City of Milwaukee
Election Commission

ELECTION INSPECTOR & CHIEF INSPECTOR

ELECTION DAY MANUAL

City of Milwaukee

Election Commission

Commissioners
Stephanie Findley
Carmen Cabrera
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Executive Director
Claire Woodall-Vogg

Dear Community Member:

Thank you so much for your willingness to assume the role of an Election Inspector or Chief Inspector for the City of Milwaukee Election Commission. Your participation and dedication to fair, accurate, and transparent elections are at the foundation of our democracy.

We developed this manual to help you prepare for Election Day. It contains everything you need to know to provide assistance to voters and to provide a positive and safe voting experience for everyone. It takes a remarkable citizen like you to assume this great responsibility and to assume your role with honesty, integrity, transparency and in the spirit of exceptional customer service.

We recognize it's a large amount of information but note that we will review the most important aspects of this manual during your training. If you have any questions, please reach out to our Election Coordinators at electionworker@milwaukee.gov or 414-286-3491.

Your demonstration of civic responsibility is to be commended and is greatly and sincerely appreciated. I hope you will find your election work experience to be positive and rewarding.

Best Regards,

Claire Woodall-Vogg
Executive Director

Jonatan Zuñiga
Deputy Director

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Reminders

On Election Day, your job is to faithfully follow election laws and serve voters to the best of your ability.

You must:

- Review your training manual prior to Election Day, especially the Opening the Polls, the Receiver, and Registrar sections
- Bring your training manual with you on Election Day
- Dress appropriately – business casual is acceptable; no t-shirts, sweatshirts, or sweatpants
- No campaign buttons or otherwise partisan buttons
- Remain courteous and professional at all times
- Refrain from partisan comments or discussions – leave your opinions at home
- Respect the secret ballot and the privacy of voters – do not scrutinize ballots or reveal how a person voted

*ABSENTEE BALLOTS **CANNOT** BE ACCEPTED AT THE POLLING SITE, IF A VOTER WISHES TO DROP OFF A ABSENTEE BALLOT THEY CAN DO SO AT ONE OF THE DROP BOX LOCATIONS OR VOTE IN PERSON AT THEIR POLLING SITE*

**See page 203 for Absentee Ballot Drop-Off Sites*

Important Information About Your Pay

In order to receive timely payment for training and working on Election day, you must present a copy of your social security card to the Election Commission.

- In-person: Monday – Friday, 8:00am-4:45pm at 200 East Wells Street, 5th floor, Room 501
- Mail: Milwaukee Election Commission, 200 East Wells Street, Room 501, Milwaukee, WI 53202
- Email: electionworker@milwaukee.gov
- Fax: 414.286.8445

Deduction In Pay:
If you are late or leave before your Chief Inspector dismisses you, your pay will be reduced.

Evaluation:
For every election, your Chief Inspector will evaluate your work. Your behavior and work performance will determine whether we will assign you to a future election.

This is your notice that a poor evaluation could result in not being appointed to work in future elections.

On a case-by-case basis, we consider giving an Election Inspector a second chance.

Examples of poor behavior/performance:

- Failing to follow the Chief Inspector's instructions
- Failing to follow proper election procedures
- Leaving the voting site without permission of the Chief Inspector
- Sleeping on the job

Payroll Sheet:
Check the payroll sheet to be sure that your name and address is correct; verify the hours you worked, and sign in the appropriate space.

For any name or address change, complete an Employee Information Sheet.

Your Chief Inspector has the payroll and Employee Information Sheets.

ELECTION WORKER PAYROLL DATA

ALD DISTRICT: 14 **ELECTION: FALL GENERAL - -NOVEMBER 3, 2020** **ELECTION NUMBER: 133**

WARD NUMBER: 241, 242 **POLLING LOCATION: BAY VIEW LIBRARY (ADOPTED)**

EVALUATION SECTION TO BE COMPLETED BY CHIEF INSPECTOR

A= Exemplary, B=Above Average, C=Average/Satisfactory, D=Needs Training, F=Unsatisfactory/Poor Performance. A RANKING OF "F', CHIEF MUST EXPLAIN ON THE REVERSE SIDE.

Empl ID#	ELECTION INSPECTOR'S NAME	ADDRESS** *(You must verify your address before signing)*	PHONE NUMBER	POS	SHIFT	ARRIVAL TIME	DEPARTURE TIME	SIGNATURE** *(Verify arrival and departure times before signing)*	EVAL (A-F)

I CERTIFY THIS PAYROLL IS CORRECT. ALL OF THE ELECTION WORKERS THAT SIGNED WORKED THE ENTIRE SHIFT AS INDICATED ABOVE FOR THIS ELECTION AT THIS LOCATION, UNLESS OTHERWISE NOTED BY THE ARRIVAL AND DEPATURE TIMES.

_____ _____

SIGNATURE OF CHIEF INSPECTOR DATE

****In order to receive you paycheck, please verity your correct address and be sure to sign your name.**

Roles

There are three (3) primary positions or roles assumed by Election Inspectors and one (1) additional position during high voter turnout elections:

Election Inspector: Receiver

- Records appropriate notations on the voter lists
- Views the acceptable Photo IDs of pre-registered voters
- Issues ballots and voter numbers (on pink slips) to pre-registered and Election Day registered voters
- Instructs voters regarding pink slips, two-sided ballots (if applicable), etc.
- Works closely with the other Receiver to ensure complete accuracy and the maintenance of the Ward's two (2) identical voter lists
- Assists Chief Inspector as assigned

Two (2) IDENTICAL lists of the registered voters in each Ward – known as "poll books" or "voter list" are included in the Ward table supplies

- Two (2) Receivers are assigned to each Ward table and each receives one (1) of the registered poll books
- Receivers are responsible for greeting registered voters, locating names and addresses on the poll book, assigning sequential voter numbers and issuing ballots
- **Receivers must work together to reconcile their poll books throughout Election Day as time allows**
- **There must ALWAYS be two (2) election Receivers at each Ward table whenever a voter is being issued a ballot**
- **The information recorded on each poll book by each Receiver must be identical**

Roles

Election Inspector: Registrar

Every person must be registered before voting in an election.

Wisconsin law allows a person to register prior to an election or they may register on Election Day.

A Registrar works with individuals who are registering to vote on Election Day.

The duties of a Registrar are as follows:

- Confirm the voter is at the correct site.
- Facilitate the voter registration process, including communicating important and accurate information to the person registering.
- Check the voter's Proof of Residence (POR) document and Photo ID
- Issue voter numbers and ballots to newly registered voters in communication with Receivers
- Maintain a list of all completed voter registration applications and secure the voter's signature next to each entry on the list
- Assist the Chief Inspector as assigned

Staffing: Most voting sites designate one Registrar per site during smaller elections and one (1) or more per Ward during elections with high voter turnout.

Roles

Election Inspector: Machine Attendant

Every voting site should have a poll worker assigned to monitor activities at the DS200 voting machine.

Machine Attendants should stand or sit approximately 4 feet away from the front of the voting machine in order to allow voters to insert their ballot into the DS200 privately and without assistance (unless requested).

Do not sit or stand next to the machine.

NOTE: Ballots may be inserted top or bottom first and either side up.

In addition to monitoring DS200 activities, Machine Attendants should:

- Collect the voter-number pink slip voter numbers and ballot privacy folders from voters submitting their ballots (all voter numbers, except for the last voter number, can be discarded)
- Maintain a tally of all rejected/spoiled ballots and report this number to the Chief Inspector for purposes of recording on the GAB-104
- Distribute “I VOTED” stickers
- Assist voters whose ballots were rejected by the DS200 voting machine by notifying the Chief Inspector
- Periodically check the voting booths, remove discarded materials, and replenish voting pens as needed

Roles

Election Inspector: Greeter

The Greeter position is assigned only during elections where there is an anticipated high voter turnout, e.g., a gubernatorial or presidential election.

- Helps voters determine their Ward and correct voting site
- Directs voters to the proper table at the voting site
- Advises voters about the Photo ID or Proof of Residence requirement
- Answers questions about acceptable Proof of Residence or Photo ID documents
- Answers general questions about the voting process or directs questions to the Chief Inspector
- Assists Receivers with curbside voters
- Helps maintain clear pathways for voters to enter and move through the voting process in an orderly fashion
- Assists Chief Inspector as assigned

Roles

Election Inspector: Bilingual Language Assistant

Bilingual Election Inspectors must be readily available to help voters who need language assistance. Therefore, an Election Inspector or Chief must be prepared to take over a Bilingual Election Inspector's assigned tasks so he or she can provide language assistance to a voter with limited English proficiency (LEP) who needs assistance.

Language Assistance and the City of Milwaukee

⇒ Since 2012, the City of Milwaukee has been subject to Section 203 of the federal Voting Rights Act (VRA), which requires the City to provide language assistance to Spanish-speaking voters with limited English proficiency (LEP). This means that citywide the City must provide Election Day materials in both English and Spanish. It also means that the City must place fluently bilingual workers at certain voting sites to help voters who need assistance in Spanish.

⇒ While the City's federal requirement is to provide assistance in Spanish, the City makes every effort to provide Election Inspectors who are bilingual in other languages to voting sites where there is a *bona fide* need.

- Performs the same duties as any Election Inspector
- Directs voters to the proper table at the voting site
- Assists voters with limited English proficiency (LEP) in the voter's primary language
- Assists LEP voters at any step in the voting process; a voter may need a little help or help with the entire process

Roles

Chief Inspector

A well-organized and efficient voting site is a result of good management and teamwork. As the Chief Inspector, you are the manager of the voting site and how you manage the Election Inspectors at your site will determine how well they will work together as a team.

Here is some advice that can help you encourage your Election Inspectors to return to work whenever there is an election, to do their best work, and to work together:

- **Exercise good communication skills**
  Communicate clearly and correctly when assigning tasks or giving deadlines; listen and address the concerns of Election Inspectors; share important information.

- **Be considerate**
  Remember to say “please” and “thank you;” show respect to all Election Inspectors.

- **Be fair**
  Showing favoritism hurts teamwork. On Election Day, you want all Election Inspectors to do their best and work together.

- **Feedback**
  Give praise to deserving Election Inspectors and constructive feedback to Election Inspectors who may need more training. Election Inspectors should know truthfully from you whether they are doing a good job or not.

- **Criticize constructively**
  Everyone makes mistakes; try to understand the reasons for the error and demonstrate the right way to do things. Refrain from scolding someone in front of other Election Inspectors; give honest and constructive feedback.

Roles

Chief Inspector

It is the policy of the Election Commission to provide a work environment that is free from harassment or unlawful discrimination including, but not limited to, discrimination on the basis of age, race, national origin, disability, religion, and sexual orientation.

As Chief Inspector, you should refrain from using any language or behavior that may be construed as harassing or discriminatory. Additionally, if any Election Inspector behaves in a harassing or discriminatory manner towards anyone, you must:

- Bring to the Election Inspector's attention, his/her inappropriate behavior
- Give him/her an opportunity to correct his/her behavior
- If the inappropriate behavior continues, report him/her to the Election Commission, i.e., note the incident(s) on the back of the Payroll Data Sheet

Roles

Chief Inspector

At the completion of training and prior to Election Day, every Chief Inspector should be able to understand the following:

- ☐ The concept of a "voting site" and "Ward," and the assignment of voters to Wards at voting sites based on residential addresses.

- ☐ A familiarity with the different types of elections and ballots, including the non-partisan February Primary, the non-partisan April Election and Presidential Preference, the Fall Partisan Primary, and the November General Election.

- ☐ An overall understanding of how a voting room is set up and functions, including:
  - Familiarity with a Ward table includes poll books (lists of registered voters), voter numbers, and issuing ballots.
  - Voter registration, including the steps necessary to complete an Election Day Registration Application and register a voter.
  - The operations of a voting machine (DS200).

- ☐ Understanding the roles and responsibilities of Election Inspectors as they relate to Ward tables, voter registration, and the voting machine. Assigning and supervising accordingly.

- ☐ Opening and operating a voting site, including starting the DS200 and the AutoMARK.

- ☐ Understanding the concept of reconciling the number of voters at a site to the number of ballots inserted into a voting machine, or voters = voter numbers = ballots.

- ☐ Completing all election forms, with particular attention to the GAB-104 Chief Inspector's Statement, the Election Day Reconciliation Report, and the Closing Checklist.

- ☐ Maintain control of unused, official, and voted ballots at all times, including addressing rejected ballots and ballots that must be reconstructed.

- ☐ Issuing a Provisional Ballot and responding to a voter challenge (prior to large elections).

- ☐ Ensuring accessibility at your voting site, including facilitating a curb-side vote.

- ☐ Maintaining order at your voting site, including managing observers.

- ☐ Closing a voting site, including payroll, repacking the voting machine, and delivering all required items to your assigned drop-off site

Roles

Chief Inspector

Establish Election Worker Payroll

Most of the names of the Election Inspectors reporting to your voting site will appear on the "Election Worker Payroll Data" (Payroll) sheet. The Chief Inspector should record the arrival time and departure time for each Inspector. It is particularly important to note if an Election Inspector reports late or leaves early.

Election Inspectors are REQUIRED to arrive at your designated voting site by 6:30 a.m. (6:00 a.m. for high turnout elections). Election Inspectors normally have approximately 30 minutes (from 6:30 a.m. until 7:00 a.m.) to complete set-up of a voting site (also known as a "polling place") on Election Day.

The Chief Inspector is responsible for supervising Election Inspectors, following all voting site policies and procedures (quality assurance), completing all opening and closing procedures, and maintaining ballot control. As Chief Inspector, you should provide clear and concise direction to your Election Inspectors and provide everyone with assignments.

You should begin your day by introducing yourself to the Election Inspectors and confirming:

- ☐ Their name appears on the Payroll sheet.
- ☐ The hours they will be working.

- Have the inspectors review the Payroll sheet for accuracy in their address, scheduled shift, and contact information.

- If changes are needed, have the Inspector complete a "Employee Information Sheet" and attach it to the Payroll sheet .

- For Election Inspectors Hired on Election Day Only: They must complete an "Employee Information Sheet" and provide their Social Security card or receipt from the Social Security Administration to you, the Chief Inspector. Please make a photocopy of it, if available. ***Otherwise verify it for accuracy and instruct the Inspector to bring it to the Election Commission no later than 2 days after the election.***

Roles

Chief Inspector

Assign Election Inspectors

Every voting site must have two (2) receivers on duty at a Ward table at all times and one (1) Machine Attendant. The remaining Election Inspectors should be assigned as Registrars or as Runners (securing voter numbers and ballots for the Registrars) or as Greeters.

All Election Inspectors must have the skill and knowledge to work in any of the three positions on Election Day. Chief Inspectors should rotate the Election Inspectors throughout the day. Election Inspectors CANNOT refuse to rotate into other positions.

Election Inspectors should receive two (2) half-hour meal breaks when working a full shift or one (1) half-hour break if working a half shift during the Election Day. Break time should be scheduled in advance to avoid overlap.

Once assigned, administer the Election Inspector Official Oath, including obtaining all Election Inspector signatures on the form.

Receiver:

- Checks in pre-registered voters, assigns voter numbers, and issues ballots.

Registrar:

- Conducts Election Day voter registration, secures voter numbers, and issues ballots

Machine Attendant:

- Monitors the acceptance or rejection of ballots inserted into the DS200 voting machine, accepts pink slip voter numbers, and issues “I Voted” stickers.

Greeter (only during high voter turnout elections):

- Directs voters to the appropriate table within the voting area, provides information about acceptable Proof of Residence and Photo ID, and generally helps to maintain order at the voting site.

Roles

Chief Inspector

Form 1: Chief Inspector's Statement

Use this form to report and record:

- Any facility or voting equipment problems or other issues that may have disrupted or delayed voting
- Any issues or unusual situations that occur that involved voters, observers, election workers, or law enforcement
- Anything that has impacted your ability to reconcile (balance your voter numbers to your ballots)
- Any provisional ballots issued for a ward
- The number of spoiled ballots

Form 1: Chief Inspectors' Statement (GAB-104)

General Information

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FORM # 1

Chief Inspectors' Statement/ GAB-104

We, the undersigned election inspectors, certify the following is a true and correct statement for an election held in the **DIST 9, WARD: 1, Firehouse Engine 38**
of the **CITY OF MILWAUKEE**, County of **MILWAUKEE**, State of Wisconsin, on the **3rd of November, 2020**

THE ELECTION COMMISION PROVIDES THE FOLLOWING INFORMATION:

Voting Unit Number 102 Memory Device Serial Number: **000102**

Jump Drive Tamper-Evident **SEAL SERIAL NUMBER: 45585799**

THIS SECTION TO BE COMPLETED BY CHIEF INSPECTOR:

VOTING EQUIPMENT/BALLOT CONTAINER CHAIN-OF-CUSTODY RECORD

Confirm that the SEAL SERIAL NUMBER (recorded above) is the same as the seal number on the DS200 jump drive door.

Verified by Chief Inspector (CI): **PRE-election:** _____ **POST-election:** _____

NUMBER OF BALLOTS FOR THIS WARD:

BALLOT BAG CHAIN-OF-CUSTODY RECORD - CIRCLE AND INITIAL THE BALLOT BAG TIE SERIAL NUMBERS USED

FOR WARD 1: 54220 54221 CHIEF INSPECTOR INITIALS: _____

PROVISIONAL BALLOT BAG#: NONE CHECK IF PROVISIONAL BALLOTS WERE ISSUED _____

THIS SECTION TO BE COMPLETED BY ELECTION INSPECTORS AND VERIFIED BY CHIEF INSPECTOR:

VOTER STATISTICS

Total Number of Voters (Last Voter Number): _____

Total Number of Ballots Cast (from the DS200 Tape: _____

Difference between Last Voter Number and Ballots Cast: _____

IMPORTANT ! Number of Provisional Ballots ISSSUED _____

Signatures of Election Inspectors	*Time Worked*	*Signatures of Election Inspectors*	*Time Worked*
_____	_____to_____	_____	_____to_____
_____	_____to_____	_____	_____to_____
_____	_____to_____	_____	_____to_____

CERTIFICATION OF CHIEF INSPECTOR

I certify that: I have completed the required training administered by the Wisconsin Elections Commission, and have been duly certified as a Chief Inspector. I served as the Chief Inspector for the election described above for the time period indicated below.

_____ ❑ ENTIRE DAY ❑ FROM ____ am pm TO: ____ am pm

(Printed Name and Signature of Chief Inspector for this Ward)

PLACE COMPLETED FORM IN CLOSING CHECKIST ENVELOPE!

Form 1: Chief Inspectors' Statement (GAB-104)

City of Milwaukee Election Commission GAB-104

Incident Number	DESCRIPTION OF INCIDENT	Time Incident Occurred	Chief Inspector Initials
	Record on your GAB-104:		
	✓ Any facility or voting equipment problems or other issues that may have disrupted or delayed voting.		
	✓ Any issues or unusual situations that occur that involved voters, observers, election workers, or law enforcement.		
	✓ Anything that has impacted your ability to reconcile (balance your voter numbers to your ballots.		
	✓ Any provisional ballots issued for this ward.		
	✓ The number of spoiled ballots.		

Accessibility At The Voting Site

Recognizing and eliminating barriers when participating in the voting process should be a key priority to all election workers. This is particularly important to voters with disabilities. The City of Milwaukee Election Commission is dedicated to ensuring that voting sites are fully accessible to persons with a disability, including those in wheelchairs.

Every voting site has a piece of voting equipment called the AutoMARK. The AutoMARK allows most people with a disability the opportunity to vote privately and independently (without assistance or observation, unless requested).

All voters deserve courteous attention when exercising their right as citizens to vote. A person with a disability has the same right to vote at their voting site (instead of voting an absentee ballot) as any other voter.

Many Election Inspectors may have had little interaction with people with disabilities. Please practice the following common courtesies:

Positive Attitude

- Provide unhurried attention to a person who has difficulty speaking or understanding a process.
    - Be considerate of the extra time it may take for a person with a disability or an elderly person to complete procedures.

- Greet a person who is visually impaired by letting the person know who and where you are.

- Speak clearly to the person who has a disability rather than just speaking to a companion who may be accompanying him or her.

- Speak calmly, slowly, and directly to a person who is hearing impaired.
    - 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 on paper and allow the person to read it.
    - If asked to speak louder or closer to the person – please do so.

Accessibility At The Voting Site

Offer and/or Allow Assistance

- Voters with disabilities may be accompanied and receive assistance by another person in the voting room.
- Do not be reluctant to ASK a disabled voter if they would like assistance during any part of the voting process, including instructions on use of the AutoMARK.
- Before pushing someone in a wheelchair, ask if you may do so and how you should proceed.
- When offering walking assistance, allow the person to take your arm and tell him or her if you are approaching steps or inclines or are turning.
- Offer a person waiting in line the opportunity to sit in a chair. Make sure you have a plan in place that would allow a person resting in a chair to re-enter the line when it is their turn (e.g. ask the person behind them to “save their place”).

NOTE: Service animals that assist people with disabilities must be admitted into all buildings.

Accessibility At The Voting Site

Be Comfortable and Competent with AutoMARK

- Make sure the AutoMARK is set-up and turned on BEFORE the polls open

- Be familiar with the purpose of the AutoMARK
  - It is a ballot marker, not a tabulator (voting machine)
  - It allows ANY person (including a person with a disability) the opportunity to mark their ballot privately and independently
  - Once marked, the ballot is ejected and must then be inserted into the DS200 voting machine

- Promote use of the AutoMARK as an opportunity for ALL VOTERS. Do not limit use of the machine to people with disabilities

- Do not appear inconvenienced if a voter chooses to use the AutoMARK or requires instruction

- IMMEDIATELY contact the Election Commission if the AutoMARK is not functioning properly

- Set up the AutoMARK near the voting booths and make sure the *screen is positioned away from the public.* Voting should be private for ALL voters

- *The AutoMARK may be used by any voter* and is particularly designed for voters with hearing or visual impairments. Comfort in the use of the AutoMARK starts with the Election Inspector

Practice voting using the AutoMARK to mark your ballot. (You can tear your ballot in half afterwards as a "spoiled ballot.")

Role play and practice explaining how the AutoMARK works to other Election Inspectors.

Voting Day Accessibility Checklists

The purpose of these checklists, as provided courtesy of Disability Rights Wisconsin, is to allow you, the Election Inspector, to quickly assess whether or not your polling site has barriers for people with disabilities on Election Day. If you identify barriers, you should inform the Chief Inspector and the Milwaukee Election Commission so the barrier can be addressed as soon as possible. Many barriers can be easily corrected on Election Day.

Follow the steps on this checklist for Parking. (For polling locations that have parking lots)
Check the box next to the item as it is completed.

Check	Step #	Task to complete:
	1	The accessible space(s) are clearly marked with the standard accessible parking sign.
	2	The accessible space(s) are located nearest to the accessible entrance.
	3	There is at least one (1)van accessible space.
	4	The parking lot is paved.

Follow the steps on this checklist for Parking. (For polling locations that **DO NOT** have parking lots)
Check the box next to the item as it is completed.

Check	Step #	Task to complete:
	1	There is an accessible passenger drop-off area, or temporary on- or off-street accessible parking that could be designated on Election Day.

Follow the steps on this checklist for Pathways to the Building.
Check the box next to the item as it is completed.

Check	Step #	Task to complete:
	1	The path to the accessible entrance is clearly marked with large-print signs if it is different from the primary route to the building.
	2	The path of travel is free of breaks and edges and is clear of debris such as snow, ice, and leaves, and low-hanging objects, such as tree branches.
	3	The path of travel has the necessary curb cuts and ramps so that a person using a mobility device can access the building with ease.
	4	All ramps have handrails.
	5	The path of travel is well-lit when necessary.

Voting Day Accessibility Checklists

Follow the steps on this checklist for Entrance to the Building.
Check the box next to the item as it is completed.

Check	Step #	Task to complete:
	1	The entrance to the building is free of steps or has a ramp or elevator.
	2	The accessible entrance to the building is unlocked.
	3	The accessible entrance to the building has an automatic door opener or a call button, or there is someone stationed at the door to open it.

Follow the steps on this checklist for Travel within the Building.
Check the box next to the item as it is completed.

Check	Step #	Task to complete:
	1	The accessible route to the voting area is clearly marked with large-print signs if it is different from the main route and/or if it is not immediately inside the accessible entrance.
	2	Interior doors along the accessible route are unlocked and either have automatic doors or are propped open.
	3	If there are stairs to get to the voting area, there is an accessible elevator.
	4	Hallways are well-lit and free of low-hanging objects and items protruding from the wall or placed on the floor.
	5	All rugs and mats along the accessible route have low pile and are securely fastened (or removed).

Voting Day Accessibility Checklists

Follow the steps on this checklist for Voting Area.

Check the box next to the item as it is completed.

Check	Step #	Task to complete:
	1	Instructions for voting are printed in large print and displayed in a convenient and obvious location.
	2	The path of travel in the voting area is wide enough for an individual using a mobility device to navigate and turn around with ease.
	3	There is an accessible voting booth (extra wide at the bottom and shorter in height) to allow someone who uses a mobility device to use it comfortably.
	4	Poll workers are trained in using and explaining the AutoMARK to voters.
	5	The AutoMARK is: A. Housed in the same area of the room a all the other polling booths. B. Strategically placed to ensure the privacy of the voter using the machine **AND** contains a privacy screen.
	6	The AutoMARK is turned on, tested, and in proper working order for voters to use when the polls open on Election Day.
	7	There is a feasible plan in place to identify when a voter wants to vote curbside, and poll workers are aware of the curbside voting procedures.
	8	Poll workers are aware of the special needs of voters with disabilities and are willing to provide reasonable accommodations when requested.
	9	The polling site has the following: A. Communication cards or pen/paper to communicate with someone who is deaf or hard of hearing. B. Extra seating and a policy to allow voters who have trouble standing or walking to sit while waiting to vote and still maintain their place in line.

Maintaining Order at the Voting Site

Election Inspectors are responsible for maintaining an environment at the polling site that allows voters to cast their ballots without disruption. Election Inspectors must also ensure that the voting process is transparent and open to the public.

Election Observers

Observers are individuals who wish to exercise their right to be present at the polling site on Election Day.

- One of the primary objectives of observers is to keep track of voters so that they can determine that supporters of their candidate or issue have made it to the polls on Election Day.
- Additionally, members of the public may simply be interested in observing the conduct of the election.
- Anyone, other than a candidate up for election (appearing on the ballot), has the right to be present at the polling site to observe the conduct of the election.
- There is no requirement for observers to obtain a permit.

NOTE: All observers must first register with the Chief Inspector upon entering the voting site. Observers with concerns or questions about activities at the voting site must speak only with the Chief Inspector. Election Inspectors must not answer questions or provide information to observers.

Observer Area

A designated observation area at the polling site should permit observers to hear instructions and to readily observe all public aspects of the voting process.

