in circles as appropriate. If you have not voted in WI and are submitting this application by mail, you must also provide a copy of your proof of residence (see reverse side). NOTE: If this is a change of address, then upon completion of this application your voting rights will be cancelled at your previous residence. 				
1	<input type="checkbox"/> New WI Voter <input type="checkbox"/> Name Change <input type="checkbox"/> WI Address	Municipality <input type="checkbox"/> Town <input type="checkbox"/> Village <input type="checkbox"/> City MADISON		
	<input type="checkbox"/> WI Address	County DANE		
2	WI Driver License or WI DOT-issued ID (DL # required if issued)	A123-4567-8901-11	Expiration Date 02/15/2018	<input type="checkbox"/> I have neither a WI Driver License/ID, nor a Social Security Number.
	Social Security Number - Last Four Digits (if driver license not issued or not current and valid)	X X X - X X -		



- WI driver license required if issued, current & valid
- If no WI driver license, WI ID card or last 4 digits of Social Security



Print your name exactly as it appears on the document, the number of which you provided in Box 2. (Driver License/ID Card or Social Security Card).								
3	Current	Last Name	ANTHONY			First	SUSAN	
		Middle Name	BROWNELL		Suffix (e.g. Jr., II, etc.)	Phone #		
		Date of Birth (mm/dd/yyyy)	02/15/1820		Email Address			
4		Residence Address: Street Number & Name		205 STATE ST				
		Apt.	4	City	MADISON		State & ZIP	WI 53703

- Name, date of birth, and residence address
- Post Office box cannot be a residence
- Make sure today's date is not listed as date of birth



Print your name exactly as it appears on the document, the number of which you provided in Box 2. (Driver License/ID Card or Social Security Card).									
3 Current	Last Name ANTHONY				First	SUSAN			
	Middle Name BROWNELL			Suffix (e.g. Jr, II, etc.)		Phone #			
	Date of Birth (mm/dd/yyyy)		02/15/1820		Email Address				
	Residence Address: Street Number & Name				205 STATE ST				
4	Apt.	4	City	MADISON			State & ZIP	WI 53703	



Optional:

- Mailing address
- E-mail
- Phone





- Name change? List previous name in section 6
 - Effective when ID is updated
 - Complete entire form



7	Required	Previous Registration Address - Street Number & Name		1234 FIFTH AVE	
		City	MILWAUKEE	State & ZIP	WI 53202

- Previous address required in section 7





Voters with no street address draw a diagram in section 8

8	Accommodation needed at poll location (e.g. wheelchair access):	If you do not have a street number or address, use the map to show where you live.												
	<input type="checkbox"/> I am interested in being a poll worker.	<ul style="list-style-type: none"> Mark crossroads 'X' where you live Use dots for landmarks 	<table border="1"> <tr> <td>Example</td> <td></td> <td>Library</td> <td><input type="checkbox"/></td> </tr> <tr> <td></td> <td>Woodstock Road</td> <td></td> <td><input type="checkbox"/></td> </tr> <tr> <td>High Street</td> <td></td> <td></td> <td><input type="checkbox"/></td> </tr> </table>	Example		Library	<input type="checkbox"/>		Woodstock Road		<input type="checkbox"/>	High Street		
Example		Library	<input type="checkbox"/>											
	Woodstock Road		<input type="checkbox"/>											
High Street			<input type="checkbox"/>											



HAVE FUN AND GET PAID!!



Please answer the following questions by filling in "Yes" or "No":

1. Are you a citizen of the United States of America?

2. Will you be 18 years of age or older on or before election day?

<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No
<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No

- Only U.S. Citizens can register and vote
- Must be 18 years old by Election Day



10

I hereby certify, to the best of my knowledge, that I am a qualified elector, a U.S. citizen, at least 18 years old or will be at least 18 years old at the time of the next election, having resided at the above residential address for at least 28 consecutive days immediately preceding this election, with no present intent to move. I am 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 in this election.
Please sign below to acknowledge that you have read and understand the above.

- Resident for 28 days, with no present intent to move
- If convicted of a felony, off paper
- Not otherwise disqualified



Signature of Elector	X	<i>Susan B. Anthony</i>	Today's Date (MM/DD/YYYY)	11/06/2012
			Election Day/Voter# (Official use only)	

Voter signs and dates in your presence



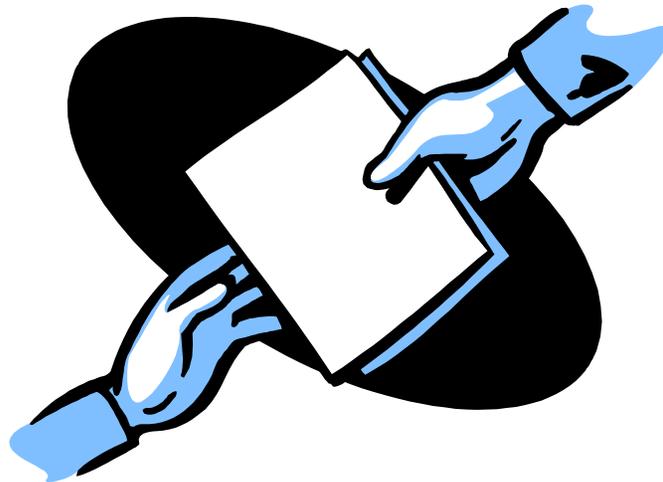
12	Corroborator / Assistant Signature:	Corroborator Assistant Address:	Proof of residence type <i>(Official use only)</i>
			Proof of Residence # <i>(Official use only)</i>

