

Voter Registration

Goal

To train election inspectors on the proper completion of each section of the voter registration application and discuss questions they may be asked by voters filling out the form.

Overview

Election Inspectors register voters at the polls on Election Day. The clerk may also appoint Election Registration Officials (EROs) to register voters at the polls. EROs do not count toward the odd number of election workers needed in the polling area on Election Day. EROs can also be appointed as election inspectors and substitute for inspectors during breaks, lunch, etc. At a voter's request, Election Inspectors can assist a voter with filling out a voter registration application and filling out a ballot.

Voter Registration Application (EL-131)

The application is broken down into 10 separate sections, plus an administrative section at the bottom of the form.

Section 1

- The voter should review these answers to ensure that they are eligible to vote. If they do not meet any of the qualifications, they should stop filling out the application.

Section 2 and 3

- The voter must provide last name, first name, middle name (if they have one) as it appears on the document provided in Section 8 and date of birth. Providing a phone number and email is optional and the information is subject to public record requests.

Section 4

- The voter lists current residential street address, including apartment, city, state and zip code.

Tip: P.O. Boxes may not be listed as the residential street address.

- Mark Military or Permanent Overseas if applicable.

Tip: Military and permanent overseas voters do not have to provide proof of residence.

Sections 5 and 6

- Voters with a different mailing address as provided in Section 4 should list it in Section 5.
- Voters should provide their previous name.
- Voters are required to provide the previous address if they were registered to vote at another location.

Tip: Sometime voters can't remember their previous address, but may recall part of their previous address and/or municipality.

Section 7

- If the voter has been issued an unexpired Wisconsin-issued driver license or identification card, the voter must provide the number.

Tip: The voter is not required to present the driver license or identification card to election officials unless they are also using that document as proof of residence or photo ID.

- If the voter cannot or will not provide the number, they may vote provisionally.

Tip: The driver license or identification card number must then be provided at the polling place by 8:00 p.m. or to the municipal clerk by 4:00 p.m. the Friday following the election.

Tip: Voters can call the DMV at (608) 7447 to get their DL#.

- If the voter has an unexpired Wisconsin-issued driver license or identification card, when the voter completes the EL-131, the voter must include the driver license expiration date in Box 2.

Tip: If the voter does not have the license or know the expiration date, the election inspector should ask the voter if the license is unexpired. If the voter indicates that the license is unexpired, the election inspector should write "voter affirmed" in the expiration date field on the application.

Tip: If voter indicates the license is expired, the voter should be requested to list the driver license number for matching purposes but must list the last four digits of his or her Social Security number.

- If the voter does not have a Wisconsin Driver License or state-issued ID card, the voter must list the last four digits of their social security number.
- If the voter has not been issued a Wisconsin Driver License or state-issued ID card, or a social security number, the voter should fill in the oval indicating they have neither.

Section 8

- Voter must provide proof of residence. Electronic POR is acceptable.

Acceptable Proof of Residence

(Must include voter's name and Wisconsin residential address.)

- An unexpired Wisconsin driver license or receipt for license.
- A Wisconsin ID card that has not been cancelled or receipt for ID card.
- Any other official ID card or license issued by a WI governmental body or unit.
- Any ID card issued by an employer in the normal course of business and bearing a photo of the card holder, but not including a business card.
- A real estate tax bill or receipt for the current year or the year preceding the date of the election.
- A residential lease: A residential lease should contain:

Landlord Name	Rent
Tenant Name	Landlord Signature
Address Subject to Lease	Tenant Signature
Signature	
Term	

- A university, college or technical institute identification card (must include photo, address not required) with one of the following:
 - A fee payment receipt issued to the cardholder by the university, college, or technical college dated no earlier than 9 months before the date of the election.
 - A certified and current list of students who reside in housing sponsored by the university, college, or technical college showing the current address of the students.
- A utility bill (gas, electric, water, sewer, telephone/mobile, cable/satellite TV, internet, etc.) for the period commencing not earlier than 90 days before Election Day.
- Bank statement
Tip: Credit card and mortgage statements are acceptable. Credit card offers are not.
- Paycheck or paystub documentation of direct deposit.
- A check or other document issued by a unit of government.
Tip: Units of government include federal, state, county, municipal, school district, tribal, foreign, etc.
 - Examples of government documents (not an exhaustive list):
 - Vehicle registration
 - BadgerCare/Medicare statements (if issued by government agency)
 - Social Security statements (if issued by government agency)
 - Public school correspondence
 - Federal student loan notices (if issued by government agency)
- A signed letter on public or private social service agency letterhead identifying a homeless voter and describing the individual's residence for voting purposes.
- A contract or intake document from an occupant of a residential care facility that specifies that the occupant currently resides in the facility (a room number is not required).

Section 9

- Voter must sign and date the application, affirm that their application is accurate, and they are eligible to vote.

Section 10

- An election official or other individual who assists the voter filling out or signing the form should list their name and address.

Tip: Any person can assist a voter, except for the voter's employer or union representative.

Tip: Explaining how to complete the form is not "assistance."

Section 11

- The election inspector should review the proof of residence and write the type.
- The election inspector should review the application form for completeness and eligibility before signing.
- The election official should check the Ineligible Voter List.
- If the voter does not appear on the list, the election official should sign and date the form.

Tip: Review for legibility and completeness before signing the form.

- If the voter does appear on the list, follow the procedure outlined in the Election Day Manual.

Back Side of Form

- A voter may indicate if they need accommodations at the polling place.
- If a voter is unable to provide a street number or address, they may indicate where they reside on the map provided.

Frequently Asked Questions

Does a voter have to show an election inspector their Wisconsin Driver License or state-issued ID card to list the number in Section 7?

Not unless the voter is also using the Wisconsin driver license or state ID card for proof of residence and/or photo ID.

Can a voter who does not have an acceptable proof of residence document vote a provisional ballot?

No, that is not one of the two situations when a voter should be offered a provisional ballot.

Can a voter list the last four digits of their social security number instead of listing the driver license number?

No, if a voter has an unexpired WI driver license, they must list the number.

Can a voter be assisted filling out the voter registration application and/or signing their name on the form?

Yes, by anyone other than a representative of their labor union or an employer.

Does the voter's proof of residence document have to indicate that they have resided at their residence for at least 10 days before the election?

No, the voter certifies that they resided in the district for at least ten days by signing the affirmation on the voter registration application.

What if a voter has an unexpired Wisconsin driver license and doesn't want to provide the number?

The voter must be offered a provisional ballot.

Can an election inspector ask a voter who is eligible to vote provisionally to bring the documents to the polls before it closes so we don't have to fill out all the paperwork?

They can suggest it, but the voter doesn't have to come back on Election Day and has until 4 pm the Friday after the election to provide the municipal clerk with the missing documentation.

Do all forms of proof of residence have an account number?

No, for example, a letter from the municipal clerk probably won't list an account number. It is not required if the POR document does not have an associated account number.

Can a WI driver license with a hole punched through the date be used as proof of residence?

Yes, it can be used as POR for registration, but it cannot be used as photo ID for voting.

Can an observer view the voter's proof of residence document?

No, an observer is not eligible to view the voter's POR.

Related Training Resources

Election Day Manual
Voter Registration Application (EL-131)
Voter Registration PowerPoint
Proof of Residence Picture Guide
POR vs POI Standards Guide