1. An observation area should always be established when setting up the polling site on Election Day.
   - ⇒ These areas can be marked off with the green masking tape that is included in the polling place supplies.
   - ⇒ This area must be within three (3) to eight (8) feet of the receiver table and the registration table.
2. Observers may be placed behind the Receivers handling the voter lists or they may be placed to the side of the Election Inspectors.
3. If space is limited the Chief Inspector has the authority to limit the number of people representing the same organization in the observation area.

Maintaining Order at the Voting Site

Conduct of Observers

While observers are present at the voting site, they are prohibited from electioneering or interfering with the orderly conduct of the election.

The Chief Inspector may order the removal of any individual who disrupts the operation of the polling site or attempts to influence voters.

The Chief Inspector or a designated Election Inspector may contact a law enforcement officer for assistance, if necessary, by calling the Milwaukee Police Department's non-emergency number **414-933-4444**.

- Observers may examine the poll books so long as they do not interfere with any Election Inspector responsibilities, but they must remain under the control of the Election Inspectors at all times. The poll books may not be handed to the observers

- The Chief Inspector can determine whether it is an appropriate time to allow an observer to examine the poll books. If voters are standing in line to have their names recorded and receive a ballot, it would not be an appropriate time to allow observers to view the poll books

- All observers, regardless of affiliation, should be accorded the same treatment with respect to examining the poll books

- Election observers **NEVER** have the right to view the confidential portion of the poll book nor can they view Voter Registration Applications

- They may view the List of Election Day Registrants

Maintaining Order at the Voting Site

Electioneering

Electioneering is any activity intended to influence voting at an election. Electioneering is prohibited on public property within 100 feet of any entrance to a building containing a polling site. This does not apply to private property.

Some circumstances to consider:

1. *Vehicles*

   a. There is an exception for election-related bumper stickers on vehicles parked within 100 feet of an entrance to a polling site for the length of time it takes for the occupants to vote.

   b. Employees who work in the building containing the polling site may have stickers on their cars, but if complaints are made, the employee should be asked to move his or her vehicle.

   C. If it appears that the primary purpose of parking a vehicle within 100 feet of an entrance to a polling site is to influence voting, the Chief Inspector should contact the Election Commission or a law enforcement officer.

2. *Election Materials*

   a. Campaign signs or flyers may not be posted or distributed within the polling site or within 100 feet of any entrance to a polling place.

   b. This prohibition does not apply to electioneering on private property within 100 feet of an entrance to a polling site. The placement of election signs on private property within the 100-foot radius is permissible.

3. *Solicitations or individuals randomly asking voters if they need assistance*

   a. Solicitation, or a person randomly asking a voter if they need assistance, is not allowed at the polling site as this can interfere with the orderly conduct of the election.

Maintaining Order at the Voting Site

4. *Members of the Media*

a. Members of the media may be present at the polling site but cannot interfere with voters waiting in line to cast their ballots.

b. Contact with voters in the voting area should be limited.

c. Media should conduct the majority of their activities outside the room where voting is being conducted.

d. Interviews should be held outside the polling site to ensure doors and entrances are not blocked and the voting process is not disrupted.

e. It is the responsibility of the Chief Inspector to deal directly with any media person who is harassing voters entering or leaving the polls.

5. *Exit Polls*

a. Exit polls are permitted by Wisconsin law but must not interfere with the orderly conduct of the election.

b. Exit polls should be conducted outside of the polling site.

c. Voters who complain about exit polls should be informed they need not participate.

Chief Inspectors are authorized to remove anyone from the voting site who interferes with or distracts from those voting at the election. A law enforcement officer may also remove from the voting area any person refusing to obey such directive.

Chief Inspectors shall record any incidents involving observers, electioneering, or exit polling on the GAB- 104.

FORM # 7

November 3, 2020 **Fall General**

Return this form with your closing checklist.

Wisconsin Election Observer Log

City of Milwaukee

Site # 1 **Site Name: Firehouse** **Dist: 1** **Ward(s): 1**

With their signatures below, the signee attests to the following statement:

"I understand Wisconsin's rules for election observers, as set out in *Wisconsin Election Observers Rules at-a-Glance, and agree to* abide by those rules while observing this election or election administration event."

Printed Name	Signature	Street Address	Municipality, State	Representing	Photo ID Verified ✓
					☐
					☐
					☐
					☐
					☐
					☐
					☐
					☐
					☐
					☐
					☐
					☐
					☐

Order to Leave Polling Place Form

City of Milwaukee Election Commission

Complete two copies of this form:

- ✓ ***Maintain one copy and submit this with GAB-104***
- ✓ ***Provide Observer with second copy***

_____
Date and time

_____
Name of Polling Location

_____
Street address
City of Milwaukee, WI

(Observer) Order to Leave Polling Place

_____
Name of observer

_____
Organization, if any

The observer listed above, is hereby ordered, pursuant to Wis. Stat. § 7.41(3), to leave the polling place, immediately for the reason(s) described below:

_____

_____

_____

_____

_____

_____

_____ _____
Signature of chief inspector Signature of Inspector

_____ _____
Printed name of chief inspector Print name of inspector

A copy of this document is required to be filed with the Wisconsin Election Commission within 7 days of the incident.

Election Observation at Other Locations:

Municipal Clerk's Office

Observers may be present during absentee voting in the clerk's office (if it's in a public location). The municipal clerk is in charge, and observers shall follow the clerk's directives. Video and still cameras are not allowed.

Residential Care Facilities & Nursing Homes

Only observers appointed by the two major political parties may be present during absentee voting in residential care facilities and nursing homes. The special voting deputies are in charge, and observers shall follow the deputies' directives. Video and still cameras are not allowed.

Central Count

Observers may be present during absentee voting in a centralized vote counting location. The municipal clerk is in charge, and observers shall follow the clerk's directives. Video and still cameras are allowed if their use is not disruptive or show how an elector has voted.

Recounts

Observers may be present during election recounts, including candidates and their counsel. The board of canvassers is in charge, and observers shall follow the board's directives. Video and still cameras are allowed if their use is not disruptive or show how an elector has voted.

Contact Information
Wisconsin Elections Commission

TELEPHONE/FAX

WEC Help Desk: 608-261-2028
Fax: 608-267-0500

STREET ADDRESS

212 East Washington Avenue, Third Floor
Madison, Wisconsin 53703

MAILING ADDRESS

Wisconsin Elections Commission
Post Office Box 7984
Madison, Wisconsin 53707-7984

INTERNET ADDRESS

http://elections.wi.gov

EMAIL ADDRESS

elections@wi.gov

Wisconsin Election Observers

Rules-at-a-Glance

The State of Wisconsin permits individuals to observe voting and the election administration process at polling places on Election Day. It also permits observers to view the absentee voting process in the municipal clerk's office, central count processes, recounts, and voting in residential care facilities and nursing homes.

These **Rules-at-a-Glance** outline the Wisconsin Elections Commission's interpretation of statutes governing the conduct of election observers.

October 2018

At the Polling Place, an Election Observer must:

- ✓ Notify the chief election inspector she/he is at the polling place to observe
- ✓ Follow the directives of the chief election inspector or designee
- ✓ Provide photo identification
- ✓ Complete and sign an election observer log
- ✓ Wear an Election Observer tag or badge

Remember:

- The chief election inspector is in charge of the polling place. All inquiries should be made of the chief election inspector or designee
- Challenges to voters must be filed with the chief election inspector or designee. Follow the process outlined by Wisconsin Administrative Rule EL Chapter 9
- Candidates are allowed in the polling place only after it has closed at 8:00 p.m.
- Polling places in Wisconsin are open from 7:00 a.m. until 8:00 p.m.
- End of night procedures, including the counting of ballots, are conducted as an open meeting and members of the public may observe.

Viewing documents

Observers are not entitled to view registration forms, proof of residence documents or the observer log on Election Day. Observers may ask the chief inspector or designee to view other documents, such as the poll list, that are available when doing so will not delay or disrupt the process, but this may not be possible when polls are busy, and they may not view confidential information. The chief inspector or designee has sole discretion to determine whether such documents may be viewed or photographed during voting hours.

Election Observers may not:

- Engage in electioneering*
- Video and still cameras are not allowed
- Handle official election documents
- Have conversations about candidates, parties or ballot questions
- Make calls / use cell phones for voice calls inside the polling area (texting or other silent usage is acceptable if it is not disruptive)
- Wear clothing or buttons related to candidates, parties or referenda that is intended to influence the election

- Interact with voters, except when requested
- View confidential information on the poll list.
- Enter vehicles of curbside voters

* *Electioneering is defined in Wisconsin law as any activity which is intended to influence voting at an Election. Wis Stat. § 12.03*

Communications Media:

Observers from communications media organizations shall identify themselves and the organization they represent to the chief inspector upon arriving at the polling place. The inspector shall record the information on the EL-104, Inspectors Statement. Video and still cameras are allowed if their use is not disruptive or show how an elector has voted.

Polling Place Accessibility Assessments:

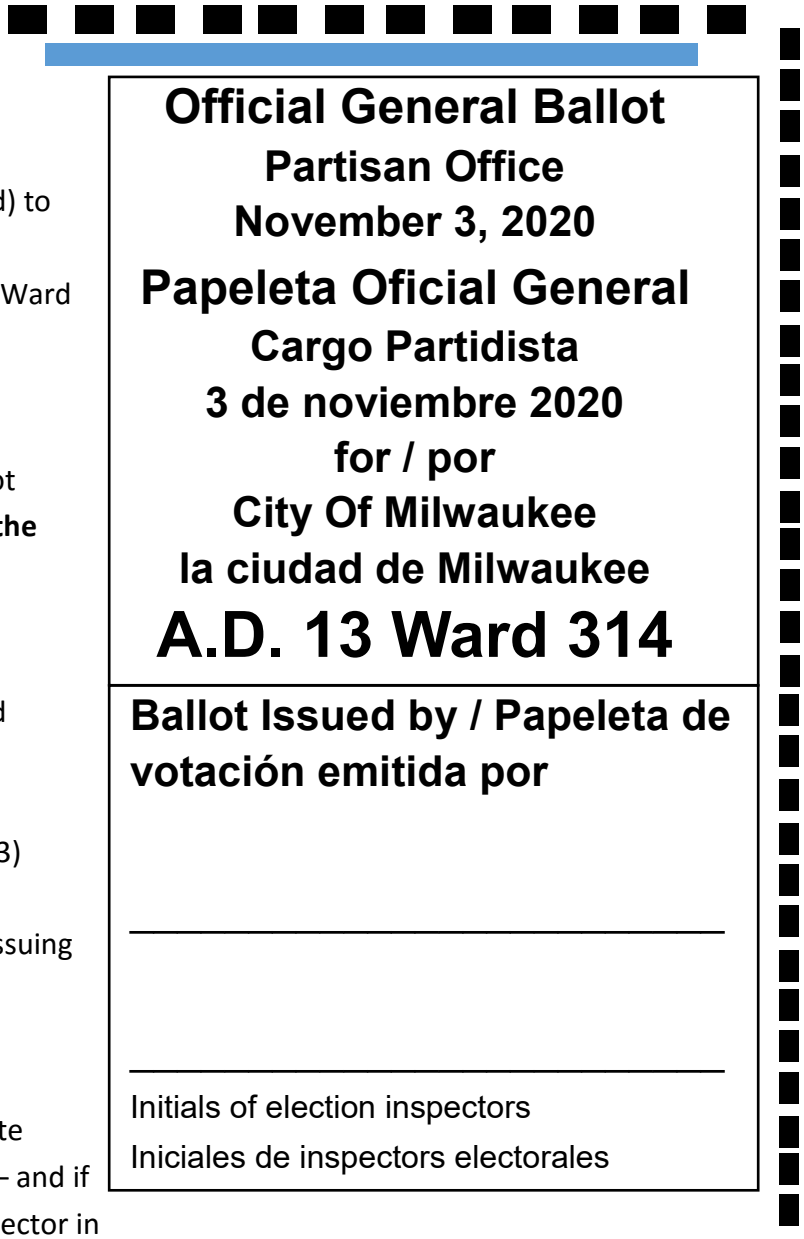
Individuals may assess accessibility requirements in Wisconsin polling places if the following rules are observed:

- Assessors should notify the municipal clerk at least 24 hours in advance
- Assessors may wear identifying name tags or shirts
- Assessors may work outside the observers' area unless their work is judged to be disruptive
- Assessors may take still photos or videotape for documentation if their use is not disruptive
- Election officials - clerks, chief election inspectors and poll workers -should facilitate the work of accessibility assessors

Ballot Control

It is important for Election Inspectors on Election Day to:

- Never maintain a supply of more than 50 ballots on each Ward table
- Surplus ballots should be kept in a safe and secure place away from public contact and only be distributed by the Chief Inspector
- Remember, two (2) Election Inspectors must initial each ballot prior to issuing it to a voter.
  - ◊ Up to 10 ballots may be pre-initialed with one (1) election worker's initials.



- Provide the correct ballot (respective Ward) to the voter.
  - ∗ Be particularly careful to check the Ward number when issuing:
    - A ballot to an Election Day Registration
    - A voter with a rejected ballot
  - ⇒ **A voter from an incorrect Ward is the most common error at sites with multiple Wards.**
- Allow a voter to mark a ballot privately and independently
- Every voter receives a maximum of three (3) attempts to vote or three (3) ballots.
  - ∗ Inform the voter of this law when issuing the third ballot. Enlist the Chief Inspector's assistance.
- In the event of an evacuation of a voting site (due to fire drill, fire, or other emergency) – and if time and safety allow - assist the Chief Inspector in securing all unvoted ballots and the poll books inside the voting machine.

Maintaining Accuracy & Reconciliation of Poll Books

Maintaining Accuracy

The last voter number (pink slip) issued at the end of an Election Day **MUST** equal the number of ballots accepted by the DS200 (total ballots cast for each Ward).

Receivers play a key role in this process. Check your work by reconciling at every opportunity to avoid any errors or discrepancies when closing at the end of the night.

Reconciliation of Poll Books

Two (2) Receivers are assigned to each Ward table for the purpose of cross checking each other's work and avoiding errors.

Receivers must:

- Compare information by communicating with each other
- Assist each other whenever possible
  (call out the page number when a voter's name is located in the poll book)
- Reconcile the two voter poll books throughout the day
  - Every two or three hours complete a page-by-page comparison of:
    - Names
    - Assigned voter numbers
    - Notations
  - Make a mark such as a dot [•] in the outer margin by the voter names that have been compared so that future reviews require attention to new voters only

Ballot, Ward District	Voter Reg & Barcode	Name and Address	Voter #	Voter Signature
		Names beginning with the letter [W]		
BS 01 WD-145	0009914473	**Wilson, Ruby J**		1 Ruby J Wilson
41251-145-3619-1 UPPR	0009914479993	MILWAUKEE, WI 53206	1 36	2584A N 15TH ST
AL-09 CG-04-3619 TC-01 AS-12		Assisted by David Wilson—2548A N. 15th St. Uppr		

Receiver 1

Ballot, Ward District	Voter Reg & Barcode	Name and Address	Voter #	Voter Signature
		Names beginning with the letter [W]		
BS 01 WD-145	0009006201	**Wilson, Ruby J**		1 Ruby J Wilson
41251-145-3619-1 UPPR	0009914479993	MILWAUKEE, WI 53206	1 36	2584A N 15TH ST
AL-09 CG-04-3619 TC-01 AS-12		Assisted by David Wilson—2548A N. 15th St. Uppr		

Receiver 2

Election Inspector Official Oath

The Chief Inspector must administer the oath to all Election Inspectors who are present at the voting site in the early morning **before** 7:00 a.m., when the voting site opens.

The Chief Inspector must also administer the oath to Election Inspectors who report to the voting site later in the day.

All Election Inspectors must take the oath, sign and print their name on the form whether they are paid or volunteer.

Form 8: Election Inspector Official Oath

FORM
8

ELECTION INSPECTOR OFFICAL OATH
CITY OF MILWAUKEE
NOVEMBER 3, 2020— FALL GENERAL ELECTION

Chief Inspector: The Inspector Oath is to review and signed by all election inspectors working at this voting site (including those working a partial shift). At close, the should be placed in the closing envelope of the smallest ward (if a multiple ward site).

State of Wisconsin
County of Milwaukee

I do solemnly swear that I will support the Constitution of the United States and the Constitution of the State of Wisconsin, and will perform the duties of Inspector of Election according to the law and will faithfully and studiously endeavor to prevent all fraud, deceit or abuse in conducting the same, according to the best of my ability.

City of Milwaukee Site #195

Firehouse Engine 38
5151 S 6th St

Aldermanic District 9, Ward(s): 1

Election Inspector Signatures:

X _____	X _____	X _____
_____	_____	_____
Print Name As Above	Print Name As Above	Print Name As Above
X _____	X _____	X _____
_____	_____	_____
Print Name As Above	Print Name As Above	Print Name As Above
X _____	X _____	X _____
_____	_____	_____
Print Name As Above	Print Name As Above	Print Name As Above

Subscribed and sworn to before me on this 3rd day of November, 2020.

_____ _____
Chief Inspector (1) **Chief Inspector (2)**

SEE REVERSE SIDE FOR ADDITIONAL SIGNATURE LINES

Setting up the Voting Site

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52 Posting Bulletin Board Notices & Signage

53 Bulletin Board 1

54 Bulletin Board 2

57 DS200 Voting Machine Setup

61 AutoMark Setup

Setting up the Voting Site

As an Election Inspector, you are **REQUIRED** to arrive at your designated voting site by 6:30 a.m. (6:00 a.m. for busier elections).

Election Inspectors have approximately 30 minutes (from 6:30 a.m. until 7:00 a.m.) to complete the setup of the voting site on Election Day.

The supervisor of your assigned voting site is referred to as a "Chief Inspector." The Chief Inspector is responsible for supervising Election Inspectors, following all voting site policies and procedures (quality assurance), completing all opening and closing paperwork, and maintaining ballot control.

Begin your day by introducing yourself to the Chief Inspector and confirming:

- Your name as it appears on the payroll data form

  ⇒ If changes are needed, complete the "Employee Information Sheet" (get sheet from the Chief Inspector)

  ⇒ *For Election Inspectors Hired on Election Day Only:*

    * You must complete an "Employee Information Sheet" and provide your Social Security card or receipt from the Social Security Administration to your Chief Inspector or later to the Election Commission

- The hours you will be working

- You will be sworn in by the Chief Inspector as an Election Inspector for the election

Throughout the day, the Chief Inspector will assign Election Inspectors to specific assignments and tasks.

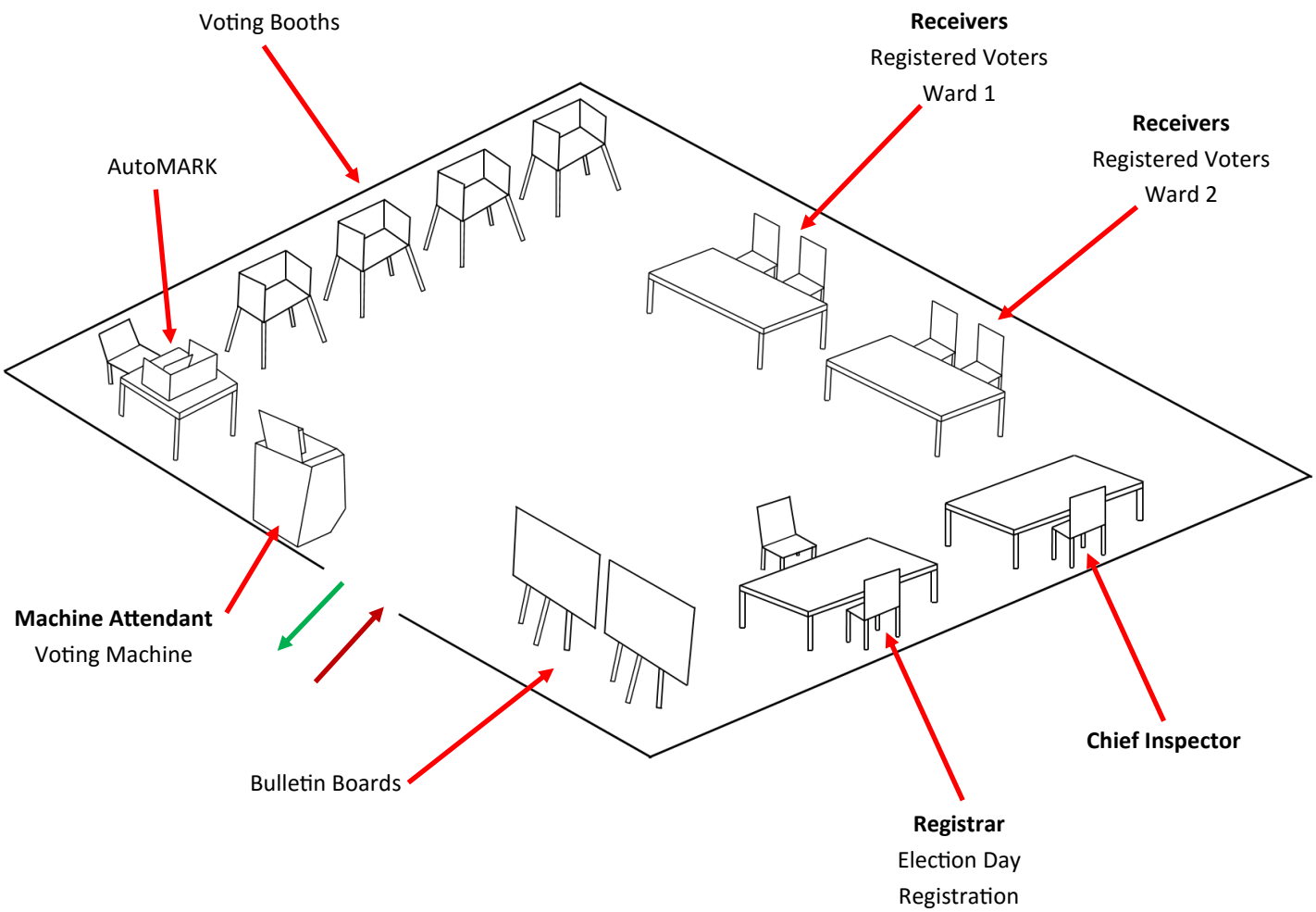
Voting Room Setup

Voting Room Setup

Review the setup of the voting room to ensure there is a place for lines to form and for people to safely maneuver around, especially during a high voter turnout election.

See sample room setup diagram below.

Polling Room Setup for a Two Ward Site



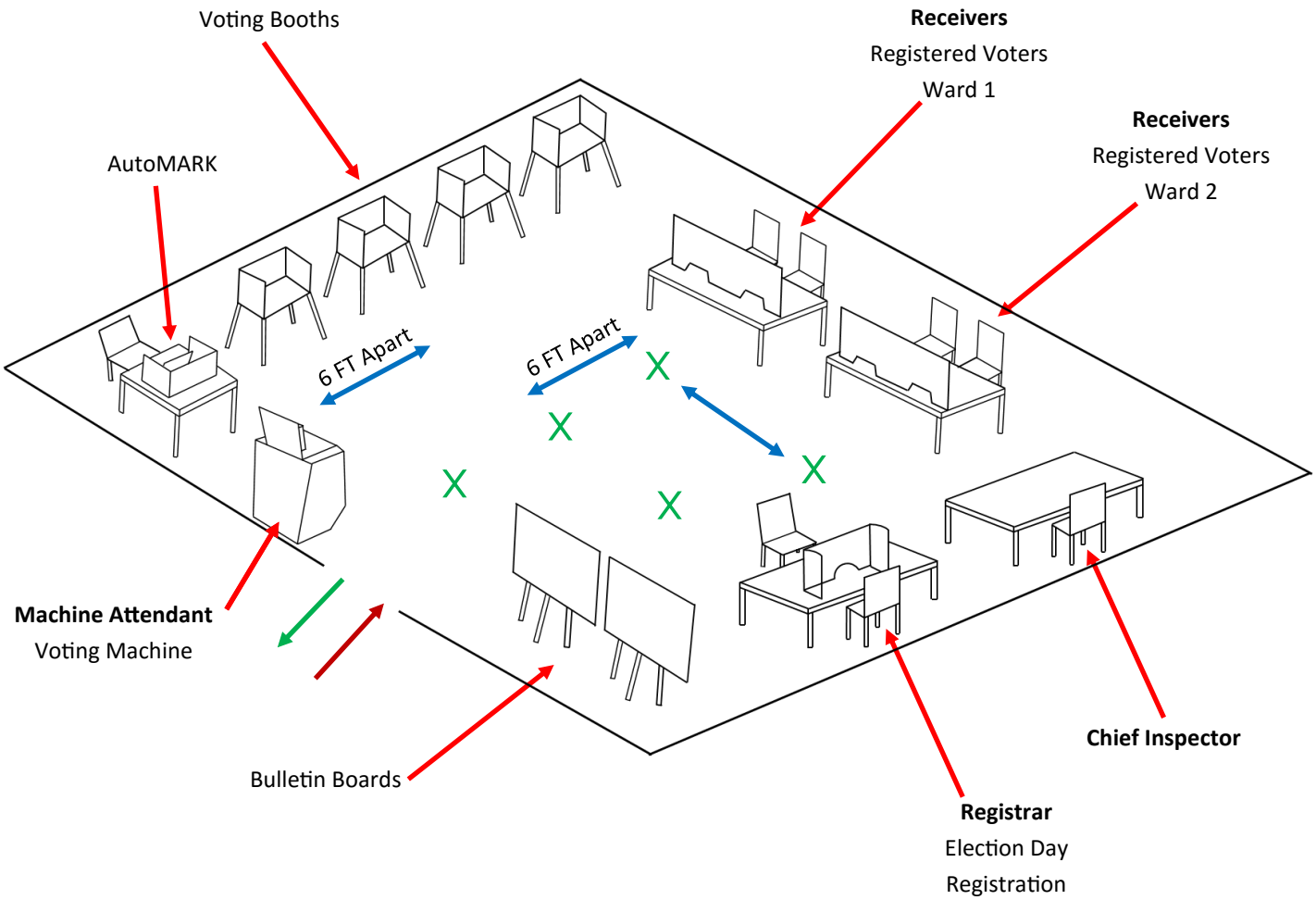
COVID-19 Voting Room Setup

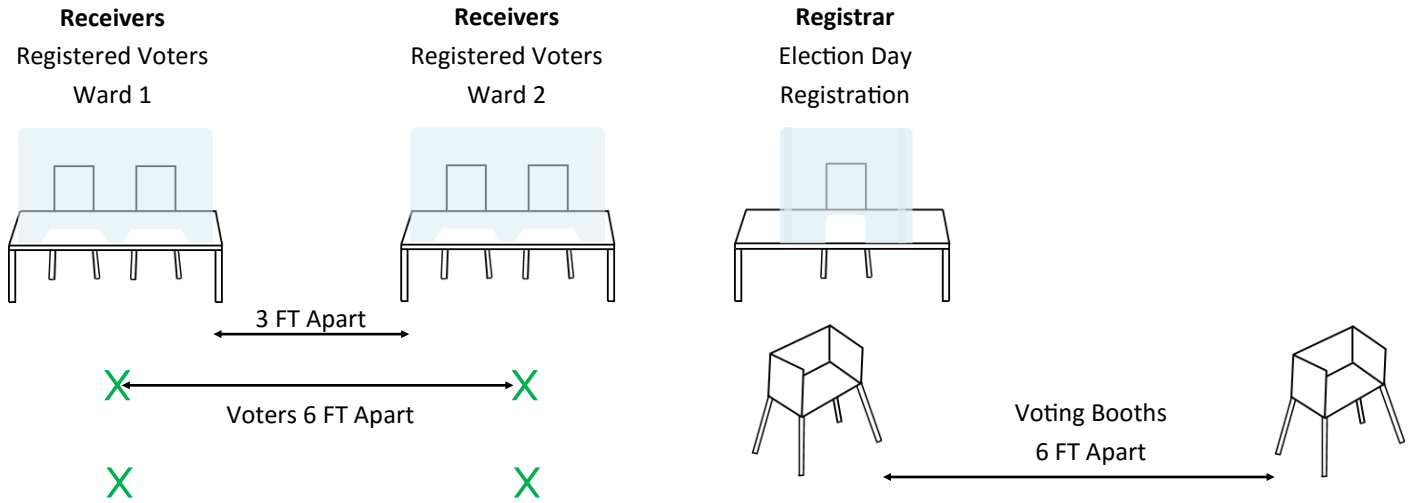
COVID-19 Voting Room Setup

Review the setup of the voting room to ensure there is a place for lines to form and for people to safely maneuver around, especially during a high voter turnout election.