- Assistant signature and address, if applicable, in section 12



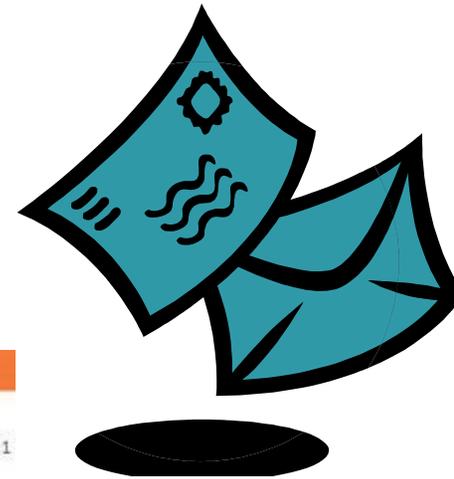
Checking Proof of Address

- Electronic or paper document
- Single document showing both name and current address
- Acceptable documents specified by State Statute



No Proof of Address?

- Voter mails form to Clerk, with proof of address



att.com

 **at&t**

AT&T CUSTOMER
1234 TELEPHONE LN
AUSTIN, TX 78748-1234

Page: 1 of 4
Bill Cycle Date: 12/12/10 - 1/11/11
Account: 123456789105

Visit us online at: www.att.com

Monthly Statement

Annotations:
A blue arrow points from the text "Name and Address" to the customer address information.
A blue arrow points from the text "Date" to the "Bill Cycle Date" field.



Acceptable Documents

- ★ Current & valid WI driver license
- ★ Current Wisconsin ID card



Acceptable Documents

- ★ Utility bill (last 90 days)

- ★ Water

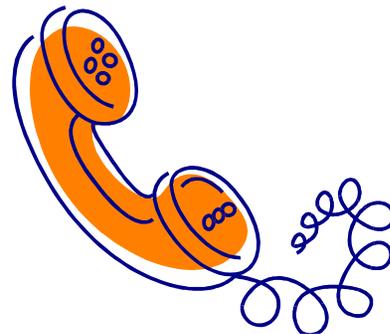
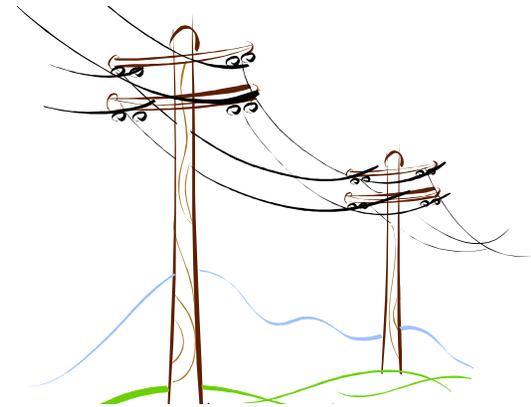
- ★ Gas

- ★ Electric

- ★ Phone – landline or cellular

- ★ Cable

- ★ Internet



Acceptable Documents

- ★ Bank/Credit Union Statement
- ★ Paycheck
- ★ Real estate tax bill for current or previous year



Acceptable Documents

- ★ Residential lease effective on day of registration 
- ★ Not acceptable for registrations by mail



Acceptable Documents

★ College fee statement from last 9 months, with student ID

★ Example: Beloit College



Acceptable Documents

★ Government issued check or document – examples:

★ Fishing license



★ Hunting license

★ Concealed weapon permit



Government Document Examples

★ Court summons

★ Ticket/citation 

★ Bicycle license
registration



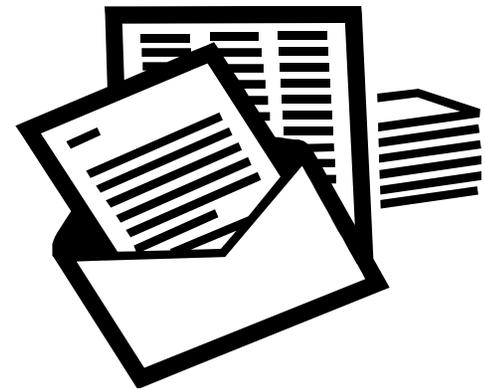
Government Document Examples

★ Statement, check, or letter from:

★ Social Security

★ Social Security Disability

★ Food Share Wisconsin



Government Document Examples

★ Statement, check, or letter from:

★ Medicare

★ Medicaid

★ Wisconsin Works (W-2)



Government Document Examples

★ Statement, check, or letter from:

★ BadgerCare

★ SeniorCare

★ Unemployment



Government Document Examples

- ★ Bartender/Operator license
- ★ Solicitor permit 
- ★ Automobile registration



Government Document Examples

- ★ Public high school transcript, report card, or schedule
- ★ Document from the University of Wisconsin
- ★ Document from a Wisconsin Technical College