See sample room setup diagram below.

Polling Room Setup for a Two Ward Site



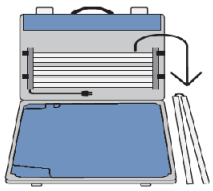


Voting Booth Setup

Follow the steps on this checklist for Voting Room Setup
Check the box next to the item as it is completed

Check	Step #	Task to complete:
	1	Assemble and setup tables
	2	Assemble and setup chairs

Follow the steps on this checklist for Voting Booths
Check the box next to the item as it is completed

Check	Step #	Task to complete:
	1	A. **Open** the voting booth case by pulling the latches out and down. B. **Remove** the leg assemblies stored in the lid. C. **Close** the lid and re-latch the case 
	2	A. **Place** the case upside down on a flat surface with the leg holes facing upward. B. **Connect** leg assemblies to create four legs. C. **Push** the four legs into the holes in the case, using a twisting motion for a snug fit.
	3	A. **Stand** the voting booth upright onto its legs. → If it appears unstable, pull the front legs slightly forward. B. **Open** the case and lift the side panels. C. **Attach** the side panels to the back lid using the clips on the panel.
	4	A. **Place** the voting booths close to an electrical outlet. B. **Plug** only one booth into an electrical outlet. C. **Set up ALL** voting booths. D. **Plug** the cords from one voting booth into the plug unit of the one next to it. *Note: Voting booths can be plugged into each other (like a string of lights), with the cord from the last booth plugged into an electrical outlet.*

Supplies Packed in the DS200

Supplies Packed in the Voting Machine

Distribute the Supplies Packed in the Voting Machine

- Assist the Chief Inspector in unloading the voting machine bins and distributing supplies to the appropriate work stations – Ward table(s), registration table, and the bundle of signs for the bulletin board

NOTE: Only the Chief Inspector should unpack and distribute ballots from the voting machine during the setup process

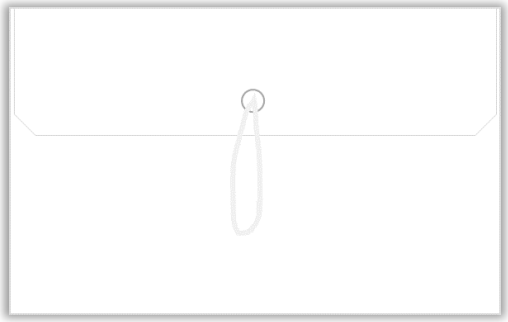
Election Inspector Receivers

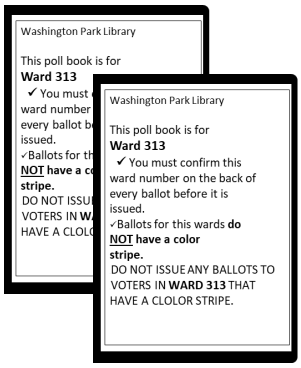
Assigned to a Ward table should unpack the large plastic envelope containing the supplies for their Ward.

Contents of Large Plastic Envelope:

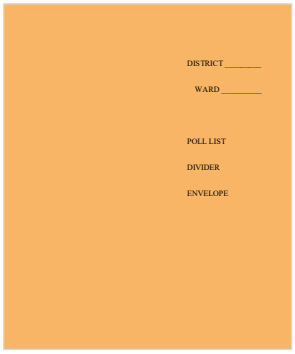
Confirm that the Ward number that appears on the supply envelope is the same as the Ward number on the two (2) voter lists (black binders, known as "poll books," that include the names of every registered voter in that Ward) and the ballots (the Ward number appears about midway down on the right side of the ballot).

Election Inspector: Receiver Supplies

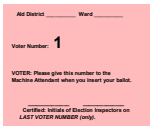




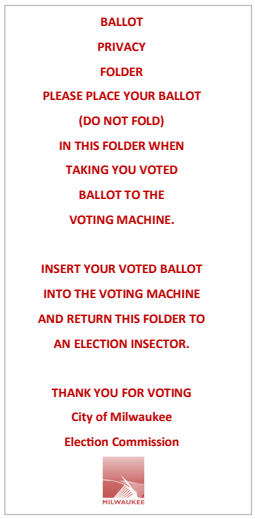
Voter List/Poll Books



Poll List
Divider Envelope

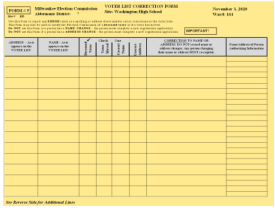


Voter Numbers



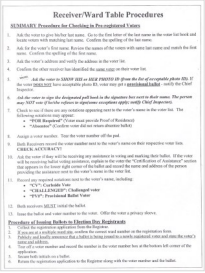
Ballot Privacy/
Secrecy Sleeves

Tent Signs w/ Ward
Number

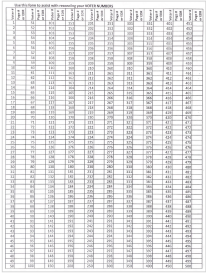


Form 5:
Voter List
Correction Form

Form 4:
Supplemental Late
Registered Voter Form



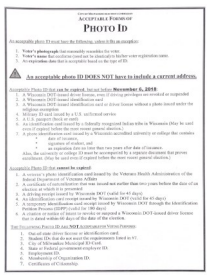
Summary Procedure
for Checking in Voters



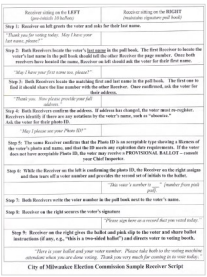
Voter Number
Reconciliation
Form

Black or Blue Pens
& Ruler

Acceptable Photo
IDs w/Pictures



Acceptable Forms
of Photo ID

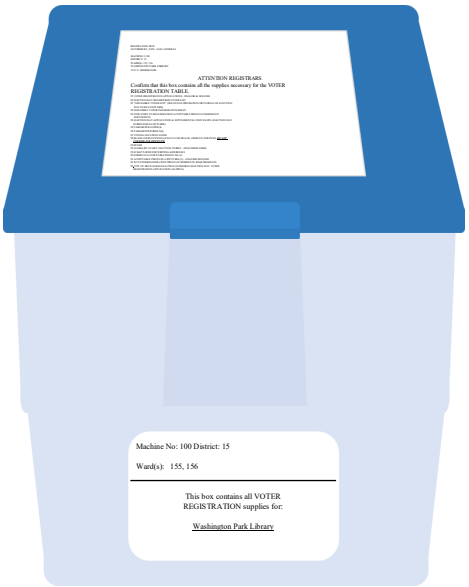


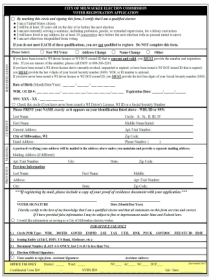
Sample Receiver
Script

Acceptable POR

Election Inspector: Registrar Supplies

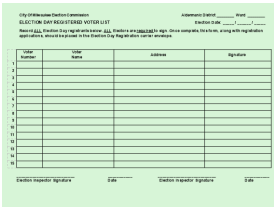
Registration Box



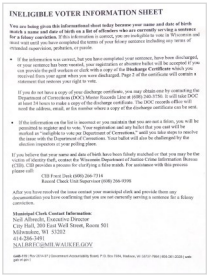


Voter Registration Applications (English)

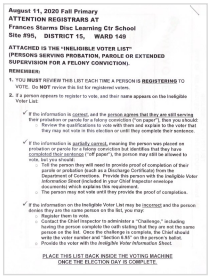
Voter Registration Applications (Spanish)



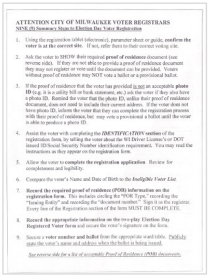
Election Day Registered Voter List



Ineligible Voter Information Sheet

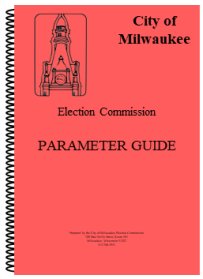


"Ineligible Voter List"



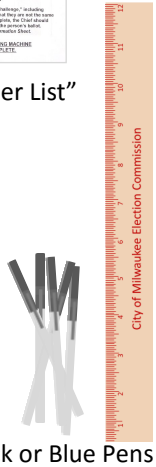
9 Steps to Registration/ Acceptable POR

Election Day Application & Supplemental Envelope

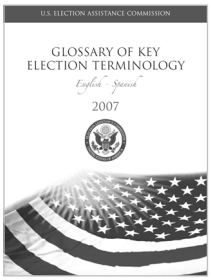


Parameter Guide(s)

Voting Location Guide(s)

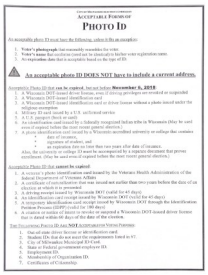


Black or Blue Pens & Ruler



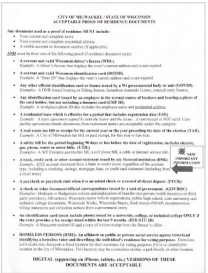
Glossary of Key Election Terms (English/Spanish)

Scrap Paper

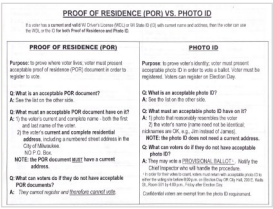


Forms of Acceptable Photo ID

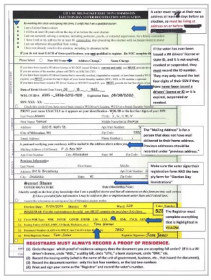
Acceptable Photo ID w/Pictures (English/Spanish)



WI Voter Registration POR Requirements

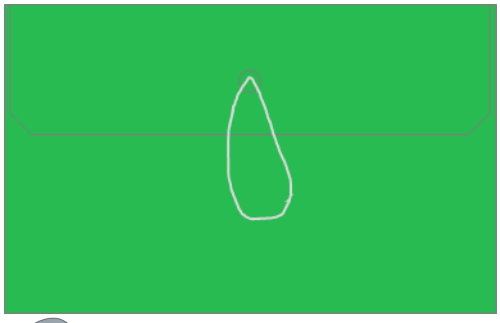


POR v. POI



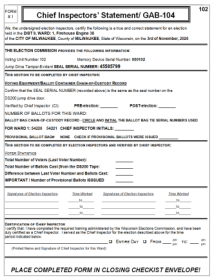
Registration Application (Sample)

Chief Inspector Supplies

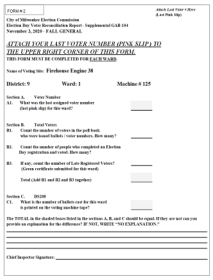


Cell Phone & Charger

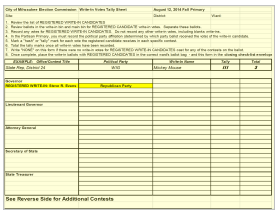
Keys



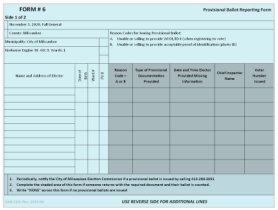
Form 1:
Chief Inspectors' Statement GAB-104



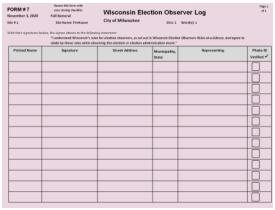
Form 2:
Election Day Voter Reconciliation Report



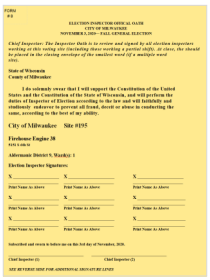
Form 3:
Tally Sheet for Write In Votes



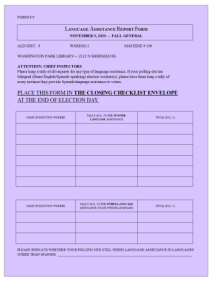
Form 6:
Provisional Ballot Reporting Form



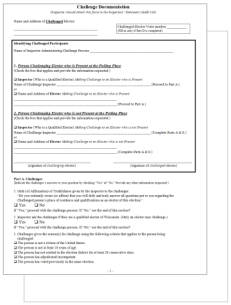
Form 7:
Wisconsin Election Observer Log



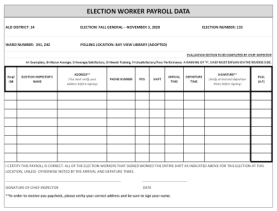
Form 8:
Election Inspector Official Oath



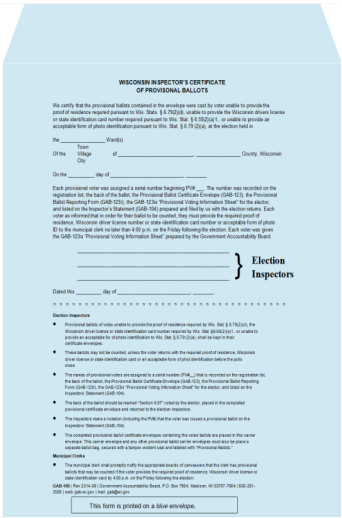
Form 9:
Language Assistance Form



Challenge Document Forms
(English & Spanish)

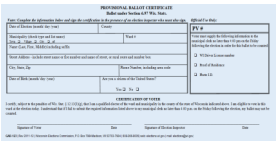


Payroll Sheet

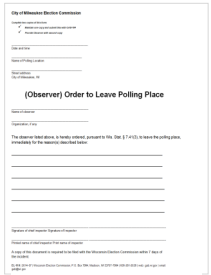


Inspectors' Certificate of Provisional Ballots (GAB-108) Envelope

Provisional Voter Information Sheet
(English & Spanish)



Provisional Ballot Certificate Envelope (GAB-123)

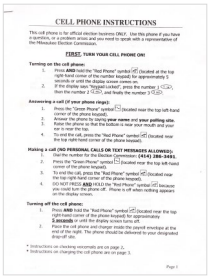


Order to Leave Polling Place Form

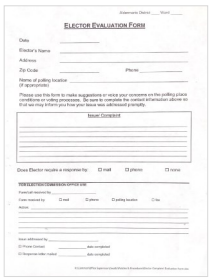
Observer Pamphlet

Bilingual Notice

Bubble Wrap Envelope



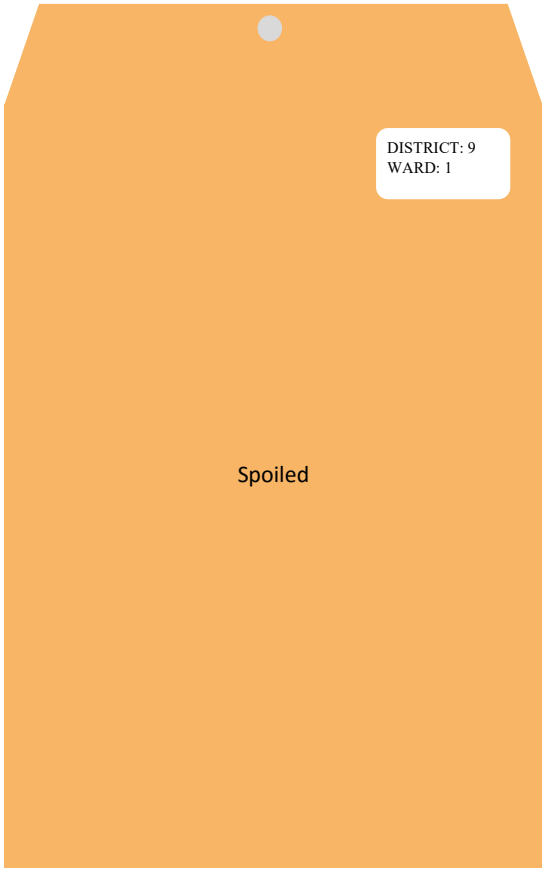
Cell Phone Instructions



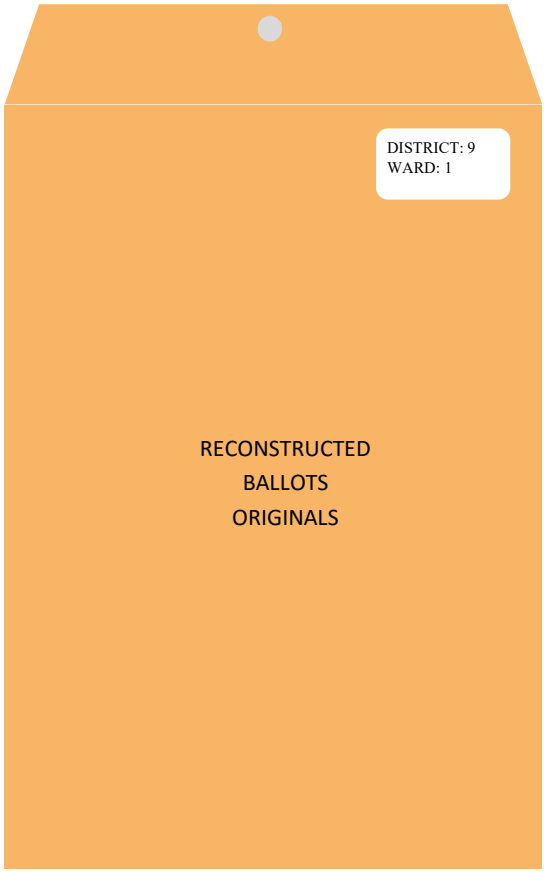
Elector Evaluation Form

Chief Inspector Supplies

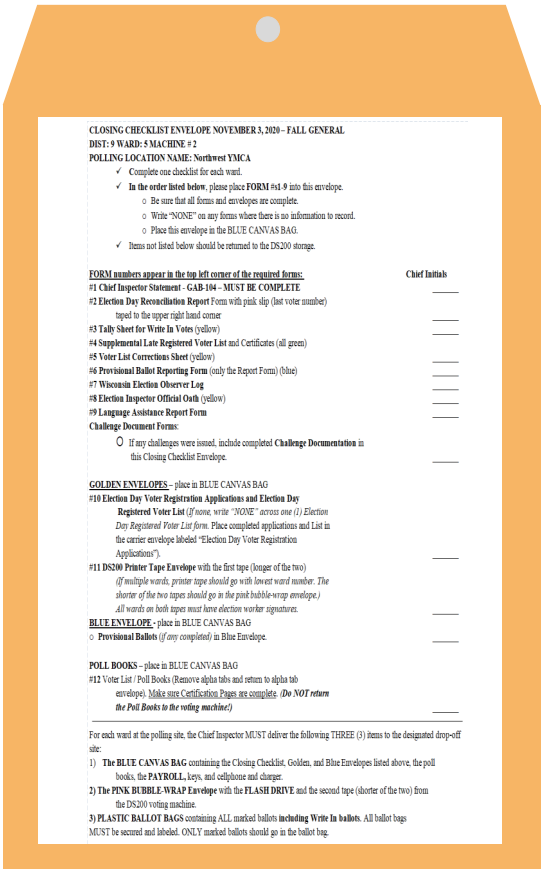
DS200 Printer
Tape Envelope



Spoiled Ballots Envelope



Reconstructed Ballots
(Originals)
Envelope



CLOSING CHECKLIST ENVELOPE NOVEMBER 3, 2020 – FALL GENERAL
DIST: 9 WARD: 5 MACHINE # 2
POLLING LOCATION NAME: Northwest YMCA

- ✓ Complete one checklist for each ward.
- ✓ **In the order listed below**, please place **FORM #s1-9** into this envelope.
  - Be sure that all forms and envelopes are complete.
  - Write "NONE" on any forms where there is no information to record.
  - Place this envelope in the BLUE CANVAS BAG.
- ✓ Items not listed below should be returned to the DS200 storage.

FORM numbers appear in the top left corner of the required forms: **Chief Initials**

#1 Chief Inspector Statement - GAB-104 – MUST BE COMPLETE ____
#2 Election Day Reconciliation Report Form with pink slip (last voter number) taped to the upper right hand corner ____
#3 Tally Sheet for Write In Votes (yellow) ____
#4 Supplemental Late Registered Voter List and Certificates (all green) ____
#5 Voter List Corrections Sheet (yellow) ____
#6 Provisional Ballot Reporting Form (only the Report Form) (blue) ____
#7 Wisconsin Election Observer Log ____
#8 Election Inspector Official Oath (yellow) ____
#9 Language Assistance Report Form ____
Challenge Document Forms:
- If any challenges were issued, include completed **Challenge Documentation** in this Closing Checklist Envelope. ____

GOLDEN ENVELOPES – place in BLUE CANVAS BAG
#10 Election Day Voter Registration Applications and Election Day Registered Voter List (*If none, write "NONE" across one (1) Election Day Registered Voter List form.* Place completed applications and List in the carrier envelope labeled "Election Day Voter Registration Applications"). ____
#11 DS200 Printer Tape Envelope with the first tape (longer of the two) *(If multiple wards, printer tape should go with lowest ward number. The shorter of the two tapes should go in the pink bubble-wrap envelope.) All wards on both tapes must have election worker signatures.* ____
BLUE ENVELOPE - place in BLUE CANVAS BAG
- **Provisional Ballots** (*if any completed*) in Blue Envelope. ____

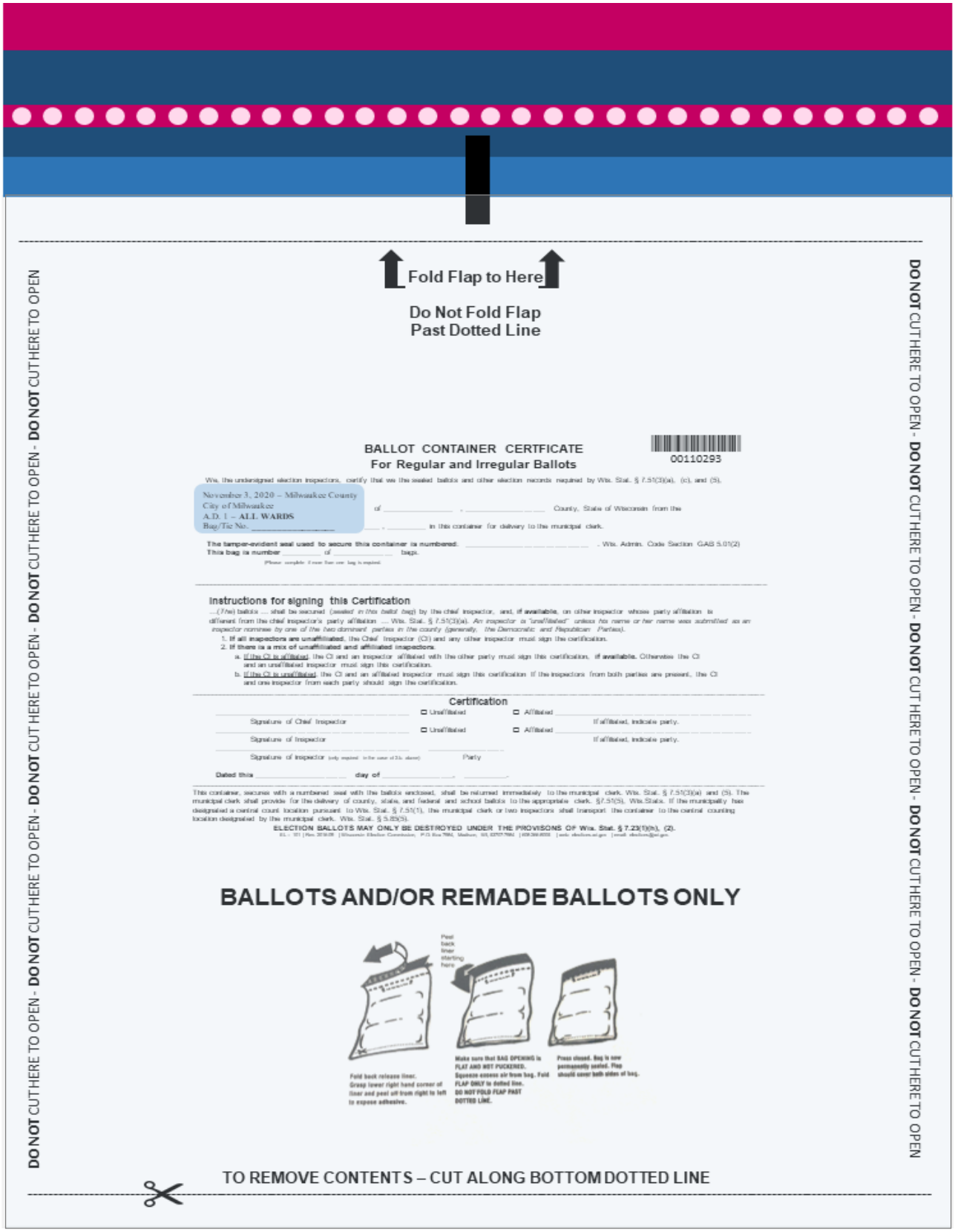
POLL BOOKS – place in BLUE CANVAS BAG
#12 Voter List / Poll Books (Remove alpha tabs and return to alpha tab envelope). Make sure Certification Pages are complete. ***(Do NOT return the Poll Books to the voting machine!)*** ____

For each ward at the polling site, the Chief Inspector MUST deliver the following THREE (3) items to the designated drop-off site:

1) **The BLUE CANVAS BAG** containing the Closing Checklist, Golden, and Blue Envelopes listed above, the poll books, the **PAYROLL**, keys, and cellphone and charger.
2) **The PINK BUBBLE-WRAP Envelope** with the **FLASH DRIVE** and the second tape (shorter of the two) from the DS200 voting machine.
3) **PLASTIC BALLOT BAGS** containing ALL marked ballots **including Write In ballots**. All ballot bags MUST be secured and labeled. ONLY marked ballots should go in the ballot bag.

Closing Checklist Envelope

Chief Inspector Supplies



DO NOT CUT HERE TO OPEN - DO NOT CUT HERE TO OPEN - DO NOT CUT HERE TO OPEN

Fold Flap to Here

Do Not Fold Flap
Past Dotted Line

BALLOT CONTAINER CERTFICATE
For Regular and Irregular Ballots

00110293

Wis. the undersigned election inspectors, certify that we the sealed ballots and other election records required by Wis. Stat. § 7.51(3)(a), (c), and (5).

November 3, 2020 – Milwaukee County
City of Milwaukee
A.D. 1 – ALL WARDS
Bag/Tie No. _____

of _____, _____ County, State of Wisconsin from the _____, _____ in this container for delivery to the municipal clerk.

The tamper-evident seal used to secure this container is numbered: _____ . Wis. Admin. Code Section GAB 5.01(2)
This bag is number _____ of _____ bags.

(Please complete if more than one bag is required)

Instructions for signing this Certification

...(The) ballots ... shall be secured (sealed in this ballot bag) by the chief inspector, and, if available, an other inspector whose party affiliation is different from the chief inspector's party affiliation ... Wis. Stat. § 7.51(3)(a). An inspector is "unaffiliated" unless his name or her name was submitted as an inspector nominee by one of the two dominant parties in the county (generally, the Democratic and Republican Parties).

1. If all inspectors are unaffiliated, the Chief Inspector (CI) and any other inspector must sign the certification.
2. If there is a mix of unaffiliated and affiliated inspectors.
   a. If the CI is affiliated, the CI and an inspector affiliated with the other party must sign this certification, if available. Otherwise the CI and an unaffiliated inspector must sign this certification.
   b. If the CI is unaffiliated, the CI and an affiliated inspector must sign this certification. If the inspectors from both parties are present, the CI and one inspector from each party should sign the certification.

Certification

_____ ☐ Unaffiliated ☐ Affiliated _____
Signature of Chief Inspector — If affiliated, indicate party.

_____ ☐ Unaffiliated ☐ Affiliated _____
Signature of Inspector — If affiliated, indicate party.

_____ _____
Signature of Inspector (only required in the case of 2.b. above) — Party

Dated this _____ day of _____, _____.

This container, secured with a numbered seal with the ballots enclosed, shall be returned immediately to the municipal clerk. Wis. Stat. § 7.51(3)(a) and (5). The municipal clerk shall provide for the delivery of county, state, and federal and school ballots to the appropriate clerk. §7.51(5), Wis.Stats. If the municipality has designated a central count location pursuant to Wis. Stat. § 7.51(1), the municipal clerk or two inspectors shall transport the container to the central counting location designated by the municipal clerk. Wis. Stat. § 5.85(5).

ELECTION BALLOTS MAY ONLY BE DESTROYED UNDER THE PROVISONS OF Wis. Stat. § 7.23(1)(h), (2).

BALLOTS AND/OR REMADE BALLOTS ONLY

Peel back liner starting here

Fold back release liner. Grasp lower right hand corner of liner and peel off from right to left to expose adhesive.

Make sure that BAG OPENING is FLAT AND NOT PUCKERED. Squeeze excess air from bag. Fold FLAP ONLY to dotted line. DO NOT FOLD FLAP PAST DOTTED LINE.

Press closed. Bag is now permanently sealed. Flap should cover both sides of bag.

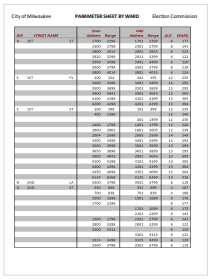
TO REMOVE CONTENTS – CUT ALONG BOTTOM DOTTED LINE

DO NOT CUT HERE TO OPEN - DO NOT CUT HERE TO OPEN - DO NOT CUT HERE TO OPEN

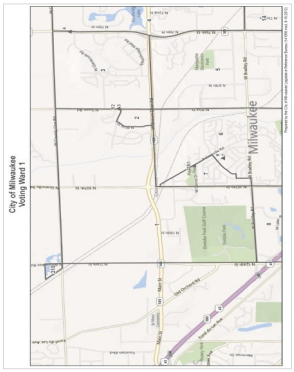
Ballot Bag

Bulletin Board Signage

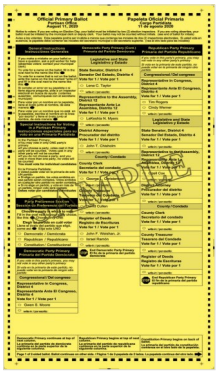
Bulletin Board Signage



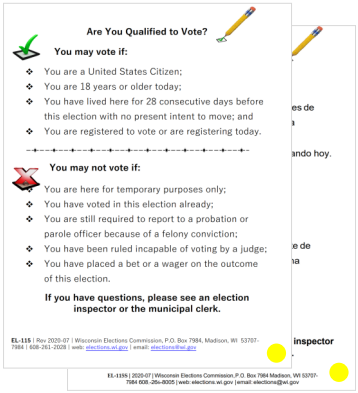
Parameter Sheet



Ward Map



Sample Ballot



Are You Qualified to Vote?

You may vote if:

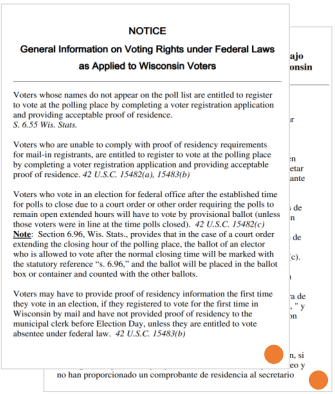
- You are a United States Citizen;
- You are 18 years or older today;
- You have lived here for 28 consecutive days before this election with no present intent to move; and
- You are registered to vote or are registering today.

You may not vote if:

- You are here for temporary purposes only;
- You have voted in this election already;
- You are still required to report to a probation or parole officer because of a felony conviction;
- You have been ruled incapable of voting by a judge;
- You have placed a bet or a wager on the outcome of this election.

If you have questions, please see an election inspector or the municipal clerk.

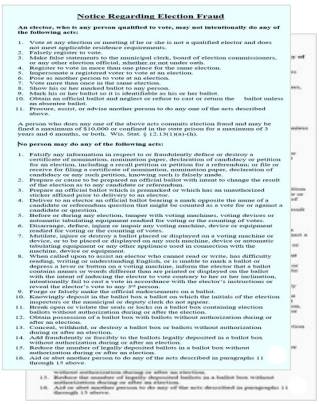
GAB-115
(English & Spanish)



NOTICE

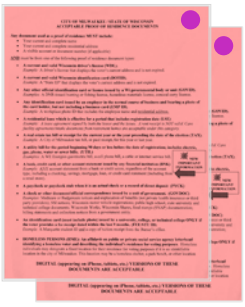
General Information on Voting Rights under Federal Laws as Applied to Wisconsin Voters

GAB-117
(English & Spanish)

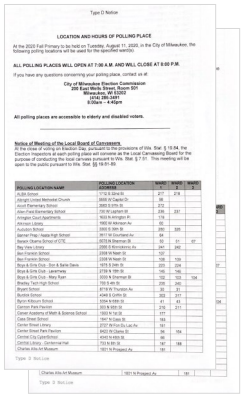


Notice Regarding Election Fraud

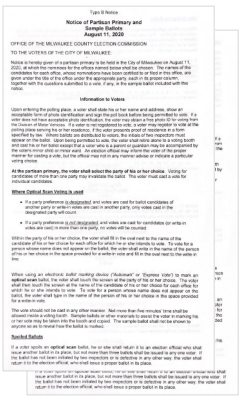
GAB-111
(English & Spanish)



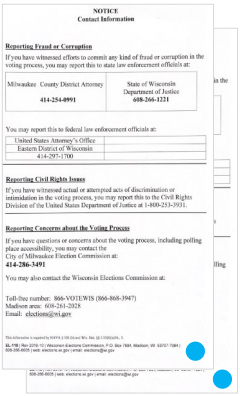
Proof of Residence
(English & Spanish)



Type D Notice
(English & Spanish)

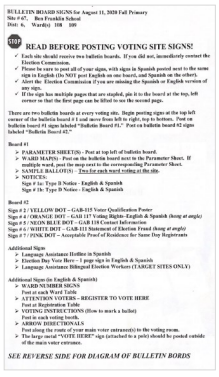


Type B Notice
(English & Spanish)



NOTICE
Contact Information

GAB-118
(English & Spanish)



BULLETIN BOARD SIGNS for August 11, 2020 Fall Primary

READ BEFORE POSTING VOTING SITE SIGNS!

Bulletin Board Signs

Voting Site Signage

Voting Site Signage

WARD
1
VOTE HERE

REGISTER TO
VOTE HERE
****
INSCRIBESE PARA
VOTAR AQUI

ATTENTION
VOTERS
***
ATENCIÓN
ELECTORES

ELECTION DAY
VOTE HERE
***
DíA DE ELECCIONES
VOTE AQUI

LANGUAGE ASSISTANCE
AVAILABLE [SPANISH]
CALL 414-286-3999
***
ASISTENCIA EN ESPAÑOL
DISPONIBLE
LLAME 414-286-3999

VOTA AQUI
***
VOTE HERE

ASISTENCIA EN ESPAÑOL
DISPONIBLE AQUI
****
LANGUAGE ASSITANCE
IN SPANISH AVAILABLE
HERE

VOTE
City of Milwaukee Election Commission

VOTE
City of Milwaukee Election Commission

NO FIREARMS OR
WEAPONS ARE
PERMITTED IN THE
POLLING PLACE
****
NO SE PERMITE ARMAS
EN EL LUGAR DE
VÓTACTION

WIS. STAT. § 943.13(1m)(c)3

City of Milwaukee Election Commission

TO VOTE FOR THE CANDIDATE OF YOUR CHOICE, COMPLETE THE OVAL ( ) TO THE LEFT OF THE CANDIDATE'S NAME, LIKE THIS

IF YOU WISH TO CAST A WRTIE-IN VOTE FOR SOMEONE WHOSE NAME DOES NOT APPEAR ON THE BALLOT, YOU MAY WRITE THAT PERSOON'S NAME ON THE LINE PROVIDED AND COMPLETE THE OVAL ( ) TO THE LIKE THIS

WHEN YOU HAVE COMPLETED VOTING, TAKE YOUR BALLOT TO THE VOTING MACHINE.

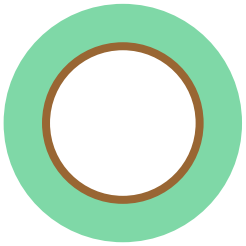
***

PARA VOTAR POR EL CANDIDATO DE SU PREFERENCIA, LLENE EL ÓVALO ( ) A LA IZUIERDA DEL NOMBRE DEL CANDIDATO, DE ESTA MANERA

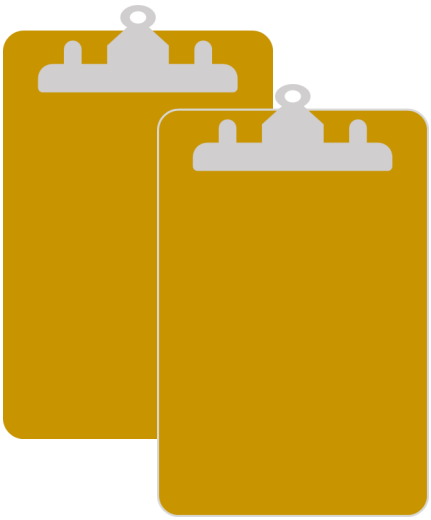
SI DESEA VOTAR POR UN NOMBRE QUE NO ESTA EN LA PAPELETA, ESCRIBA EL NOMBRE EN LA LINEA, "ESCRIBE NOMBRE" Y LLENE EL ÓVALO ( ) A LA IZQUIERDA DE ESTA MANERA

CUANDO HAYA COMPLETADO LA VOTACIÓN, LLEVE SU PAPELETA A LA MÁQUINA DE VOTAR

Supply Box Supplies



ELECTION
OBSERVER



Posting Notices & Signage Around Voting Site

Posting Notices

Additional Signs

- Language Assistance in Spanish
- Election Day Vote Here (in English & Spanish)
- Language Assistance Bilingual Election Workers (Target sites only)

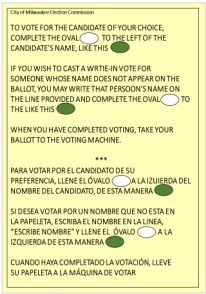
Additional Signs (English & Spanish)

- Ward Number Signs
  - Post at Ward table
- Attention Voters - Register to Vote Here
  - Post at Registration table
- Voting Instructions (How to mark a ballot)
  - Post at each voting booth
- Arrow Directionals
  - Pos along route of your main voter entrance(s) to the voting room
- Large metal "VOTE HERE" sign
  - Post outside of the main voter entrance

ALL SIGNS MUST BE POSTED.

- Confirm the large "VOTE HERE" sign has been set up outside the main voter entrance and interior directional signs are posted marking the pathway to the voting room.

- Confirm the "ACCESSIBLE ENTRANCE" sign is posted at the accessible entrance to the building (if different than the main voter entrance) and interior directional signs are posted marking the pathway to the voting room.



Posting Bulletin Board Notices & Signage

Post Signage

Assemble the bulletin boards and post all notices from the "Election Day Signs" packet.

All notices appear in English and Spanish.

The bulletin boards should appear EXACTLY as they appear in the photo that is provided with the posting instructions.

- Each site should receive two bulletin boards
  - *If you did not, immediately contact the Election Commission*

- Post all of the signs, with signs in Spanish post next to their English signs
  - *Alert the Election Commission if a Spanish or English version of a sign are missing*

- If the sign has multiple pages that are stapled, pin it to the board at the top left corner so that the first page can be lifted to see the pages after

- Post signs to the bulletin board they are label to be pinned to

Board 1

- Parameter Sheet(s) Top left
- Ward Map(s) Next to Parameter Sheet(s)
- Sample Ballot(s) 2 for each ward at the voting site

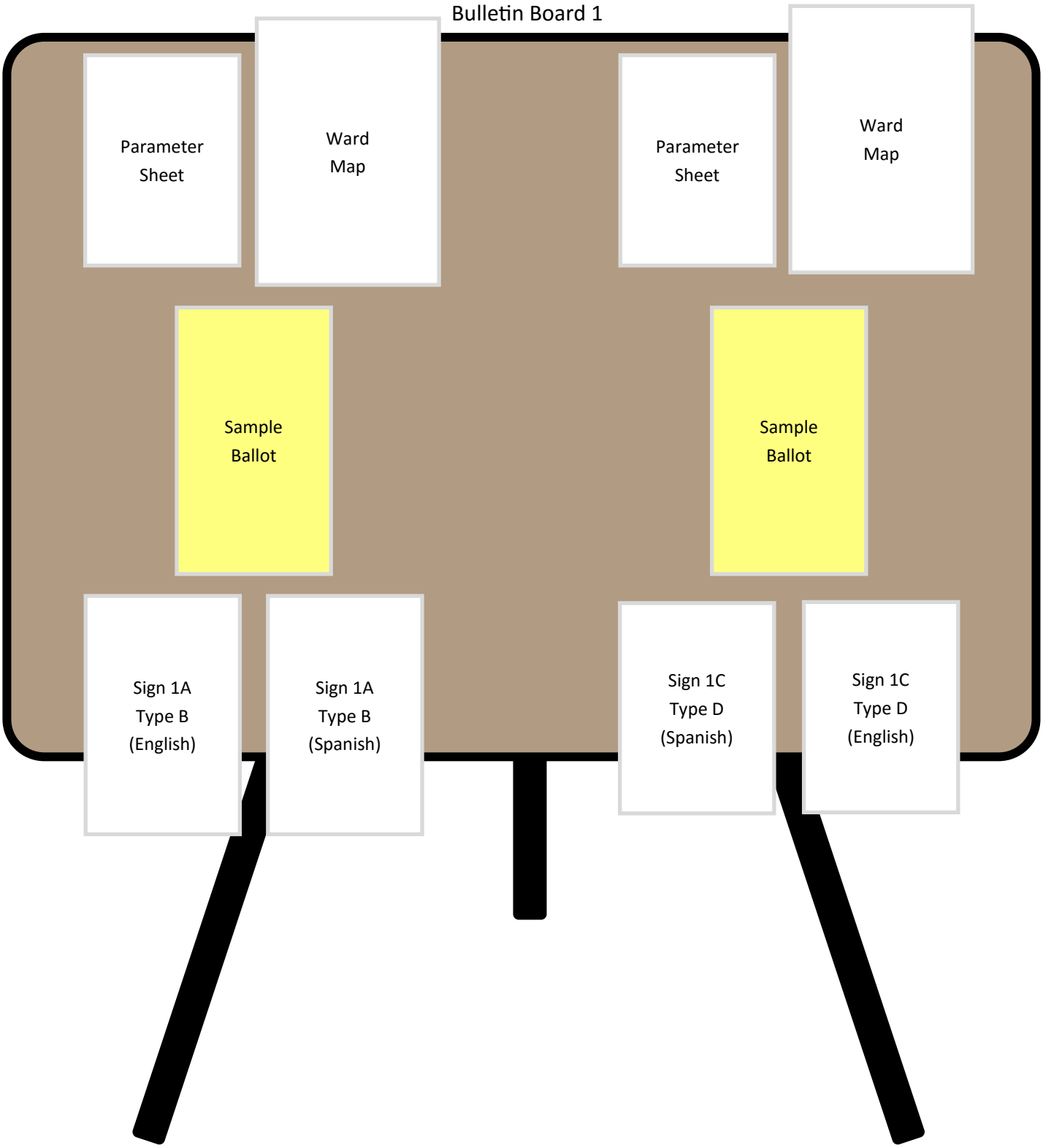
- Sign 1a: Type B Notice (English & Spanish)
- Sign 1b: Type D Notice (English & Spanish)

Board 2

- Sign 2 (Yellow Dot) GAB-115 Voter Qualification Poster
- Sign 4 (Orange Dot) GAB-117 Voting Rights (English & Spanish) **hung at angle*
- Sign 5 (Neon Blue Dot) GAB-118 Contact Information
- Sign 6 (White Dot) GAB-111 Statement of Election Fraud **hung at angle*
- Sign 7 (Pink Dot) Acceptable Proof of Resident for EDRs

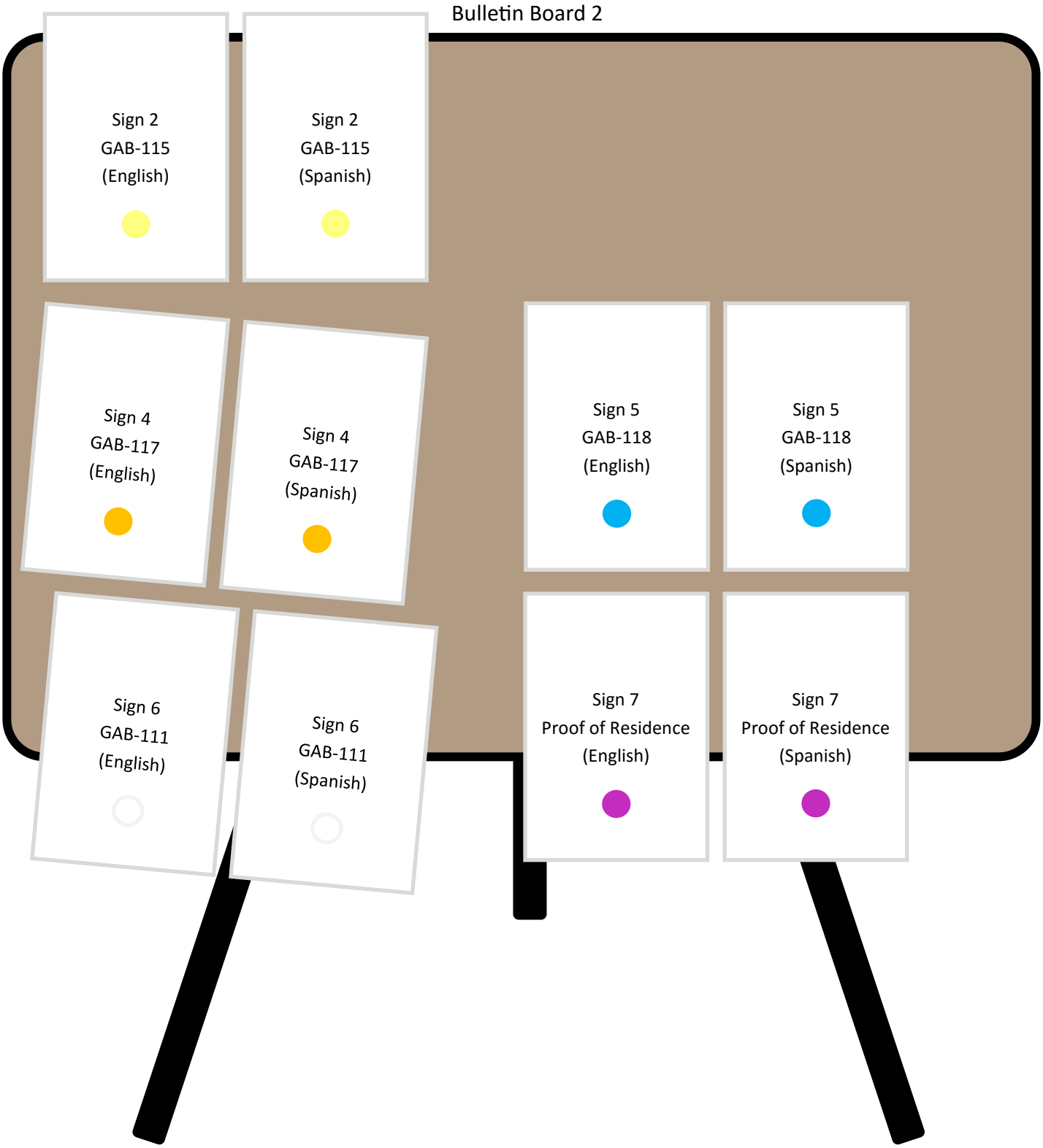
Bulletin Board 1

Posting Notices



Bulletin Board 2

Posting Notices



DS200 Voting Machine Setup

Assist with DS200 Voting Machine Setup

OPERATING NOTES:

- The DS200 will accept ballots the moment you select to open the polls
- However, do not allow voters to insert ballots until the polls open at 7:00 a.m.
- Nothing will print on the tape beyond the opening and closing reports
- Rejected ballot messages will not appear on the tape, but will instead appear on the monitor
- The message will disappear from the monitor as soon as the rejected ballot is removed
- Do not remove the ballot until the message has been read and communicated to the voter
- There is no sound or printed message on the tape when a ballot is accepted
- However, the "public count" number on the monitor does advance
- There are only two (2) bins in the DS200 ballot compartment
    - The first is the main ballot bin and the second is the auxiliary ballot bin
      (to be used whenever the machine is not operable)
    - Write-in ballots will no longer be routed to a write-in ballot compartment
      Instead, they will flow to the main ballot bin
      Write-in ballots only need to be tallied when there is a registered write-in candidate
- Use the "public count" number that is always at the top of the screen (when ballots are being accepted) when confirming that the voter number is equal to the number of ballots accepted
- Always disregard the "Protected Count" number

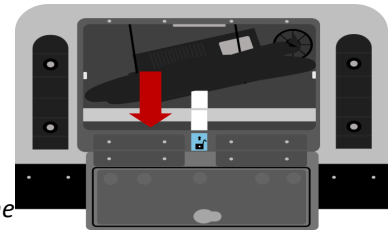
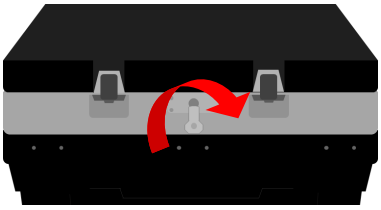
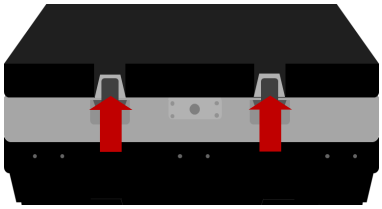
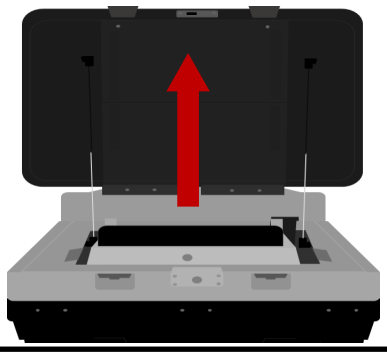
DS200 Voting Machine Setup

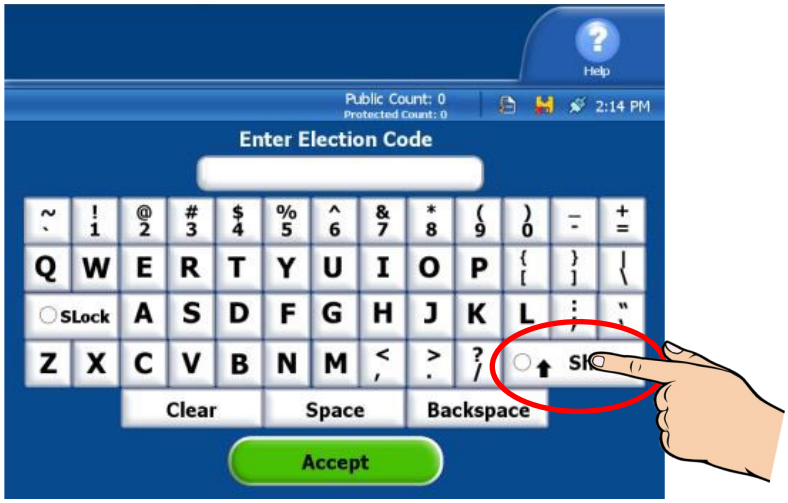
Assist with DS200 Voting Machine Setup

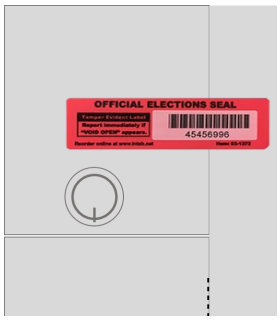
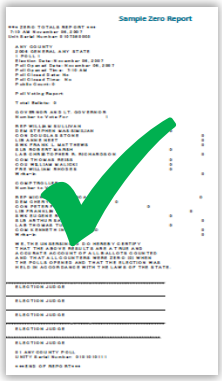
Assist the Chief Inspector with preparing the DS200 voting machine to accept ballots.