Government Document Examples

★ Correspondence from a federally recognized Native American Tribe living in Wisconsin



★ Ho-Chunk

★ Forest County
Potawatomi

★ Oneida

★ Stockbridge Munsee

★ Menominee



★ Sokaogon Chippewa

★ Lac du Flambeau

★ Lac Courte Oreilles

★ Bad River

★ Red Cliff

★ St Croix



Not Acceptable



- ★ Insurance statement
- ★ Medical bill
- ★ Business card
- ★ Magazine subscription
- ★ Expired license/ID
- ★ Out-of-state driver license
- ★ Mail addressed to voter
- ★ Post office forwarding sticker



Proving Address when Homeless

- ★ Affidavit from homeless shelter
- ★ Affidavit from a public or private social service agency providing services for the homeless



- ★ Identifies voter
- ★ Describes residence for voting purposes



12	Corroborator / Assistant Signature:	Corroborator / Assistant Address:	Proof of residence type <i>(Official use only)</i>
			U Proof of Residence # <i>(Official use only)</i>

○ Record category of proof shown

- A – Affidavit for homeless
- B – Bank Statement
- G – Government Check/Document
- P – Paycheck
- R – Residential Lease
- S – Student ID with Fee Statement
- U – Utility Bill
- W – WI Driver License/ID



12	Corroborator / Assistant Signature:	Corroborator / Assistant Address:	Proof of residence type <i>(Official use only)</i>
			U - Beloit Water Utility
			Proof of Residence # <i>(Official use only)</i>

- Record name of agency that issued the document





12	Corroborator / Assistant Signature:	Corroborator / Assistant Address:	Proof of residence type <i>(Official use only)</i>	U – Beloit Water Utility
			Proof of Residence # <i>(Official use only)</i>	3459

- Does document have an account number of more than 6 digits?
 - Record last 4 digits
- Does document have an account number of 6 or fewer digits?
 - Record last 2 digits





Official's Signature:

Abraham Lincoln

SRDs printed name and SRD#:

Abraham Lincoln 13251-10-12345



- Sign application form
- Print your name
- Print Deputy ID number



Confidential Information

- Driver License
- State ID
- Social Security Number
- Date of birth
- Accommodation request



COMMON SENSE AND COMMON COURTESY

Be KIND & PATIENT



COMMON SENSE AND COMMON COURTESY

Many Special Registration Deputies (SRD's) have had little interaction with people with disabilities; here are a few courtesies and guidelines:

- ❖ Remember that all voters deserve courteous attention in exercising their right as citizens to vote.
- ❖ You can assist a voter with filling out the registration form, but you cannot sign the form on their behalf.
- ❖ Be considerate of the extra time it might take for a person with a disability or an elderly person to complete the voter registration form.
- ❖ Give unhurried attention to a person who has difficulty speaking.
- ❖ Speak directly to the person who has a disability rather than just to a companion who may be accompanying him or her.
- ❖ Speak calmly, slowly, and directly to a person who is hard of hearing. Your facial expressions, gestures, and body movements help in understanding. Don't shout or speak in the person's ear. If full understanding is doubtful, try writing a note to the person.
- ❖ A notepad should be available to assist communication with deaf or hard-of-hearing registrant.
- ❖ Greet a person who is visually impaired by letting the person know who and where you are.
- ❖ Provide a guiding device such as a ruler or a signature guide for signing forms if necessary.
- ❖ Animals that assist people with disabilities must be admitted into all buildings. Such animals are highly trained and need no special care other than that provided by the owner.



Other Considerations

- Voter Registration forms are available in English, Spanish and Hmong formats
- A registrant's inability to speak perfect English does not in any way disqualify them from registering





- All registrants must be added to the Statewide Voter Registration System so their names will appear on the poll lists for the next election. To support the integrity of this process:
 - SRDs should verify that all forms have been **properly COMPLETED**, signed, dated, include required proof of residence information and the SRD printed name and SRD#
 - SRDs **timely deliver** registrations to the PROPER municipal clerk
 - **FAILURE TO ADHERE** to these requirements will result in revocation of an SRD appointment.

Revocation of SRD Appointment

An appointing authority may decline to appoint or revoke the appointment of an applicant “for cause”, if the applicant:

- Lacks the qualifications of an election official (S. 7.30(2), Wis. Stats.)
- Fails to attend training session scheduled by the appointing authority
- Previously had an appointment  revoked for cause
- Fails to adhere to procedures, including timely submission of voter registration forms or submitting incomplete forms
- Falsifies, fails to submit or wrongfully suppresses a voter registration form or otherwise commits official misconduct
- Has been convicted of a crime delineated in s. 12.13, Wis. Stats. (election fraud)
- **BELOIT RULES:** 3 bad forms = warning letter; 6 bad forms = revocation



CITY OF BELOIT

Certification Form

- Submit to City Clerk's Office
- Expect SRD packet in the mail





CITY OF BELOIT

We exist to assist.



- StottlerL@beloitwi.gov
- www.beloitwi.gov
- 608-364-6680