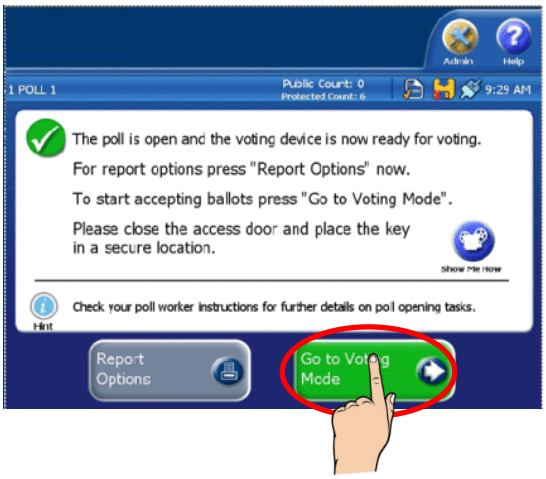
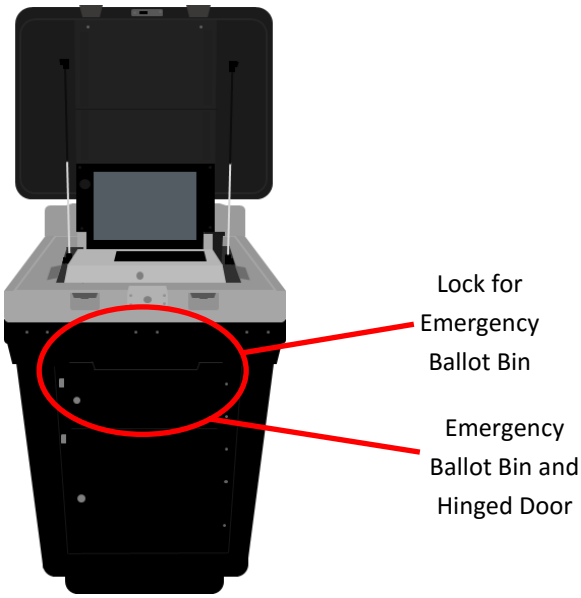
The Chief Inspector is responsible for preparing the DS200 voting machine to accept ballots. However, Election Inspectors may assist throughout the process.

Follow the steps on this checklist for DS200 Voting Machine.
Check the box next to the item as it is completed.

Check	Step #	Task to complete:
	1	**Confirm** the tag on the DS200 matches the name of your voting site.
	2	**Use** the silver "J236" key to unlock the rear door to the DS200. (turn the key to the right)
	3	A. **Remove** the power cord B. **Plug** the cord directly into an electrical outlet (or into an extension cord and into an outlet) C. **Remove** the key  ***Do Not*** *move or adjust the chrome bar at the back of the machine* ***The machine must be plugged in before advancing to the next steps***
	4	A. **Use** the silver "J236" key to unlock on the front of the DS200 that is positioned on the two suitcase-like latches. **turn the key to the right*  B. **Open** the latches on both sides of the lock. 
	5	A. **Raise** the lid ***Make sure that the latches are fully disengaged or you will not be able to raise the lid*** 

	6	A. **Using** the black "fob" key, unlock the DS200 monitor B. **Insert** the key so that the notch on the key is at a "noon" position C. **Turn** the key to the left to unlock
	7	A. **Raise** the monitor into a fully upright position (There maybe a slight resistance) B. **Wait** as the machine will begin booting
	8	A Screen will appear requesting an ***Election Code*** A. **Touch** the *Shift* key on the keypad. B. **Type** in the code Electionmc1 (case sensitive) 
	9	The machine will then run through numerous operations (about 60 seconds) before ending on a screen that indicates the machine is printing a "Configuration Report."

	10	While waiting for the equipment to fully boot, confirm that the seal number appearing on the flash drive door sticker (to the left of where ballots are inserted) matches the seal number on the GAB-104. (The seal number appears beneath the bar code on the sticker.) 
	11	Once the "Configuration Report" has printed, the screen will change to read: (top of screen) Public Count: 0 Protected Count: XX (this number varies from election to election) (middle of screen) This voting device is ready for polls to be opened. ✓Election definition found ✓Plugged into electricity! (bottom of screen) Don't Open – Turn Off (red prompt) Open Poll (green prompt)
	12	A. **Confirm** that the "Public Count" number is zero (0). B. **Choose** "the Open Poll" option by touching the screen prompt.
	13	A. **Allow** a zero (0) tape to run (it will follow a few initial reports). B. **Confirm** that the Wards, contests, and candidates on the tape match the appropriate Ward's ballot. NOTE: Multiple Ward sites will only have one (1) set of signature lines for this election, instead of one (1) set per Ward. C. **Have** the Election Inspectors sign the tape. 

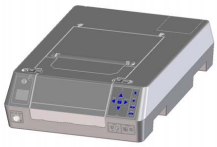
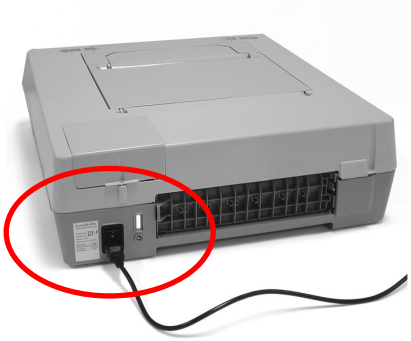
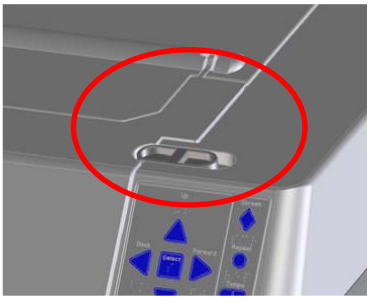
	14	A. **Once** the zero (0) tape has run, a screen will appear with prompts reading “Report Options” or “Go to Voting Mode.” B. **Select** “Go to Voting Mode.” 
	15	**Before** allowing voters to insert their ballots (at 7:00 a.m.), confirm the auxiliary bin door is closed and locked or a voter may inadvertently insert their ballot into the auxiliary bin. 

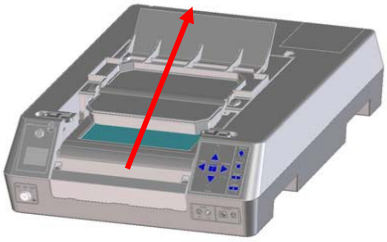
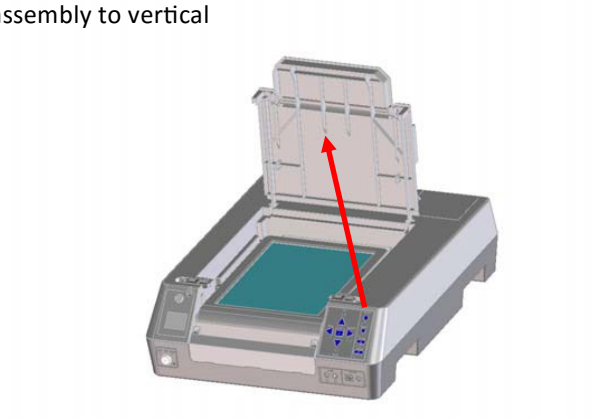
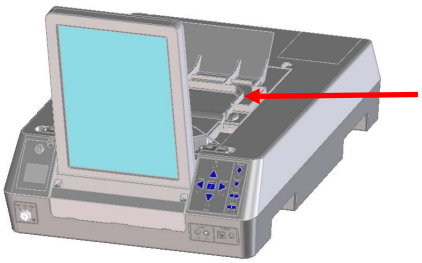
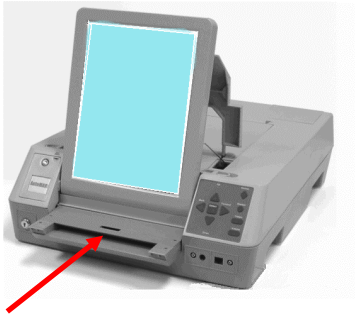
AutoMark Setup

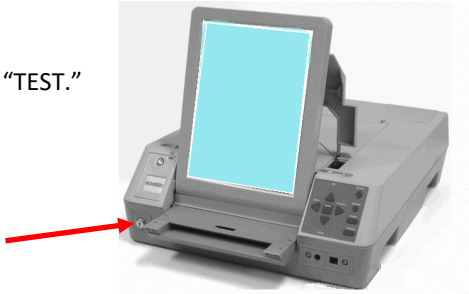
AutoMark Setup

The AutoMark **must** be assembled and operational for **EVERY** election.

Follow the steps on this checklist for AutoMark.
Check the box next to the item as it is completed.

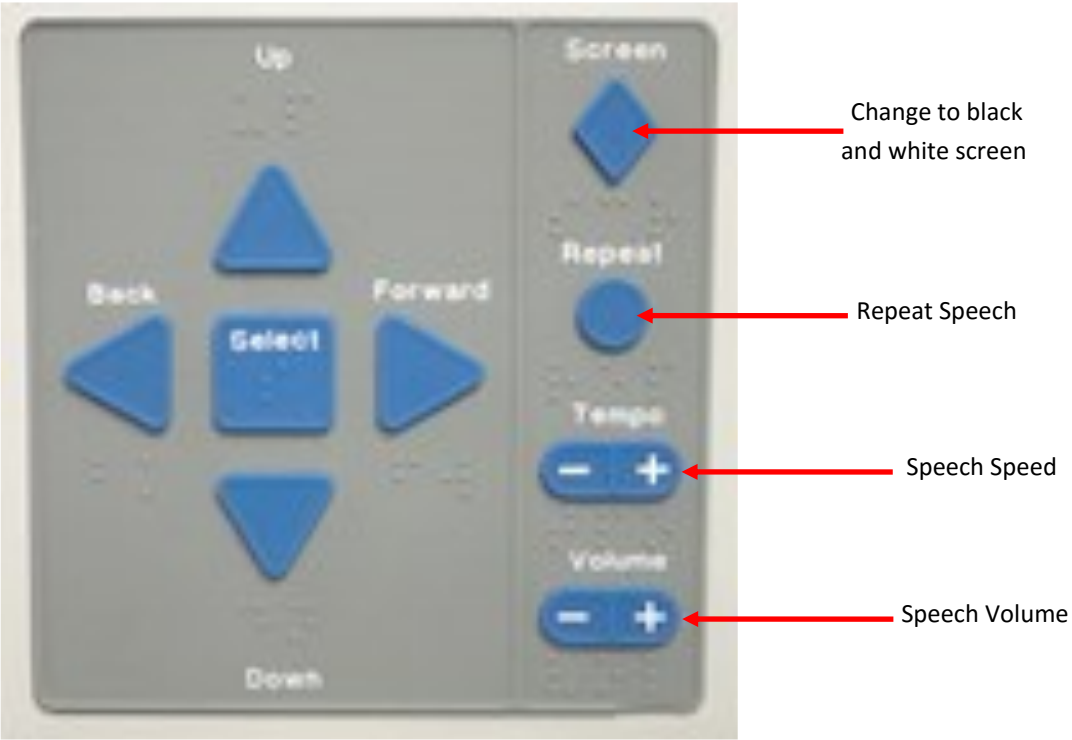
Check	Step #	Task to complete:
	1	**Assemble** the AutoMARK table (packed in a gray cardboard box) A. **Insert** the four (4) legs into the table top. NOTE: the ink cartridge is already inserted.
	2	A. **Remove** the AutoMARK (machine) from the carrying case and place it on the table. NOTE: The AutoMARK weighs approximately 40 pounds and will require the support of at least two (2) people to lift. B. **Remove** the power cord and ear phones from the front storage compartments in the carrying case. 
	3	**Plug** the power cord into the back of the AutoMARK and into an outlet. 
	4	A. **Locate** the latches to the lid on the top, front of the machine. B. **Slide** the latches toward the outer edges to open the front lid. 

	5	Once the latches have been opened, lift the front lid flap up and back so that it rests on the top of the back lid 
	6	**Rotate** the lid assembly to vertical 
	7	**Raise** the LCD screen, and close the lid behind, leaving the front lid rotated back 
	8	A. **Locate** the ballot feed tray on the front bottom of the machine B. **Pull** the tray out toward you C. **Lower** the tray into position 

	9	A. **Insert** the round, gold-plated key ("Illinois" is printed on the face of the key) into the on/off key slot next to the ballot tray. B. **Switch** the key slot to "ON." ☒ Make sure you do NOT switch the key slot to "TEST." C. **Remove** the key once the machine has been turned on. 
	10	A. **Allow** approximately two (2) minutes for the machine to start. B. **During** this time, the screen should read: "Application Boot in Progress. Please Wait…." Then: "Ready to Accept Ballots." **DO NOT TURN THE AUTOMARK OFF UNTIL THE END OF ELECTION DAY.**

AutoMark Setup

AutoMark



At 7:00 AM
Publicly announce:
“Hear Ye, Here Ye,
The Polls Are Now Open.”

Voting Procedure & COVID-19 Voting Procedure

Voting Procedure

Wis. Stat. s. 6.79 (2)(a) requires that each eligible voter:

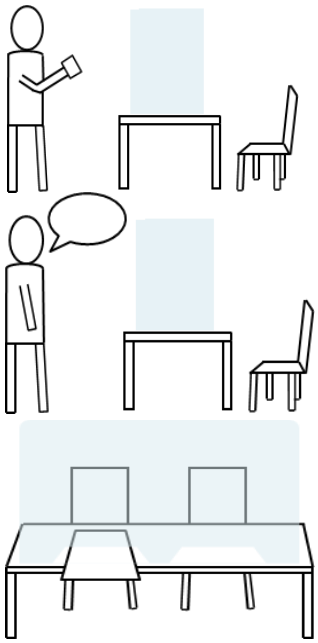
1. State his/her full name and address when appearing at a Ward table to vote
    - If the voter is unable to state his/her name, the Receiver or someone the voter choses must state the name and address after the Receiver verifies the voter's Photo ID

2. One Receiver should politely ask for the voter's name and address

3. Locate the name in the poll book

4. Once you have located the voter's name in the poll book, make sure that the name and address provided by the person and not by the Photo ID **FULLY** matches the name and address that appears in the poll book.

COVID-19 Voting Procedure



1. The voter will approach and hold their photo ID up to the plexiglass
   **If you cannot tell whether the masked voter reasonably resembles their ID, you can ask them to quickly remove their mask*

2. Voter will state their name and address

3. Find them in the poll book and confirm page # and voter number with your partner

4. Pass the signature page under the slot
   **Do not pass the entire poll book*

5. Disinfect table after each voter if time allows

Checking In Voters

69 Regular Voter with Acceptable Photo ID

72 Voter Needing Assistance

- *74 Form 9: Language Assistance Report Form*

75 Voter Corrections

Form Needed:

- *76 Form 5: Voter List Correction Form*

Special Circumstance Voters

Form Needed:

- *77 Form 4: Supplemental Late Registration Voter List*

78 Late Registered Voter

80 Curbside Voter

Documentation Needed:

82 Challenged Voter Information

83 Challenged Voter Documentation

87 Challenged Voter

92 Confidential Voter

93 Absentee Voter Process Flowcharts

95 Spoiled Ballot Process

Regular Voter with Acceptable Photo ID

Election Inspector: Receiver

Follow the steps on this checklist to check in a **Regular Voter with Acceptable Photo ID**

Check	Step #	Task to complete:
	1	Ask the voter to state their name and address
	2	Receivers will find the voter in the poll book
	3	Verify the voter's identity from the acceptable form of photo ID they provide *See page 190 for acceptable forms of photo ID*
	4	Identify if there are any notations related to the voter's record

Ballot, Ward District | **Voter Reg & Barcode** | **Name and Address** | **Voter #** | **Voter Signature**

Names beginning with the letter [W]

BS 01 WD-145 — 0009914473 — **Wilson, Ruby J**
41251-145-3619-1 AL-09 CG-04 3619 TC-01 AS-12 — 0009914479993 — 584A N 15TH ST UPPR MILWAUKEE, WI 53206
Notes:
1 Ruby J Wilson

BS 01 WD-145 — 00009006201 — **Wimberly, Vera Jean**
41251-145-3619-1 AL-09 CG-04 3619 TC-01 AS-16 — 0009914479993 — 584A N 15TH ST UPPR MILWAUKEE, WI 53206
Notes:
2 Jean Vera Wimberly — ABSENTEE ISSUED
ABSENTEE ISSUED

If the voter does not have an acceptable form of photo ID, they can vote provisionally see page 120

Ballot, Ward District | **Voter Reg & Barcode** | **Name and Address** | **Voter #** | **Voter Signature**

Names beginning with the letter [W]

BS 01 WD-145 — 0009914473 — **Wilson, Ruby J**
41251-145-3619-1 AL-09 CG-04 3619 TC-01 AS-12 — 0009914479993 — 584A N 15TH ST UPPR MILWAUKEE, WI 53206
Notes:
1 Ruby J Wilson

BS 01 WD-145 — 00009006201 — **Wimberly, Vera Jean**
41251-145-3619-1 AL-09 CG-04 3619 TC-01 AS-16 — 0009914479993 — 584A N 15TH ST UPPR MILWAUKEE, WI 53206
Notes:
2 Jean Vera Wimberly — ABSENTEE ISSUED
ABSENTEE ISSUED

"Absentee" would appear inside the voter's signature box

See page 93 for Absentee Voter Process

A VOTER MUST SIGN THE POLL BOOK, IF THEY REFUSE TO SIGN THE POLL BOOK, THEY MAY NOT RECEIVE A BALLOT NOR VOTE IN THE ELECTION

Regular Voter with Acceptable Photo ID

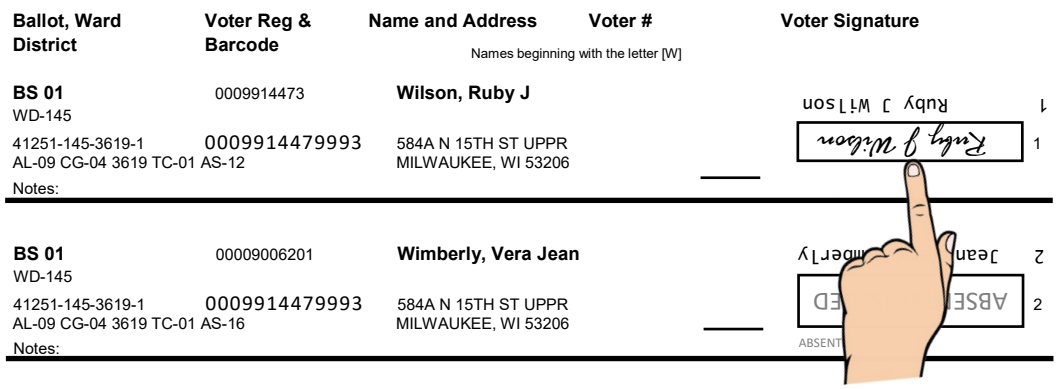
Election Inspector: Receiver

5

Inform the voter that a signature is required in the appropriate signature box in one (1) poll book

The poll book is designed to be signed upside down when it is slid across the table for the voter to sign.

Assist the voter in locating the correct signature box.

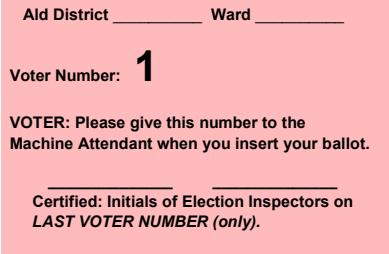


If a voter claims to be physically unable to sign the poll book, both receivers must agree on the voter's inability to sign. If both receivers agree, the receiver handling voter signatures shall write the word "exempt" in the voter's signature block.

6

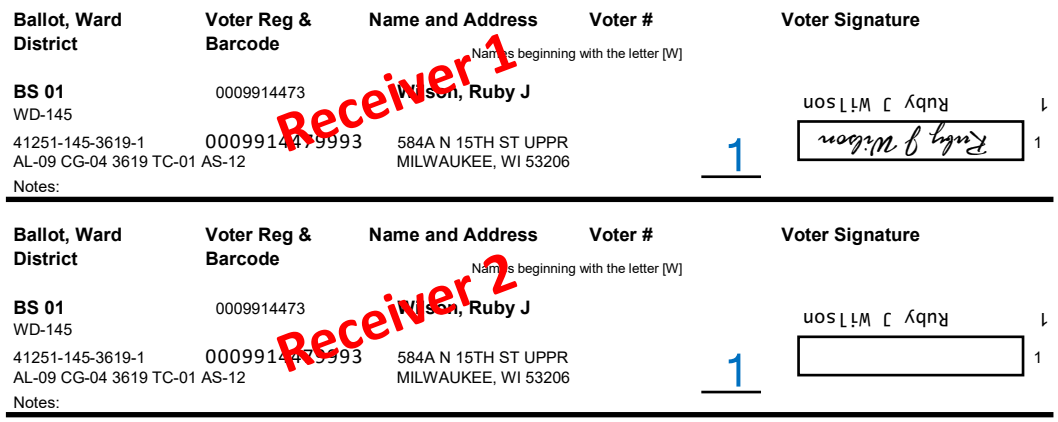
Assign the voter a number from the printed sequentially pink pad of numbers

Starting with Number 1



Both Receivers **MUST** record the voter number next to the voter's name on their respective voter lists.

CHECK ACCURACY!



Regular Voter with Acceptable Photo ID

Election Inspector: Receiver

7

A. Take one ballot from the stack of ballots assigned to the Ward table
(pre-initialed by one of the Receivers)
B. Confirm the Ward number on the ballot
C. Both receivers MUST initial the ballot

Official General Ballot
Partisan Office
November 3, 2020
Papeleta Oficial General
Cargo Partidista
3 de noviembre 2020
for / por
City Of Milwaukee
la ciudad de Milwaukee
A.D. 13 Ward 314

Ballot Issued by / Papeleta de votación emitida por

OS **A**

Initials of election inspectors
Iniciales de inspectors electorales

Official General Ballot
Partisan Office
November 3, 2020
Papeleta Oficial General
Cargo Partidista
3 de noviembre 2020
for / por
City Of Milwaukee
la ciudad de Milwaukee
A.D. 13 Ward 314 **B**

Ballot Issued by / Papeleta de votación emitida por

OS

NS **C**

Initials of election inspectors
Iniciales de inspectors electorales

8

A. Issue the ballot and pink voter number slip to the voter
B. Offer a ballot privacy shield
C. Tell the voter to give the pink voter number slip and ballot privacy shield (if applicable) to the Machine Attendant after inserting their ballot into the voting machine

Ald District 9 **Ward** 1

Voter Number: **1**

VOTER: Please give this number to the Machine Attendant when you insert your ballot.

Certified: Initials of Election Inspectors on *LAST VOTER NUMBER (only).*

If the voter needs assistance see page 74

Voter Needing Assistance

Election Inspector: Receiver

Follow the steps on this checklist to check in a **Voter Needing Assistance**

Check	Step #	Task to complete:
	1	NOTE: The definition of "assistance" for purposes of certifying voter assistance is limited to actual help completing the ballot. Explanations of how to mark a ballot or physical assistance reaching a voting booth do not require certification. A. If the voter will be receiving ballot voting assistance: 1. Explain to the voter the "Certification of Assistance" section that appears in the lower right corner of the ballot **Certification of Voter Assistance** **Certificación de Asistencia Elector** I certify that I marked or read aloud this ballot at the request and direction of a voter who is authorized under Wis, Stat. § 6.82 to receive assistance. Certifico que marqué o leí en voz alta esta Papeleta bajo la petición y dirección de un elector quien bajo la ley de Wis. Stat. § 6.82 tiene la autorización de recibir asistencia. _____ Signature of assistor / Firma de la persona quien le ayudó *Anyone may assist a voter in marking their ballot include Election Inspectors except the voter's employer or agent of that employer or an officer or agent of a labor organization which represents*
	2	Record the name and address of the person providing the assistance next to the voter's name on both poll book lists **Ballot, Ward District** / **Voter Reg & Barcode** / **Name and Address** / **Voter #** / **Voter Signature** Names beginning with the letter [W] **BS 01** WD-145 — 0009914473 — **Wilson, Ruby J** 41251-145-3619-1 — 0009914473993 — 584A N 15TH ST UPPR — 1 — Ruby J Wilson 1 AL-09 CG-04 3619 TC-01 AS-12 — MILWAUKEE, WI 53206 Notes: Assisted by David Wilson—2548A N. 15th St. Uppr Receiver 1 **Ballot, Ward District** / **Voter Reg & Barcode** / **Name and Address** / **Voter #** / **Voter Signature** Names beginning with the letter [W] **BS 01** WD-145 — 0009914473 — **Wilson, Ruby J** 41251-145-3619-1 — 0009914473993 — 584A N 15TH ST UPPR — 1 — Ruby J Wilson 1 AL-09 CG-04 3619 TC-01 AS-12 — MILWAUKEE, WI 53206 Notes: Assisted by David Wilson—2548A N. 15th St. Uppr Receiver 2

Voter Needing Assistance

3

Notify the Chief Inspector to record the assistance given on the GAB-104

Incident Number	Description of Incident	Time Incident Occurred	Chief Inspector Initials
	Record on your GAB-104:		
	✓ **Any facility or voting equipment problems or other issues that may have disrupted or delayed voting.**		
	✓ **Any issues or unusual situations that occur that involved voters, observers, election workers, or law enforcement.**		
	✓ **Anything that has impacted your ability to reconcile (balance your voter numbers to your ballots.**		
	✓ **Any provisional ballots issued for this ward.**		
	✓ **The number of spoiled ballots.**		
1	Voter needed assistance assisted by David Wilson	10:00 AM	NP

Form 9: Language Assistance Report Form

Election Inspector: Receiver

FORM # 9

LANGUAGE ASSISTANCE REPORT FORM
NOVEMBER 3, 2020 — FALL GENERAL

ALD DIST. 9 WARD(S) 1 MACHINE # 100

WASHINGTON PARK LIBRARY— 2121 N SHERMAN BL

ATTENTION: CHIEF INSPECTORS
Please keep a tally of all requests for any type of language assistance. If your polling site has bilingual (fluent English/Spanish-speaking) election workers(s), please have them keep a tally of every instance they provide Spanish-language assistance to voters.

PLACE THIS FORM IN **THE CLOSING CHECKLIST ENVELOPE** AT THE END OF ELECTION DAY.

NAME OF ELECTION WORKER	TALLY (E.G., *III*) FOR **SPANISH-LANGUAGE** ASSISTANCE	TOTAL (E.G., 3)

NAME OF ELECTION WORKER	TALLY (E.G., *III*) FOR **OTHER LANGUAGE** ASSISTANCE (STATE WHICH LANGUAGE)	TOTAL (E.G., 3)

PLEASE INDICATE WHETHER YOUR POLLING SITE STILL NEEDS LANGUAGE ASSISTANCE IN LANGUAGES OTHER THAN SPANISH: _____

Voter Corrections

If there any spelling errors or transposed numbers in addresses, record the error on the Voter List Correction Form.

- Allow these voters to vote. Do not make corrections on the voter list
- If a voter informs of another voter's death or move to another address, record the name and address of the person providing the information on the Voter List Correction Form

Form 5: Voter List Correction Form

Election Inspector: Receiver

FORM # 5

Site # 103

Milwaukee Election Commission
Aldermanic District: 7

VOTER LIST CORRECTION FORM
Site: Washington High School

November 3, 2020
Ward: 161

Use this form to report any **ERROR** (such as a spelling or address street number error) corrections to the voter lists.
This form may also be used to notify the Election Commission of a **deceased voter** or if a voter has moved.
Do NOT use this form is a person has a **NAME CHANGE -** the person must complete a new registration application
Do NOT use this form if a person has a **ADDRESS CHANGE** - the person must complete a new registration application

IMPORTANT!

ADDRESS - As it appears on the VOTER LIST	NAME - As it appears on the VOTER LIST	Check One ✓ Deceased Voter	Voter Moved	Correct Name	Correct Address	CORRECTION TO NAME OR ADDRESS. DO NOT record name or address changes. Any person changing their name or address MUST re-register.	Name/Address of Person Authorizing Information

See Reverse Side for Additional Lines

FORM # 4

City Of Milwaukee Election Commission
Election Date: NOVEMBER 3, 2020 - FALL PRIMARY

DIST: 9 WARD: 4 MACHINE# 3
Spirit Life Church

SUPPLEMENT LATE REGISTRATION VOTER LIST

This form is to be used by any person a (lime green) Certificate of Late Registration as issued by the Election Commission.
Even though their name does not appear in the poll book, this certificate meets the registration requirement.
Collect/attach the certificate, record the appropriate information on this form, issue a voter number and ballot, and allow the person to vote.

	Certificate Number	District / Ward	Name	Address	Voter Signature	Voter Number
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						

Completed By: _____ Ward Table Election Worker

_____ Ward Table Election Worker

Late Registered Voter

Late Registered Voter

A Late Registered Voter is a voter that registers to vote at the Election Commission after the close of general registration (20 days before an election) and after the voter lists have been printed.

Follow the steps on this checklist to check in a **Late Registered Voter**

Check	Step #	Task to complete:
	1	Ask the voter to state their name and address
	2	A. Receivers will **NOT** find the voter in the poll book B. Ask the voter for the **Certificate of Late Registration** **CITY OF MILWAUKEE** **CERTIFICATE OF LATE REGISTRATION** **Aldermanic District _____ Ward _____ Certificate #0811-47** **Municipality: City of Milwaukee County: Milwaukee County** **To the Election Inspectors at _____** **(Voting Site and Address)** **This Certificate is to verify that:** **Name_____** **Address_____** **Has completed the required voter registration application at the City of Milwaukee Election Commission. This voter's name will NOT appear in your voter list because the registration was completed after the lists were printed. Please issue this voter a ballot and voter number for the** **November 3, 2020 fall General Election** **And, record the voter's name, address, and voter number on the Supplemental Late Registration Sheet. Attach all certificates to the list.** **Subscribed to in the office of the Milwaukee Election Commission on _____.** **Signature of Clerk: _____**
	3	Verify the voter's identity from the acceptable form of photo ID they provide *See page 190 for acceptable forms of photo ID*

Late Registered Voter

4

A. **Record** the voter's certificate number, district number/ward, name, address, voter number on the Supplemental Late Registration Voter List Form

B. The voter **MUST** sign

FORM #4

City Of Milwaukee Election Commission
Election Date: NOVEMBER 3, 2020 - FALL PRIMARY

DIST: 9 WARD: 4 MACHINE# 3
Spirit Life Church

SUPPLEMENT LATE REGISTRATION VOTER LIST

This form is to be used by any person a (lime green) Certificate of Late Registration as issued by the Election Commission.
Even though their name does not appear in the poll book, this certificate meets the registration requirement.
Collect/attach the certificate, record the appropriate information on this form, issue a voter number and ballot, and allow the person to vote.

	Certificate Number	District / Ward	Name	Address	Voter Signature	Voter Number
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						

Completed By: _____ Ward Table Election Worker _____ Ward Table Election Worker

Ald District 9 Ward 1

Voter Number: **1**

VOTER: Please give this number to the Machine Attendant when you insert your ballot.

_____ _____
Certified: Initials of Election Inspectors on *LAST VOTER NUMBER (only).*

5

A. Offer a ballot privacy shield

B. Tell the voter to give the pink voter number slip and ballot privacy shield (if applicable) to the Machine Attendant after inserting their ballot into the voting machine

Curbside Voter

Curbside Voter

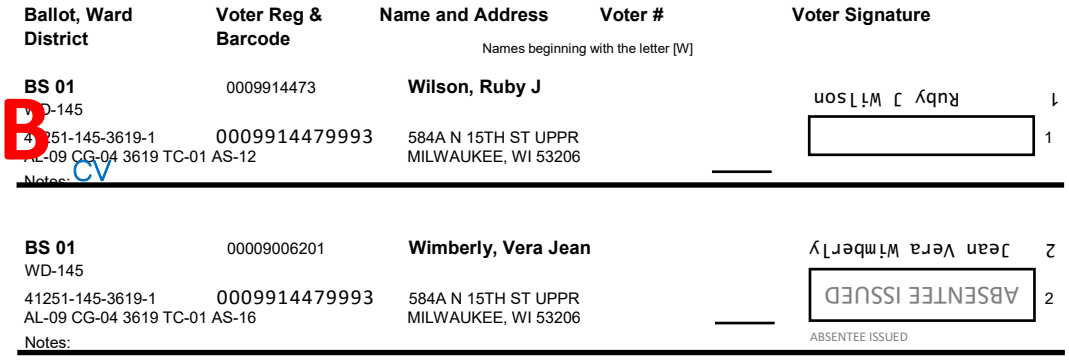
Milwaukee's voting sites are now fully accessible to persons with disabilities, however, some disabled voters may still choose to participate in a curbside voting process.

"Curbside Voting" is the term used to describe the practice of delivering a ballot to an individual's vehicle for voting purposes. You may be notified that the voter is making this request because:

- Someone accompanying the voter has entered your voting site
- The Chief Inspector receives a call from the Election Commission (the number to call for a curbside vote should be posted on your site's "VOTE HERE" sign)
- Election Inspectors should periodically check outside of the building to determine if anyone is waiting for a curbside vote.

Follow the steps on this checklist to check in a **Curbside Voter**

Check	Step #	Task to complete:
	1	One Election Inspector Receiver will go to the curbside and ask the voter to state their name and address
	2	A. The Receiver will go back into the polling site find the voter in the poll book B. Identify if there are any notations related to the voter's record If registered confirm the voter's ward in the poll book, write "CV" in the Notes *If the voter needs to register see page 99*
	3	As required by law two Election Inspectors must deliver the ballot and a ballot privacy shield to the voter's car Don't forget the voter's pink slip A. One Election Inspector will verify the voter's identity from the acceptable form of photo ID they provide *See page 190 for acceptable forms of photo ID*

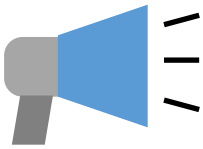
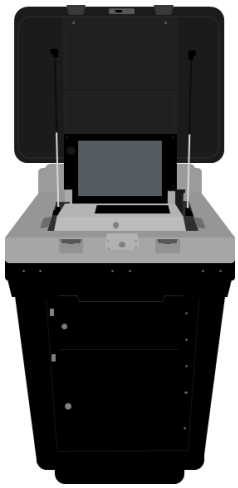


Ballot, Ward District	Voter Reg & Barcode	Name and Address	Voter #	Voter Signature
		Names beginning with the letter [W]		
BS 01 WD-145 41251-145-3619-1 AL-09 CG-04 3619 TC-01 AS-12 Notes: CV	0009914473 0009914479993	Wilson, Ruby J 584A N 15TH ST UPPR MILWAUKEE, WI 53206		Ruby J Wilson
BS 01 WD-145 41251-145-3619-1 AL-09 CG-04 3619 TC-01 AS-16 Notes:	00009006201 0009914479993	Wimberly, Vera Jean 584A N 15TH ST UPPR MILWAUKEE, WI 53206		Jean Vera Wimberly ABSENTEE ISSUED ABSENTEE ISSUED

*CURBISDE VOTERS ARE EXEMPT FROM THE VOTER SIGNATURE REQUIREMENT AND ARE **NOT REQUIRED** TO SIGN THE POLL BOOK*

POLL BOOKS DO NOT LEAVE THE BUILDING!

Curbside Voter

	4	Allow the voter to vote their ballot privately *If the voter needs assistance see page 74*
	5	A. Collect the ballot and place in the ballot privacy shield B. Ask the voter to wait until notified by an Election Inspector that the ballot has been accepted into the DS200
	6	A. The Election Inspectors will return to the voting room with the ballot B. An Election Inspector will announce:  *"This is a ballot offered by (stating voter's name), a voter who is unable to enter the voting place. Does anyone object to the receipt of this ballot?"* *If there is a challenge to the ballot see page 82*
	7	Insert the ballot into the voting machine ▸ If the ballot is accepted, notify the voter their ballot has been processed *Give their pink slip to the machine attendant ▸ If the ballot is rejected, issue the voter a new ballot *Follow the spoiled ballot procedures on page 95* 

Challenged Voter Information

Challenged Voter

A challenge is brought by any qualified elector of the state including an Election Inspector.

The challenge is determined to be reasonable as outlined on the Challenge Documentation of the Inspectors' Statement (GAB-104c)

Reasons for a challenge may include:

- Not a citizen of the US
- Not at least 18 years old
- Has not resided in the election district for at least 28 consecutive days
- Has a felony conviction and has not been to restored civil rights
- Has been adjudicated incompetent
- Voted previously in the same election
- Claims to have a disability that prevents them from signing the poll book (Election Inspectors disagree)
- Municipal clerk has instructed the Election Inspectors to challenge because the clerk does not believe the person requesting a replacement ballot is the original voter

! All challenges should be made with reasonable and appropriate support

! If an Election Inspector believes that an individual is abusing the challenge process, they may request that the person leave the polling place

! Election Inspectors should use discretion when administering a challenge

! Any challenge **MUST** be brought before a ballot is issued

Challenge Documentation

(Inspector should attach this form to the Inspectors' Statement (GAB-104)

Name and Address of **Challenged** Elector:

_____

_____

Challenged Elector Voter number _____
(Fill in only if Part D is completed)

Identifying Challenged Participants

Name of Inspector Administering Challenge Process _____

1. Person Challenging Elector who is Present at the Polling Place
(Check the box that applies and provide the information requested.)

❑ **Inspector** (Who is a Qualified Elector) *Making Challenge to an Elector who is Present*
Name of Challenge Inspector _____(Proceed to Part A.)
or
❑ Name and Address of **Elector** *Making Challenge to an Elector who is Present*

_____

_____ (Proceed to Part A.)

2. Person Challenging Elector who is not Present at the Polling Place
(Check the box that applies and provide the information requested.)

❑ **Inspector** (Who is a Qualified Elector) *Making Challenge to an Elector who is not Present*
Name of Challenge Inspector _____(Complete Parts A & E.)
or
❑ Name and Address of **Elector** *Making Challenge to an Elector who is not Present*

_____

_____ (Complete Parts A & E.)

_____ (signature of *challenging* elector)

_____ (signature of *challenged* elector)

Part A. Challenger
(Indicate the challenger's answers to your question by checking "Yes" of "No." Provide any other information requested.)

1. Oath (of Affirmation) of Truthfulness given by the inspector to the challenger:
"Do you solemnly swear (or affirm) that you will fully and truly answer all questions put to you regarding the Challenged person's place of residence and qualifications as an elector of this election."

❑ Yes ❑ No

If "Yes," proceed with the challenge process. If "No," see the end of this section*.

2. Inspector ask the challenger if they are a qualified elector of Wisconsin. (Only an elector may challenge.)

❑ Yes ❑ No

If "Yes," proceed with the challenge process. If "No," see the end of this section*.

3. Challenger gives the reason(s) for challenge using the following criteria that applies to the person being challenged:

❑ The person is not a citizen of the United States.
❑ The person is not at least 18 years of age.
❑ The person has not resided in the election district for at least 28 consecutive days.
❑ The person has adjudicated incompetent.
❑ The person has voted previously in the same election.

Challenge Documentation

Only election inspectors can challenge for the following reasons:

❑ The person who requested a replacement absentee ballot is not the person who originally requested the ballot.
❑ The person claims to have a physical disability that prevents them from signing the poll book, but *both* Inspectors did not agree.
❑ The person does nor adhere to the following voting requirement (specify alleged violation below):

_____

_____

4. Inspector asks the following question(s) of the challenger which are appropriate to determine the qualifications of the challenged elector:

❑ Why do you believe that the challenged elector is not a United States Citizen?
❑ Why do you believe that the challenged elector is not at least 18 years of age?
❑ Why do you believe that the challenged elector has not, for at least 28 consecutive days before this election, resided in, or been a resident of, the ward or election district from which he or she seeks to vote?
❑ For which of the following reasons, and why, do you believe the challenged elector is currently disqualified From voting:
  ❑ A felony conviction for which the challenged elector is still serving probation or is on parole or extended supervision?
  ❑ A judge's ruling that he or she is incapable of voting?
  ❑ Having made a bet or wager on this election?
  ❑ Having voted previously in this election?

(Inspector challenge only):

❑ Why do you believe that the challenged elector, who requested a replacement absentee ballot, is not the person who requested the original ballot?
❑ Why do you believe that the challenged elector is unable to sign the poll book due to a physical disability?
❑ Why do you believe this person does not meet the specified voting requirement?

Record Challenger's Answer(s):

_____
_____
_____
_____

* If the challenger refuses to take the oath (or affirmation) of truthfulness, is not a qualified elector of Wisconsin, refuses to give a valid reason to challenge, or refuses to provide information to support the Challenge; the challenge process is terminated and *the elector is allowed to vote.*

OTHERWISE:

5. ***Procede to Part B.***

Part B. Challenged Elector
(Indicate the challenged elector's answers to your questions by checking "Yes" or "No.")

1. Oath (of Affirmation) of Truthfulness given by the inspector to the challenger:
"Do you solemnly swear (or affirm) that you will fully and truly answer all questions put to you regarding the Challenged person's place of residence and qualifications as an elector of this election."

❑ Yes ❑ No

If "Yes," proceed with the challenge process. If "No," see the end of this section*.

2. Inspector ask the challenged elector the following questions which are appropriate to test the person's qualifications based on the cause for the challenge:
   - ❑ Are you a United States citizen? ❑ Yes ❑ No
   - ❑ Are you at least 18 years of age? ❑ Yes ❑ No
   - ❑ For at least the 28 consecutive days before this election, have you reside in, or been a resident of, the ward or election district from which you seek to vote? ❑ Yes ❑ No
   - ❑ Are you currently disqualified from voting for any of the following reasons?
     - ❑ A felony conviction for which you are still serving probation or are on parole or extended supervision? ❑ Yes ❑ No
     - ❑ A judge's ruling that you are incapable of voting? ❑ Yes ❑ No
     - ❑ Having made a bet or wager on this election? ❑ Yes ❑ No
     - ❑ Having voted previously in this election? ❑ Yes ❑ No

   (Inspector challenges only):

   ❑ Are you unable to sign the poll book due to a physical disability? ❑ Yes ❑ No

   Record Challenged Elector's Explanation, if any:

   _____

   _____

   * If the challenged elector refuses to take the oath (or affirmation) of truthfulness, refuses to answer any of the questions in Part B, or the answers give indicate that the challenged elector does not meet voting eligibility requirements; *the challenged elector is not given a ballot*. Indicate the reason for not issuing a ballot to the challenged elector in the box at the bottom of Page 4.

   OTHERWISE:

3. ***Proceed to Part C.***

Part C. Opportunity to Withdraw Challenge
(Indicate the challenger's answers by checking "Yes" or "No.")
Does the challenger withdraw the challenge?

❑ Yes (Challenge process is terminated and elector is given a ballot.) ❑ No (*Proceed to part D.*)

Part D. Oath (or Affirmation of Eligibilyty)
(Indicate the answers to your question by checking "Yes" or "No.")

1. Inspector administer Oath (or Affirmation) of Eligibilty to the challenged elector:
"Do you solemnly swear (or affirm) that you are at least 18 years of age; you are a citizen of the United States; you are now and for 28 consecutive days have been a resident of this ward execept under Wis. Stat. § 6.02.(2); you have not voted in this election; you have not made any bet or wager or become directly or indirectly intereseted in any bet or wager depending upon the result of this election; you are not on any other ground disqaulifed to vote at this election."

   ❑ Yes ❑ No

   If "Yes," proceed with 2.

   If "No," see end of this section*.

2. If the challenged elector answered "Yes" to question number 1, the challenged elector is give a ballot. **Before issuing the ballot to the challenged elector, the inspector must:**
   - ❑ Write the voter number of the challenged elector and "Section 6.95" on the back of the ballot,
   - ❑ Write the voter number on the front of this form and on the voter list,
   - ❑ Indicate the reason for the challenge on the voter list.

* If challenged elector refuses to take the oath (or affirmation) of eligibility or refuses to register (where required), the elector may not be given a ballot. Indicate reason for not issuing a ballot to a challenged elector in the box at the bottom of Page 4.

Challenge Documentation

Part E. For Challenged Absentee Elector Only

(Indicate that the following procedures have been accomplished by checking the box next to each procedure.)

Before depositing absentee ballot of the challenged elector in the ballot box, inspectors must

- ❑ Write the voter number of the challenged elector and "Section 6.95" on the back of the ballot,
- ❑ Write the voter number on the front of this form and on the voter list,
- ❑ Indicate the reason for the challenge on the voter list.

When Ballot is NOT Issued to a Challenged Elector

(Indicate the reason for not issuing a ballot to a challenged elector by checking the approiate box.)

❑ The challenged elector refused to take the oath or affirmation of eligibility under Part D.

❑ The challenged elector refused to answer fully any relevant questions put to him or her by the inspector under Part B.

❑ The answers to the questions given by the challenged elector indicate that they do not meet the voting qualification requirements of Wis. Stat. §§ 6.02 and 6.03. Reason:

Challenged Voter

Election Inspector: Receiver

Follow the steps on this checklist to process a **Challenged Voter**

Check	Step #	Task to complete:
	1	Fill in the name and address of the challenged elector **Challenge Documentation** *(Inspector should attach this form to the Inspectors' Statement (GAB-104)* Name and Address of **Challenged** Elector: _____ _____ Challenged Elector Voter number _____ (Fill in only if Part D is completed)
	2	Complete the section "Identifying Challenged Participants" **Identifying Challenged Participants** Name of Inspector Administering Challenge Process _____ ***1. Person Challenging Elector who is Present at the Polling Place*** (Check the box that applies and provide the information requested.) ❑ **Inspector** (Who is a Qualified Elector) *Making Challenge to an Elector who is Present* Name of Challenge Inspector _____ (Proceed to Part A.) *or* ❑ Name and Address of **Elector** *Making Challenge to an Elector who is Present* _____ _____ (Proceed to Part A.) ***2. Person Challenging Elector who is not Present at the Polling Place*** (Check the box that applies and provide the information requested.) ❑ **Inspector** (Who is a Qualified Elector) *Making Challenge to an Elector who is not Present* Name of Challenge Inspector _____ (Complete Parts A & E.) *or* ❑ Name and Address of **Elector** *Making Challenge to an Elector who is not Present* _____ _____ (Complete Parts A & E.) _____ (signature of *challenging* elector) _____ (signature of *challenged* elector)
	3	Place the challenging elector under oath **Part A. Challenger** (Indicate the challenger's answers to your question by checking "Yes" of "No." Provide any other information requested.) 1. Oath (of Affirmation) of Truthfulness given by the inspector to the challenger: "Do you solemnly swear (or affirm) that you will fully and truly answer all questions put to you regarding the Challenged person's place of residence and qualifications as an elector of this election." ❑ Yes ❑ No If "Yes," proceed with the challenge process. If "No," see the end of this section*. 2. Inspector ask the challenger if they are a qualified elector of Wisconsin. (Only an elector may challenge.) ❑ Yes ❑ No If "Yes," proceed with the challenge process. If "No," see the end of this section*.

Challenged Voter

	4	Ask to make a sworn statement giving the reason for the challenge 3. Challenger gives the reason(s) for challenge using the following criteria that applies to the person being challenged: ❑ The person is not a citizen of the United States. ❑ The person is not at least 18 years of age. ❑ The person has not resided in the election district for at least 28 consecutive days. ❑ The person has adjudicated incompetent. ❑ The person has voted previously in the same election.
	5	The challenging elector is question by the Election Inspector to provide reasonable support for the challenge and the answers recorded 4. Inspector asks the following question(s) of the challenger which are appropriate to determine the qualifications of the challenged elector: ❑ Why do you believe that the challenged elector is not a United States Citizen? ❑ Why do you believe that the challenged elector is not at least 18 years of age? ❑ Why do you believe that the challenged elector has not, for at least 28 consecutive days before this election, resided in, or been a resident of, the ward or election district from which he or she seeks to vote? ❑ For which of the following reasons, and why, do you believe the challenged elector is currently disqualified From voting: ❑ A felony conviction for which the challenged elector is still serving probation or is on parole or extended supervision? ❑ A judge's ruling that he or she is incapable of voting? ❑ Having made a bet or wager on this election? ❑ Having voted previously in this election? *(Inspector challenge only):* ❑ Why do you believe that the challenged elector, who requested a replacement absentee ballot, is not the person who requested the original ballot? ❑ Why do you believe that the challenged elector is unable to sign the poll book due to a physical disability? ❑ Why do you believe this person does not meet the specified voting requirement? Record Challenger's Answer(s): _____ _____ _____ _____ ! *If the challenger refuses to take the oath (or affirmation) of truthfulness, is not a qualified elector of Wisconsin, refuses to give a valid reason to challenge, or refuses to provide information to support the Challenge;* ***the challenge process is terminated and the elector is allowed to vote****.*
	6	Place the challenged elector under oath **Part B. Challenged Elector** (Indicate the challenged elector's answers to your questions by checking "Yes" or "No.") 1. Oath (of Affirmation) of Truthfulness given by the inspector to the challenger: "Do you solemnly swear (or affirm) that you will fully and truly answer all questions put to you regarding the Challenged person's place of residence and qualifications as an elector of this election." ❑ Yes ❑ No If "Yes," proceed with the challenge process. If "No," see the end of this section*.

7

Ask to make a sworn statement in response to the challenge

2. Inspector ask the challenged elector the following questions which are appropriate to test the person's qualifications based on the cause for the challenge:

- ❑ Are you a United States citizen? ❑ Yes ❑ No
- ❑ Are you at least 18 years of age? ❑ Yes ❑ No
- ❑ For at least the 28 consecutive days before this election, have you reside in, or been a resident of, the ward or election district from which you seek to vote? ❑ Yes ❑ No
- ❑ Are you currently disqualified from voting for any of the following reasons?
  - ❑ A felony conviction for which you are still serving probation or are on parole or extended supervision? ❑ Yes ❑ No
  - ❑ A judge's ruling that you are incapable of voting? ❑ Yes ❑ No
  - ❑ Having made a bet or wager on this election? ❑ Yes ❑ No
  - ❑ Having voted previously in this election? ❑ Yes ❑ No

(Inspector challenges only):

❑ Are you unable to sign the poll book due to a physical disability? ❑ Yes ❑ No

Record Challenged Elector's Explanation, if any:

_____

_____

If the challenged elector refuses to take the oath (or affirmation) of truthfulness, refuses to answer any of the questions in Part B, or the answers give indicate that the challenged elector does not meet voting eligibility requirements; ***the challenged elector is not given a ballot****. Indicate the reason for not issuing a ballot to the challenged elector in the box.*

8

The challenging elector has the opportunity to withdraw their challenge

Part C. Opportunity to Withdraw Challenge

(Indicate the challenger's answers by checking "Yes" or "No.")

Does the challenger withdraw the challenge?

❑ Yes (Challenge process is terminated and elector is given a ballot.) ❑ No (*Proceed to part D.*)

**if the challenge is withdrawn, a ballot is issued with no special marks, no marks on made in the poll book, a notation is made on the Inspectors' Statement (GAB-104)*

	✓ **Anything that has impacted your ability to reconcile (balance your voter numbers to your ballots.**		
	✓ **Any provisional ballots issued for this ward.**		
	✓ **The number of spoiled ballots.**		
1	Challenge to voter WITHDRAWN	10:45 AM	NP

Challenged Voter

9	If the challenge is not withdrawn, the Election Inspector administers the "Oath of Eligibility" to the challenged elector **Part D. Oath (or Affirmation of Eligibilyty)** (Indicate the answers to your question by checking "Yes" or "No.") 1. Inspector administer Oath (or Affirmation) of Eligibilty to the challenged elector: "Do you solemnly swear (or affirm) that you are at least 18 years of age; you are a citizen of the United States; you are now and for 28 consecutive days have been a resident of this ward execept under Wis. Stat. § 6.02.(2); you have not voted in this election; you have not made any bet or wager or become directly or indirectly intereseted in any bet or wager depending upon the result of this election; you are not on any other ground disqaulifed to vote at this election." ❑ Yes ❑ No If "Yes," proceed with 2. If "No," see end of this section*.
10	A. The voter signs the poll book B. A notation "Challenged" and the reason for the challenge is made C. A voter number is issued D. "Section 6.95" is written on the back of the ballot **BS 01** 0009914473 **Laser, John** A WD-145 41251-145-3619-1 00091447993 3 5656 N 18TH ST 27 John Laser 51 AL-09 CG-04 3619 TC-01 AS-12 B MILWAUKEE, WI 53206 Notes: Challenged **Ald District** 9 **Ward** 1 **Voter Number: 27** C **VOTER: Please give this number to the Machine Attendant when you insert your ballot.** _____ _____ **Certified: Initials of Election Inspectors on *LAST VOTER NUMBER (only).*** Section 6.95 D **Official General Ballot** **Partisan Office** **November 3, 2020** 27 **Papeleta Oficial General** **Cargo Partidista** **3 de noviembre 2020** **for / por** **City Of Milwaukee** **la ciudad de Milwaukee** **A.D. 13 Ward 314** **Ballot Issued by / Papeleta de votación emitida por** OS NS Initials of election inspectors Iniciales de inspectors electorales

	11	The ballot is voted and put through the voting machine
	12	The Challenge Documentation (GAB-104-c) is completed and attached to the Inspectors' Statement (GAB-104)

Challenge Documentation

(Inspector should attach this form to the Inspectors' Statement (GAB-104)

Name and Address of **Challenged** Elector:

John Laser

5656 N 18th St

Challenged Elector Voter number 27
(Fill in only if Part D is completed)

Identifying Challenged Participants

Name of Inspector Administering Challenge Process Nick Phelps

1. Person Challenging Elector who is Present at the Polling Place
(Check the box that applies and provide the information requested.)

☑ **Inspector** (Who is a Qualified Elector) *Making Challenge to an Elector who is Present*
Name of Challenge Inspector Justin Jones (Proceed to Part A.)
or
☐ Name and Address of **Elector** *Making Challenge to an Elector who is Present*
_____
_____ (Proceed to Part A.)

2. Person Challenging Elector who is not Present at the Polling Place
(Check the box that applies and provide the information requested.)

☐ **Inspector** (Who is a Qualified Elector) *Making Challenge to an Elector who is not Present*
Name of Challenge Inspector _____ (Complete Parts A & E.)
or
☐ Name and Address of **Elector** *Making Challenge to an Elector who is not Present*
_____
_____ (Complete Parts A & E.)

_____ (signature of *challenging* elector)

_____ (signature of *challenged* elector)

Part A. Challenger
(Indicate the challenger's answers to your question by checking "Yes" of "No." Provide any other information requested.)

1. Oath (of Affirmation) of Truthfulness given by the inspector to the challenger:
"Do you solemnly swear (or affirm) that you will fully and truly answer all questions put to you regarding the Challenged person's place of residence and qualifications as an elector of this election."
☑ Yes ☐ No
If "Yes," proceed with the challenge process. If "No," see the end of this section*.

2. Inspector ask the challenger if they are a qualified elector of Wisconsin. (Only an elector may challenge.)
☐ Yes ☐ No
If "Yes," proceed with the challenge process. If "No," see the end of this section*.

3. Challenger gives the reason(s) for challenge using the following criteria that applies to the person being challenged:
☐ The person is not a citizen of the United States.
☐ The person is not at least 18 years of age.
☑ The person has not resided in the election district for at least 28 consecutive days.
☐ The person has adjudicated incompetent.
☐ The person has voted previously in the same election.

- 1 -

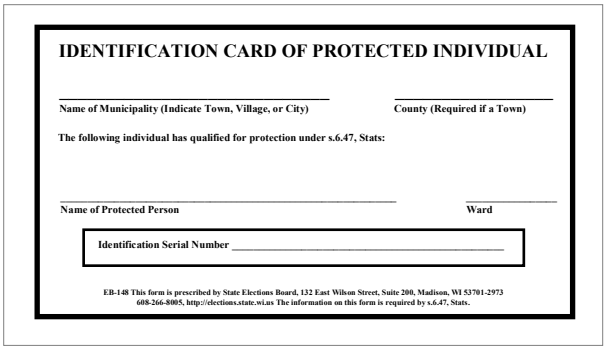
Confidential Voter

Confidential Voter

Voters who are victims of domestic abuse, sexual assault, or stalking have the option to be listed confidentially on a voter list.

Follow the steps on this checklist to check in a **Confidential Voter**

Check	Step #	Task to complete:
	1	The voter will show a voter identification card with a unique identification serial number given to them by the City of Milwaukee Election Commission
	2	A corresponding number will appear in the pages of the poll book in the section for confidential voters
	3	**DO NOT ASK** the voter for their name or address
	3	**Record** the voter number next to their serial number and issue a ballot



IDENTIFICATION CARD OF PROTECTED INDIVIDUAL

Name of Municipality (Indicate Town, Village, or City) _____ County (Required if a Town) _____

The following individual has qualified for protection under s.6.47, Stats:

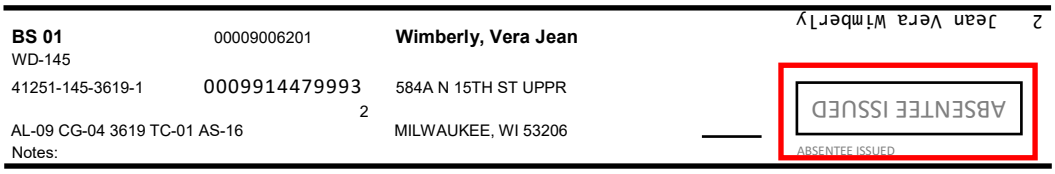
Name of Protected Person _____ Ward _____

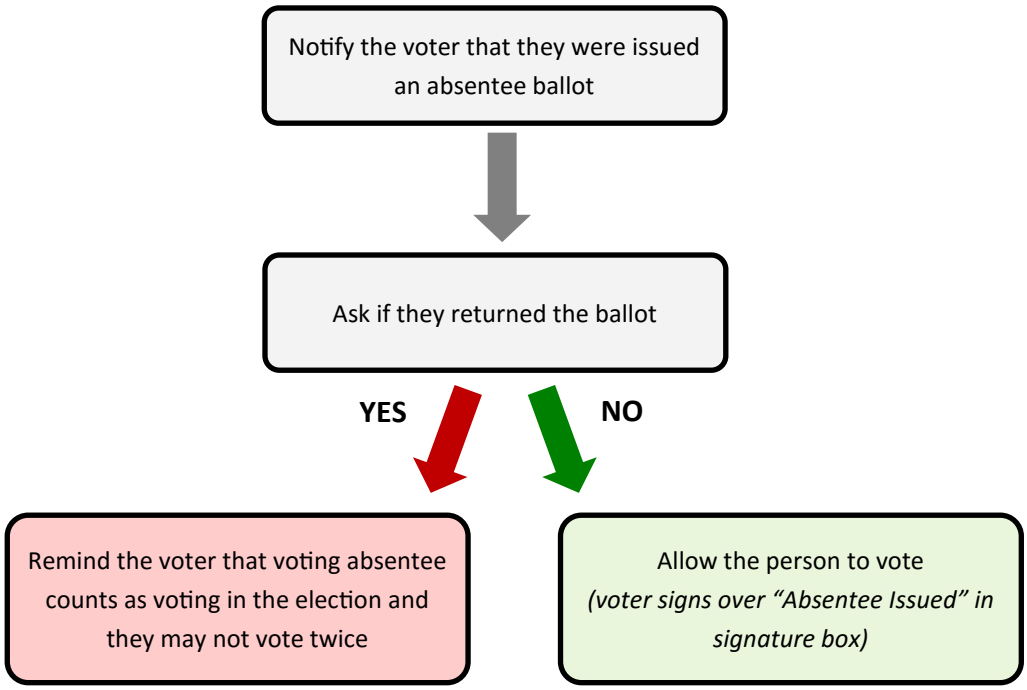
Identification Serial Number _____

EB-148 This form is prescribed by State Elections Board, 132 East Wilson Street, Suite 200, Madison, WI 53701-2973
608-266-8005, http://elections.state.wi.us The information on this form is required by s.6.47, Stats.

Absentee Voter Process

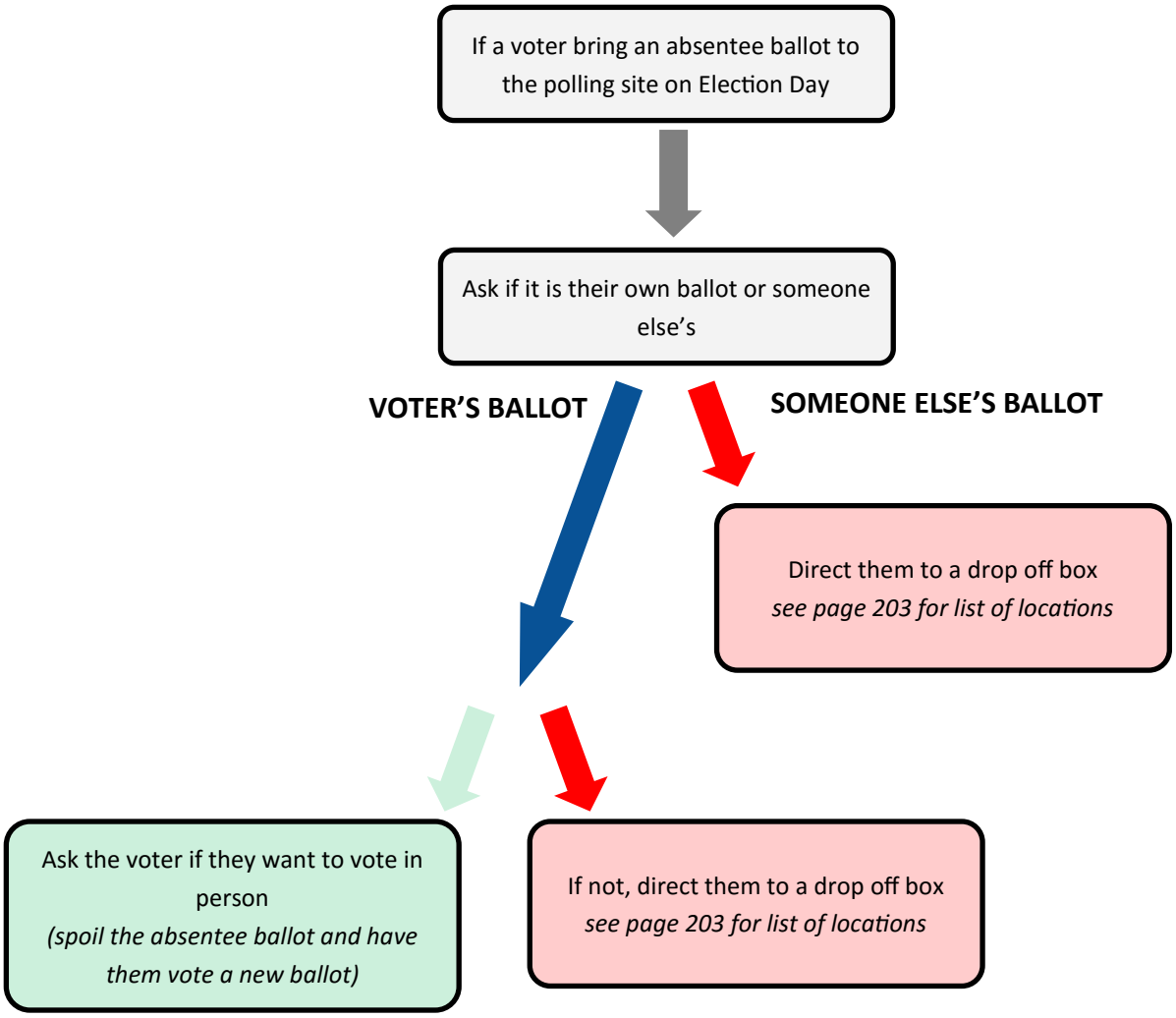
When this notation appears in the Poll Book:





NOTE: During the Election Day, you will receive a list of additional absentee voters. This list should be compared to the voter list and the additional "Absentee" notation should be added and highlighted if missing from the voter list. Follow the same procedure with these voters as with the persons with "Absentee" notations listed above.

Absentee Voter Process

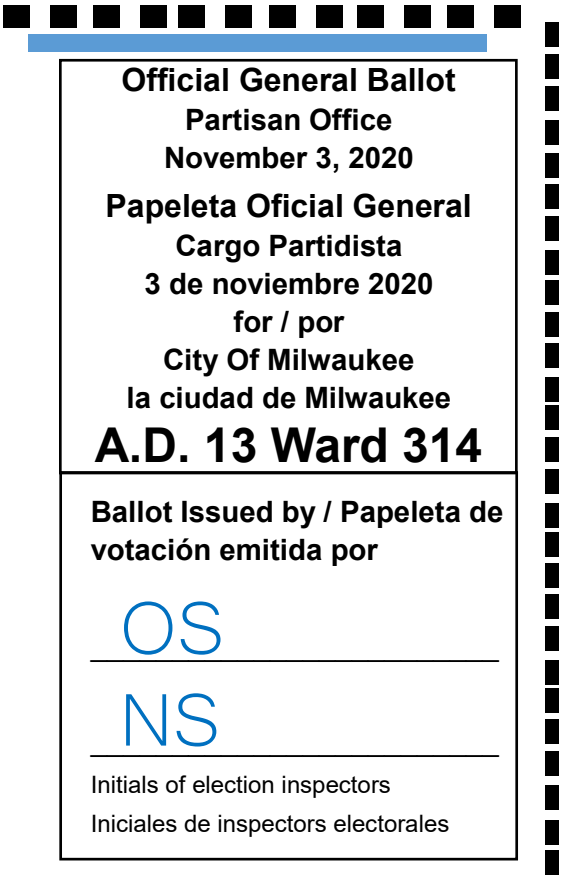


Spoiled Ballot Process

Spoiled Ballot

When a voter makes an error, they may be issued a new ballot. The Machine Attendant or the Chief will give the new ballot to the voter.

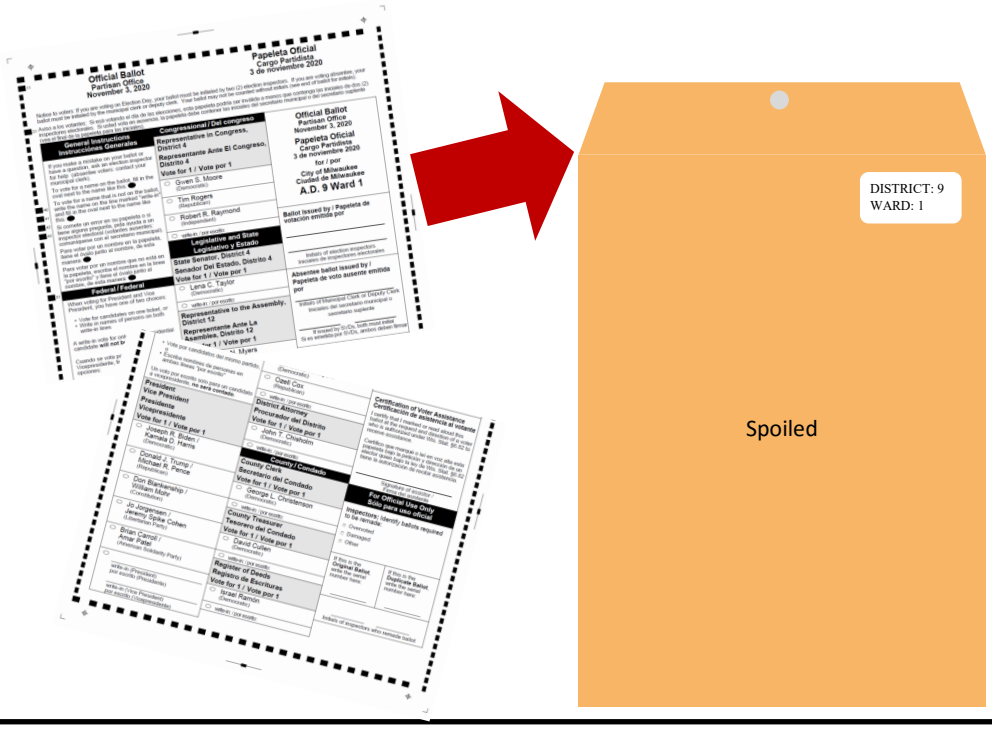
Follow the steps on this checklist to **Spoil a ballot**

Check	Step #	Task to complete:
	1	**If you are a multiple ward site**, confirm that the original ballot was issued at your table **Check** the ward number on the ballot to be spoiled
	2	**Secure** both Receivers' initials on a new ballot 
	3	**Issue** a new ballot to the Chief Inspector or the Machine attendant ! ***DO NOT*** *issue a new voter number*

Spoiled Ballot Process

4

Tear the original ballot in half and place in the Spoiled Envelope



5

The Machine Attendant should keep count of spoiled ballots and report it to the Chief Inspector to record on the GAB-104

	✓ **Anything that has impacted your ability to reconcile (balance your voter numbers to your ballots.**		
	✓ **Any provisional ballots issued for this ward.**		
	✓ **The number of spoiled ballots.**		
1	Spoiled Ballot	11:35 AM	NS

Checking In Voters - Election Day Registration

Election Inspector: Registrar

- *99 Election Day Registration Flowchart*
- *100 Election Day Registration Information*

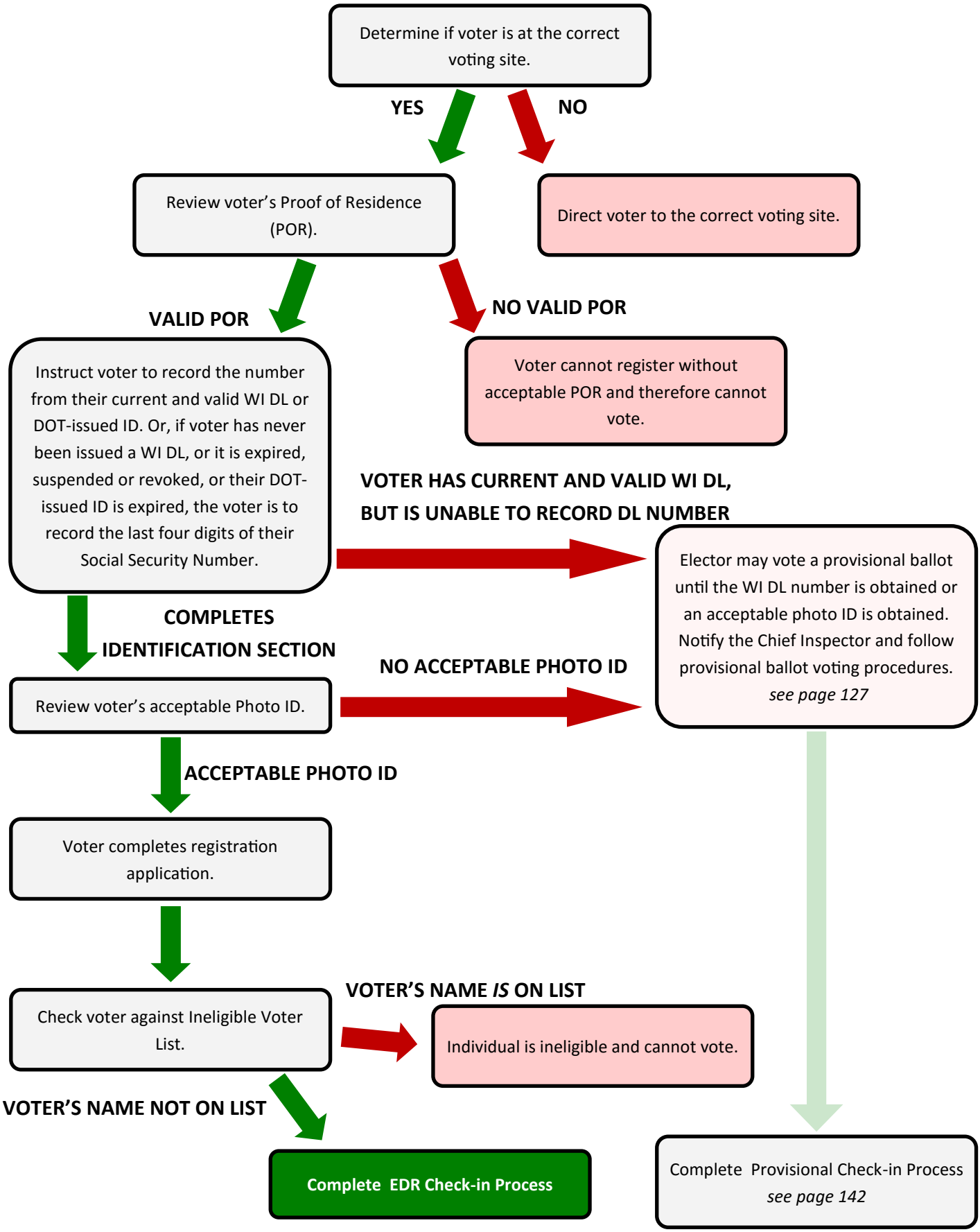
Forms Needed:

- *103 Election Day Registered Voter List*
- *104 City of Milwaukee Voter Registration Application*
- *105 Wisconsin Voter Registration Application*
- *106 Full Parameter Sheet (Example)*
- *107 Voting Location Guide (Example)*

108 Election Day Registration Voter

Election Day Registration Flowchart

Election Inspector: Registrar



Election Day Registration Information

Who May Register to Vote

Qualifications to register are as follows:

- A U.S. citizen
- At least 18 years old
- Reside in the City of Milwaukee
- Display two pieces of proof (could be one item as a WI driver license)
    - Photo ID
    - Proof of Residence

Important Information

! Person registering to vote is not currently serving a sentence, including probation, parole, or extended supervision, for a felony conviction

! Person registering to vote has lived at their address for at least 28 consecutive days before the election with no present intent to move

! Person registering to vote is not otherwise disqualified from voting

! Has not already voted in this election, including by absentee ballot

Election Day Registration Information

Important Information

* In order to register to vote, an individual must complete all required sections of the Wisconsin Voter Registration Application and provide Proof of Residence

- The Help America Vote Act of 2002 and Wisconsin law require that individuals provide certain information when registering to vote:
  - A voter, who has been issued a current (not expired) and valid (not revoked or suspended) WISCONSIN driver's license (WDL) OR WI Department of Transportation (DOT) issued ID, must provide their WDL or DOT ID number and the expiration date on the voter registration application
    - The voter does not have to show the Registrar the driver's license in order to complete this section of the form, but does need to show the Registrar if they are using the driver's license as Proof of Residence

  - If an individual has a current and valid WISCONSIN driver's license or DOT issued ID, but cannot provide the number (i.e., forgot to bring it and does not know the number), he or she may call the Wisconsin Department of Transportation (available between 7:30 a.m. and 5:00 p.m.) at 608-266-2353. (Once connected, the caller should listen for the start of the menu of options and select "4." The caller will then hear a second menu of options and again select "4" and "4" once more.)
    - The voter may attempt to reach the DOT while at the polling site. The voter should step outside while making this call so as not to interrupt the registration process
    - If they cannot or will not provide the DL number, they can register and vote a provisional ballot. The provisional ballot will not be counted until the individual provides the license number to an Election Inspector before the polls close, or delivers the information to the Election Commission by 4:00 p.m. the Friday following the election. Only a Chief Inspector may issue a Provisional Ballot.

  - If a voter identifies or suspects that their WI driver license is revoked, suspended, or expired, or their WI DOT issued ID is expired, the voter must instead provide the last four (4) digits of their Social Security number (SSN). The voter may choose to provide their expired, suspended, or revoked WDL or DOT ID number - in addition to the last four (4) digits of their SSN - but it is not required.

  - If the individual has never been issued a WI driver's license or state ID card, the voter must record the last four (4) digits of their Social Security number.

  - If the individual has never been issued a WI driver's license, state ID card, OR a Social Security number, the individual may indicate this on the Voter Registration Application by marking the circle provided for this purpose.

* Remember, a voter does not need to show his or her driver's license, DOT issued ID, or Social Security card as a condition of registration. However, if the individual wishes to use his or her driver's license as Proof of Residence, then he or she must present the license to the Registrar.

Election Day Registration Information

Additional way to find driver license or DOT-ID number and expiration date:

- If voter has a smart phone and knows their Social Security number, go to WI DOT website (wisconsindot.gov).
- Click on Online Services
- Click on Check Status of Your Driver License
- Click on blue box "Check Driver License Information"

Common Occurrences and Questions with the 28 Day Residency Requirement

The voter is attempting to register at a new address, but moved to that address within 28 days of the election.

- The voter should return to their previous address voting site, even if the voter was not registered to vote at the previous address.

The voter has moved within 28 days of the election and returns to their former voting site.

- If registered, allow the voter to cast a ballot, using their voter registration record in the poll book.
- If the voter is not registered, allow them to register to vote using their previous address (before moving) as their current address on the registration form.
    - NOTE: the voter must still provide Proof of Residence for their previous address.

The voter's Proof of Residence is dated within 28 days of the election.

- The 28 day requirement is a residency requirement and is not related to Proof of Residence. A Proof of Residence document cannot be expired, but may have been issued on any date (with the exception of utility bills, which cannot be more than 90 days old).

Exception to 28 day residency requirement in ***PRESIDENTIAL ELECTIONS ONLY***

The voter has moved into the State of Wisconsin within the 28 days preceding the election.

- The Chief Inspector should allow the voter to register and will then issue the voter a Presidential Only Ballot.

City Of Milwaukee Election Commission

Aldermanic District _____ Ward _____

ELECTION DAY REGISTERED VOTER LIST

Election Date: _____ / _____ / _____

Record ALL Election Day registrants below. ALL Electors are required to sign. Once complete, this form, along with registration applications, should be placed in the Election Day Registration carrier envelope.

	Voter Number	Voter Name	Address	Signature
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				

_____ Election Inspector Signature

_____ Date

_____ Election Inspector Signature

_____ Date

City of Milwaukee Voter Registration Application

Election Inspector: Registrar

CITY OF MILWAUKEE ELECTION COMMISSION
ELECTION DAY VOTER REGISTRATION APPLICATION

◯ ***By marking this circle and signing this form, I certify that I am a qualified elector:***

- I am a United States citizen
- I will be at least 18 years old on the day of or before the next election
- I am not currently serving a sentence, including probation, parole, or extended supervision, for a felony conviction
- I have lived at my address for at least 28 consecutive days preceding this election with no present intent to move
- I am not otherwise disqualified from voting
- I have not already voted in this election, including by absentee ballot

If you do not meet EACH of these qualifications, you are not qualified to register. Do NOT complete this form.

Please Select: ◯ **New WI Voter** ◯ **Address Change** ◯ **Name Change** ◯ **Other**

IDENTIFICATION

If you have been issued a WI driver license or WI DOT-issued ID that is **current and valid**, you **MUST** provide the number and expiration date. If you are unsure of the number, please call DMV at (608) 266-2261.
If you have been issued a WI driver license that is currently revoked, suspended or expired; or have been issued a WI DOT-issued ID that is expired, you **MUST** provide the last 4 digits of your Social Security number (SSN). WDL or ID number is optional.
If you have never been issued a WI driver license or WI DOT-issued ID, you **MUST** provide the last four digits of your Social Security number (SSN).

Date of Birth (Month/Date/Year): ___ ___ / ___ ___ / ___ ___ ___ ___

WDL OR **ID #:** ___ ___ ___ ___- ___ ___ ___ ___-___ ___ ___ ___-___ ___ **Expiration Date:** _____/_____/_____

SSN: XXX - XX - ___ ___ ___ ___

◯ Check this circle if you have never been issued a WI Driver's License, WI ID or a Social Security Number.

CURRENT

PRINT your NAME EXACTLY as it appears on your identification listed above - WDL/ID or SSN:

Last Name: Circle: Jr., Sr., II, III, IV

First Name: Middle Name/Initial:

Address: Apt./Unit Number:

City of Milwaukee, WI Zip Code:

Email Address: Phone Number: ( )

MAILING

A postcard verifying your residency will be mailed to the address above unless you maintain and provide a separate mailing address.

Mailing Address (if different):

Apt./Unit Number: City: State: Zip Code:

PREVIOUS

Previous Information

Last Name: First Name: Middle:

Address: Apt./Unit Number:

City: State: Zip Code:

VOTER SIGNATURE **Date (Month/Day/Year)**

I hereby certify to the best of my knowledge that I am a qualified elector and 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.

◯ I would like information on serving as a City of Milwaukee election worker.

Election Date: **District:** **Ward:** **Voter Number**

REGISTRAR: For this registration to be valid, you MUST complete the next four (1-4) Lines

1.) Circle POR Type: WDL DOTID GOVID EMPID LSE TAX UTIL BNK PYCK GOVDOC FEE/STU ID HME

2.) Issuing Entity (AT&T, DMV, US Bank, Medicare, etc.):

3.) Document Number (LAST 4 #s ONLY; last 2 #s if # is less than 7 #s)

4.) Print Registrar Name: **Registrar Signature:**

◯ ***Voter unable to sign form. Assistant Signature:*** ***Assistant Address:***

Last Revised 09/15/20

OFFICE USE ONLY District: _____ Ward: _____ NV____ AC____ NC____ DUP____

Confidential Voter ID# __ __ __ __ __ - __ __ __ SVRS ID# ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ Init / Date: _____

Wisconsin Voter Registration Application

Election Inspector: Registrar

Wisconsin Voter Registration Application

Please complete legibly
Additional instructions on reverse

Please return your completed form to your municipal clerk

Qualifications — please check each box if **YOU**: (1)

If you cannot check **every** box, do **NOT** complete this form

- ☐ Are a citizen of the United States
- ☐ Will be at least 18 years old on or before Election Day
- ☐ Have resided at the address provided below for at least 28 consecutive days prior to the election and do not currently intend to move
- ☐ Are not currently serving a sentence including incarceration, parole, probation, or extended supervision for a felony conviction

Your Name (2)

Last _____ Suffix (Jr., II, etc.) _____

First _____ Middle _____

About You — phone number and email are **optional** (3)

Date of Birth (MM/DD/YYYY) ___ / ___ / ___

Phone Number ( ) _____

Email Address _____

The Address Where You Live — your residential voting address, **which cannot be a P.O. Box**; if you do not have a street address, please use the map on the back of this form (4)

Street Address _____ Apt/Room # _____

City/Town/Village of _____ WI Zip _____

Mailing Municipality (if different) _____

Are you military or permanent overseas voter? ☐ Military ☐ Permanent Overseas

Your Mailing Address — if different from above (5)

Street Address (or P.O. Box) _____

City/State/Country/Zip _____

Prior Registration Information — complete this field if you are updating your registration due to a change in name or address (6)

Full Name on Previous Registration _____

Full Address on Previous Registration (if known) _____

Identification — (check the box that applies to you); WI Driver License or ID number required if unexpired and valid. SSN required if DL/ID not valid or never issued (7)

☐ I have an unexpired and valid WI Driver License or WI DOT issued ID. Provide number and expiration date below

___ ___ ___ ___-___ ___ ___ ___-___ ___ ___ ___-___ ___ Expiration Date ___ / ___ / ___

☐ I do not have a valid WI Driver License or WI DOT issued ID

Provide the last four digits of your Social Security Number XXX-XX-___ ___ ___ ___

☐ I have neither a valid WI Driver License/ID nor a Social Security Number (see back for more information and next steps)

Proof of Residence — military and permanent overseas voters are not required to provide proof of residence (8)

☐ Voters must provide a proof of residence document when registering to vote. Please check this box to affirm that you are providing a copy of a valid form of proof of residence with this application

Examples include: a copy of a valid and unexpired Wisconsin Driver License or ID Card, a utility bill, a paycheck/pay stub, or correspondence from a unit of government (see back of application for additional information and examples)

Signature and Certification (9)

By signing below, I hereby certify that, to the best of my knowledge, **I am a qualified elector**, having resided at the above residential address for at least 28 consecutive days immediately preceding this election, that I have no present intent to move, and I have not voted in this election. I also certify that I am not otherwise disqualified from voting and 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

X _____ Voter Signature

___ / ___ / ___ Today's Date

Falsification of information on this form is punishable under Wisconsin law as a Class I felony

Assistant — if someone assisted you by signing this form, they must complete this section (10)

X _____ Assistant Signature

_____ Assistant Address

This Section for Official Use Only

Proof of Residence Type	WI DL	WI ID	UTIL	BANK/ CC	PYCK	STDNT ID	GOV DOC	LSE	GOV ID	EMPL ID	RES CARE	TAX	HMLSS

Proof of Residence Issuing Entity	Proof of Residence #	Date Complete/POR Received	Election Day Voter Number
		/ /	

WisVote ID # _____

Confidential Elector ID # _____

☐ Submitted by Mail

X _____ Official's Signature

Ward	Sch. District	Alder	Cty. Supr.	Ct. Of App.	Assembly	St. Senate	Congress

EL-131 (REV 2020-06)

Full Parameter Sheet (Example)

DIR	STREET NAME		Even Address	Range	Odd Address	Range	ALD	WARD
N	1ST	ST	1700	2298	1701	2299	6	177
			2300	2798	2301	2799	6	141
			2800	2814	2801	2815	6	122
			2820	3298	2821	3299	6	122
			3300	3498	3301	3499	6	120
			3500	3798	3501	3799	6	119
			3800	4014	3801	4015	6	124
S	1ST	PL	100	154	101	155	12	235
			3400	3498	3401	3499	14	292
			3500	3698	3501	3699	13	293
			3900	4042	3901	4043	13	305
			4100	4198	4101	4199	13	305
			4200	4298	4201	4299	13	304
S	1ST	ST	100	398	101	399	12	235
			400	1398			12	240
					401	1399	12	235
			1400	1798	1401	1799	12	240
			1800	2002	1801	2003	12	239
			2004	2598	2005	2599	14	249
			3400	3498	3401	3499	14	292
			3500	3598	3501	3599	13	293
			3650	3898	3651	3899	13	293
			3900	4042	3901	4043	13	305
			4100	4198	4101	4199	13	305
			4200	4298	4201	4299	13	304
			4350	4698	4351	4699	13	304
			6124	6268	6125	6269	13	316
N	2ND	LA	3500	3798	3501	3799	6	119
N	2ND	ST	350	698	351	699	4	187
			700	838	701	839	4	188
			1500	1698	1501	1699	6	176
			1700	2298			6	177
					1701	2099	6	175
					2101	2299	6	141
			2300	2798	2301	2799	6	141
			2800	3298	2801	3299	6	122
			3300	3312			6	120
					3301	3313	6	122
			3314	3498	3315	3499	6	120
			3500	3798	3501	3799	6	119

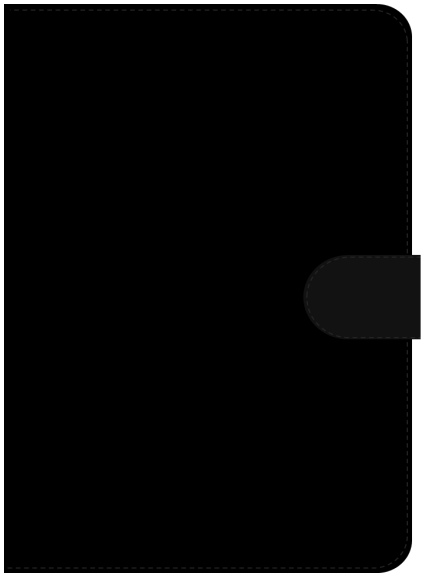
Voting Location Guide (Example)

Dist	Ward 1	Ward 2	Ward 3	POLLING LOCATION NAME	POLLING LOCATION ADDRESS
1	18	19		Milwaukee Police Safety Academy	6680 N Teutonia Av
1	20			Thurston Woods School Family Center	3333 W Florist Av
1	21	22		Agape Community Center	6100 N 42nd St
1	46	47		Hampton School	5000 N 53rd St
1	48	49		McGovern Park Senior Center	4500 W. Custer Ave.
1	50	51	57	Custer High School	5075 N Sherman Bl
1	52	53		Mt. Olive Baptist MBC	5277 N. 36th St
1	54			Villard Square Branch	5190 N. 35th St
1	55	56		Silver Spring School	5131 N Green Bay Av
1	57			Rufus King Intl School Middle Years	4950 N 24th St
1	58	59		Rufus King High School	1801 W Olive St
1	60			Atkinson Library	1960 W Atkinson Av
1	61	62	63	New Hope Missionary Baptist Church	2433 W Roosevelt Dr

Election Day Registration Voter

Election Inspector: Registrar

Follow the steps on this checklist to register an **Election Day Registration Voter**

Check	Step #	Task to complete:
	1	Ask the voter to present their Proof of Residence *ALL ELECTION DAY REGISTRANTS COMPLETEING A REGISTRATION APPLICATION* ***MUST*** *PROVIDE A PROOF OF RESIDENCE DOCUMENT* An acceptable form of Proof of Residence must include: 1. Current and complete name (first and last name) 2. Current and complete residential address (numbered street address in the city of Milwaukee ** A P.O. Box is* ***NOT*** *an acceptable address* *See page 192 for acceptable forms of Proof of Residence*
	2	Ask the voter for their full address: • House number • Street Direction • Street Name • Street Suffix ***Ex: 9707 W. Allyn St.***
	3	Use the Tablet to confirm the voter is at the correct site 

Election Day Registration Voter

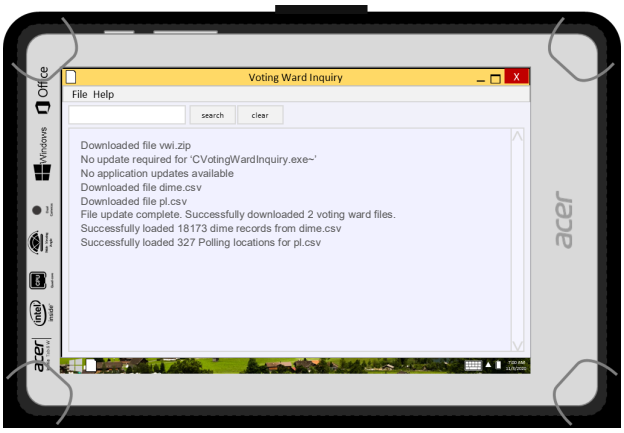
Election Inspector: Registrar

Follow the steps on this checklist to register an **Election Day Registration Voter**

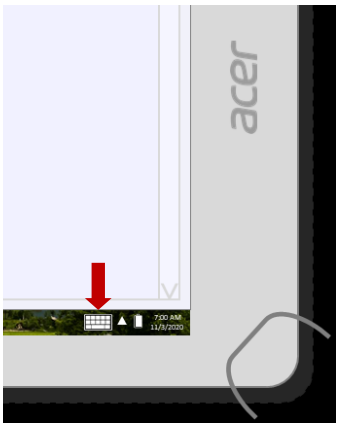
Check	Step #	Task to complete:
	*3	A. **Turn** the tablet horizontally B. **Press and hold** the left side button for 5 seconds to turn the tablet on C. **Wait** for the tablet to boot

*3

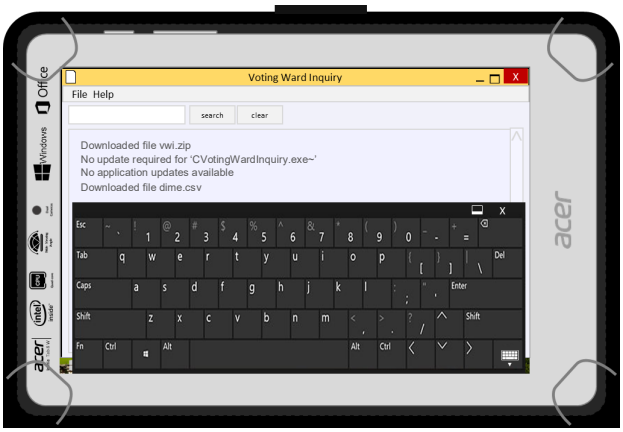
D. **Voting Ward Inquiry** will automatically load

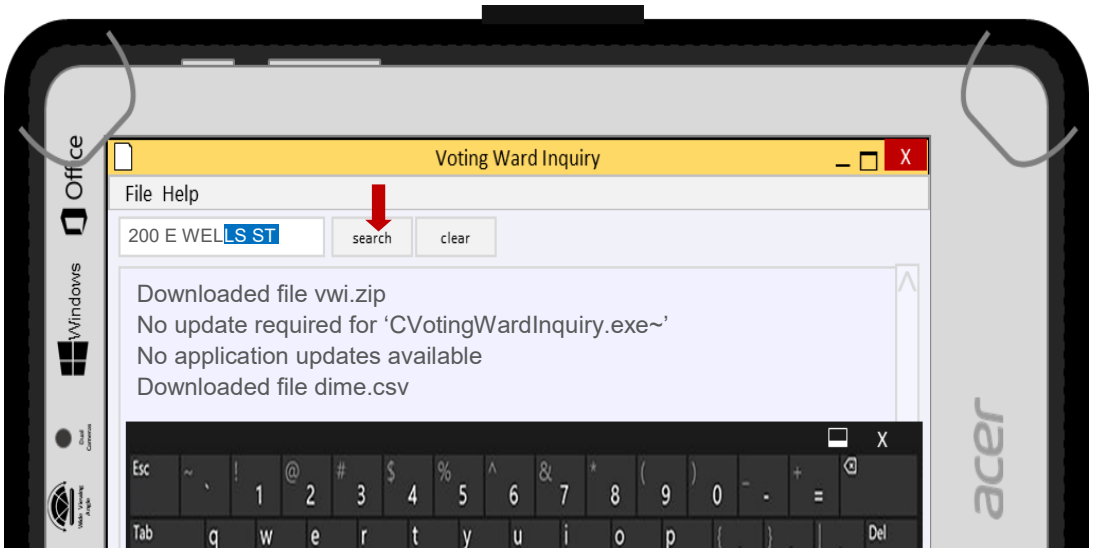


E. **Tap** the keyboard icon on the lower right hand corner of the tablet screen

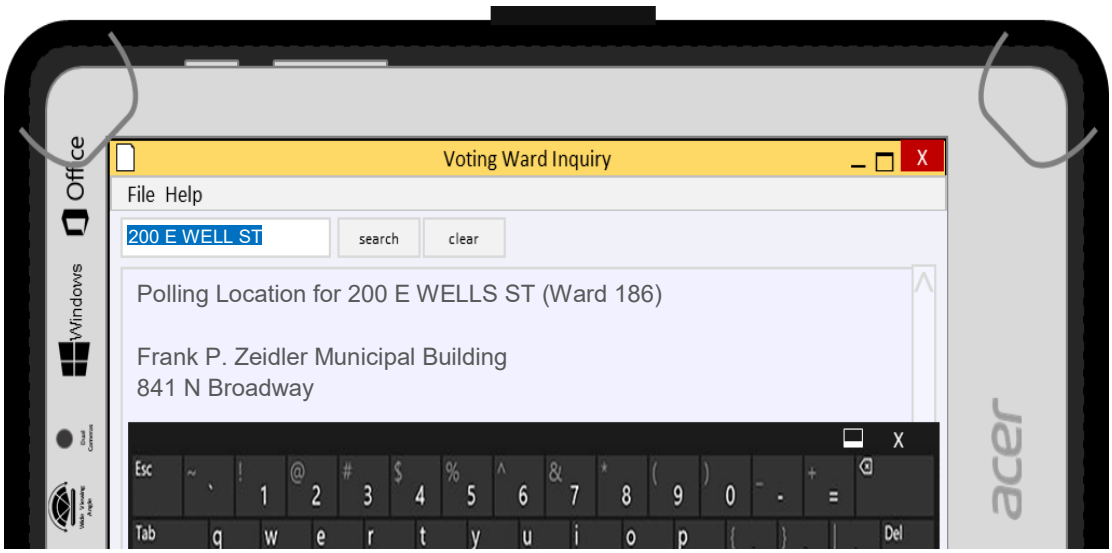


F. A **keyboard** will appear on the screen



	*3	G. **Type** an address to find correct voter ward **Ex: 200 East Wells St.** 1. Type “200” 2. Press Space 3. Type “e” 4. Type “wells” 5. Press Space *The address will prefill* 6. Tap the “Search button” 

H. The **Polling Location** will appear



***3**

I. **Tap** the "Clear" button to clear and search again

Note:

- When an address, use only the first letter of the direction:
  - ⇒ North (n)
  - ⇒ South (s)
  - ⇒ East (e)
  - ⇒ West (w)
  - ∗ No period
- Use only a two letter abbreviation for the street suffix:
  - ⇒ Street (st)
  - ⇒ Avenue (av)
  - ⇒ Boulevard (bl)
  - ⇒ Place (pl)
  - ⇒ Lane (ln)
  - ∗ No period

Put this tablet in you BLUE BAG and take it to the drop off site at the end of the night

DO NOT LEAVE THE TABLET UNATTENED OR IT MAY BE STOLEN

Election Day Registration Voter

Election Inspector: Registrar

Follow the steps on this checklist to register an **Election Day Registration Voter**

Check	Step #	Task to complete:
	3*	Ask the voter for their full address: • House number • Street Direction • Street Name • Street Suffix ***Ex: 9707 W. Allyn St.*** Review the Parameter Guide to confirm the voter is at the correct site A. **Locate** the street name and suffix in the Parameter Guide B. **Identify** if the house number ends with an odd or even number • Odd numbers: 1, 3, 5, 7 or 9 ⇒ follow the column for ODD Address Ranges • Even number 0, 2, 4, 6, or 8 ⇒ follow the column for EVEN Address Ranges C. **Determine** if the address house number falls within any of the address ranges listed next to the street name

DIR	STREET NAME		Even Address	Range	Odd Address	Range	ALD	WARD
W	ALLYN	ST	9100	9498			9	1
			9500	9798	9501	9799	9	1
N	ALQURAN	CT	8700	8798	8701	8799	9	1
W	ARCH	CT	11000	11098	11001	11099	9	1
W	BEATRICE	ST	9600	9898	9601	9899	9	1
W	BRADLEY	RD	10700	12398			9	1
W	BRITTANY	WA	11400	11710	11401	11711	9	1
W	BROWN DEER	RD	9500	10088			9	1
			10090	12398	10091	12399	9	1
W	BROWN DEER	PL	10700	11398	10701	11399	9	1
W	COUNTY LINE	RD			9101	12399	9	1

A B C

Election Day Registration Voter

4

Record your initials, the date, District and Ward on the Voter Registration Application

CITY OF MILWAUKEE ELECTION COMMISSION
ELECTION DAY VOTER REGISTRATION APPLICATION

○ ***By marking this circle and signing this form, I certify that I am a qualified elector:***

- I am a United States citizen
- I will be at least 18 years old on the day of or before the next election
- I am not currently serving a sentence, including probation, parole, or extended supervision, for a felony conviction
- I have lived at my address for at least 28 consecutive days preceding this election with no present intent to move
- I am not otherwise disqualified from voting
- I have not already voted in this election, including by absentee ballot

If you do not meet EACH of these qualifications, you are not qualified to register. Do NOT complete this form.

Please Select: ○ **New WI Voter** ○ **Address Change** ○ **Name Change** ○ **Other**

IDENTIFICATION

If you have been issued a WI driver license or WI DOT-issued ID that is **current and valid**, you **MUST** provide the number and expiration date. If you are unsure of the number, please call DMV at (608) 266-2261.
If you have been issued a WI driver license that is currently revoked, suspended or expired; or have been issued a WI DOT-issued ID that is expired, you **MUST** provide the last 4 digits of your Social Security number (SSN). WDL or ID number is optional.
If you have never been issued a WI driver license or WI DOT-issued ID, you **MUST** provide the last four digits of your Social Security number (SSN).

Date of Birth (Month/Date/Year): ___ ___ / ___ ___ / ___ ___ ___ ___

WDL OR **ID #:** ___ ___ ___ ___- ___ ___ ___ ___-___ ___ ___ ___-___ ___ **Expiration Date:** _____/_____/_____

SSN: XXX - XX - ___ ___ ___ ___

○ Check this circle if you have never been issued a WI Driver's License, WI ID or a Social Security Number.

CURRENT

PRINT your NAME EXACTLY as it appears on your identification listed above - WDL/ID or SSN:

Last Name: Circle: Jr., Sr., II, III, IV

First Name: Middle Name/Initial:

Address: Apt./Unit Number:

City of Milwaukee, WI Zip Code:

Email Address: Phone Number: ( )

MAILING

A postcard verifying your residency will be mailed to the address above unless you maintain and provide a separate mailing address.

Mailing Address (if different):

Apt./Unit Number: City: State: Zip Code:

PREVIOUS

Previous Information

Last Name: First Name: Middle:

Address: Apt./Unit Number:

City: State: Zip Code:

VOTER SIGNATURE **Date (Month/Day/Year)**

I hereby certify to the best of my knowledge that I am a qualified elector and 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.

○ I would like information on serving as a City of Milwaukee election worker.

Election Date: **District:** **Ward:** **Voter Number**

REGISTRAR: For this registration to be valid, you MUST complete the next four (1-4) Lines

1.) Circle POR Type: WDL DOTID GOVID EMPID LSE TAX UTIL BNK PYCK GOVDOC FEE/STU ID HME

2.) Issuing Entity (AT&T, DMV, US Bank, Medicare, etc.):

3.) Document Number (LAST 4 #s ONLY; last 2 #s if # is less than 7 #s)

4.) Print Registrar Name: **Registrar Signature:**

○ ***Voter unable to sign form. Assistant Signature:*** ***Assistant Address:***

OFFICE USE ONLY District: 9 Ward: 1 NV___ AC___ NC___ DUP___

Confidential Voter ID# ___ ___ ___ ___ ___ ___ ___ ___ SVRS ID# ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ Init / Date OS / 11-3-2020

Election Day Registration Voter

	5	Have the voter complete the Voter Registration Application

CITY OF MILWAUKEE ELECTION COMMISSION
ELECTION DAY VOTER REGISTRATION APPLICATION

○ ***By marking this circle and signing this form, I certify that I am a qualified elector:***

- I am a United States citizen
- I will be at least 18 years old on the day of or before the next election
- I am not currently serving a sentence, including probation, parole, or extended supervision, for a felony conviction
- I have lived at my address for at least 10 consecutive days preceding this election with no present intent to move
- I am not otherwise disqualified from voting
- I have not already voted in this election, including by absentee ballot

If you do not meet EACH of these qualifications, you are not qualified to register. Do NOT complete this form.

Please Select: ○ **New WI Voter** ○ **Address Change** ○ **Name Change** ○ **Other**

IDENTIFICATION

If you have been issued a WI driver license or WI DOT-issued ID that is **current and valid**, you **MUST** provide the number and expiration date. If you are unsure of the number, please call DMV at (608) 266-2261.
If you have been issued a WI driver license that is currently revoked, suspended or expired; or have been issued a WI DOT-issued ID that is expired, you **MUST** provide the last 4 digits of your Social Security number (SSN). WDL or ID number is optional.
If you have never been issued a WI driver license or WI DOT-issued ID, you **MUST** provide the last four digits of your Social Security number (SSN).

Date of Birth (Month/Date/Year): ___ ___ / ___ ___ / ___ ___ ___ ___

WDL OR **ID #:** ___ ___ ___ ___-___ ___ ___ ___-___ ___ ___ ___-___ ___ **Expiration Date:** _____/_____/_____

SSN: XXX - XX - ___ ___ ___ ___

○ Check this circle if you have never been issued a WI Driver's License, WI ID or a Social Security Number.

CURRENT

PRINT your NAME EXACTLY as it appears on your identification - WDL/ID or the last four digits of your SSN:

Last Name: Circle: Jr., Sr., II, III, IV

First Name: Middle Name/Initial:

Address: Apt./Unit Number:

City of Milwaukee, WI Zip Code:

Email Address: Phone Number: ( )

MAILING

A postcard verifying your residency will be mailed to the address above unless you maintain and provide a separate mailing address.

Mailing Address (if different):

Apt./Unit Number: City: State: Zip Code:

PREVIOUS

Previous Information

Last Name: First Name: Middle:

Address: Apt./Unit Number:

City: State: Zip Code:

VOTER SIGNATURE **Date (Month/Day/Year)**

I hereby certify to the best of my knowledge that I am a qualified elector and 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.

○ I would like information on serving as a City of Milwaukee election worker.

Election Date: **District:** **Ward:** **Voter Number**

REGISTRAR: For this registration to be valid, you MUST complete the next four (1-4) Lines

1.) **Circle POR Type: WDL DOTID GOVID EMPID LSE TAX UTIL BNK PYCK GOVDOC FEE/STU ID HME**

2.) **Issuing Entity (AT&T, DMV, US Bank, Medicare, etc.):**

3.) **Document Number (LAST 4 #s ONLY; last 2 #s if # is less than 7 #s)**

4.) **Print Registrar Name:** **Registrar Signature:**

○ ***Voter unable to sign form. Assistant Signature:*** ***Assistant Address:***

Last Revised 8/24/2016

OFFICE USE ONLY District: 9 Ward: 1 NV___ AC___ NC___ DUP___

Confidential Voter ID# ___ ___ ___ ___ ___-___ ___ ___ SVRS ID# ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ Init / Date: OS / 11-3-2020

Election Day Registration Voter

Election Inspector: Registrar

Example of a completed the Voter Registration Application

CITY OF MILWAUKEE ELECTION COMMISSION
ELECTION DAY VOTER REGISTRATION APPLICATION

✓ ***By marking this circle and signing this form, I certify that I am a qualified elector:***

- I am a United States citizen
- I will be at least 18 years old on the day of or before the next election
- I am not currently serving a sentence, including probation, parole, or extended supervision, for a felony conviction
- I have lived at my address for at least 28 consecutive days preceding this election with no present intent to move
- I am not otherwise disqualified from voting
- I have not already voted in this election, including by absentee ballot

If you do not meet EACH of these qualifications, you are not qualified to register. Do NOT complete this form.

Please Select: ◯ **New WI Voter** ◯ **Address Change** ◯ **Name Change** ◯ **Other**

IDENTIFICATION

If you have been issued a WI driver license or WI DOT-issued ID that is **current and valid**, you **MUST** provide the number and expiration date. If you are unsure of the number, please call DMV at (608) 266-2261.
If you have been issued a WI driver license that is currently revoked, suspended or expired; or have been issued a WI DOT-issued ID that is expired, you **MUST** provide the last 4 digits of your Social Security number (SSN). WDL or ID number is optional.
If you have never been issued a WI driver license or WI DOT-issued ID, you **MUST** provide the last four digits of your Social Security number (SSN).

Date of Birth (Month/Date/Year): 05 / 0 / 1984

WDL OR ID #: S 19954173 0-16 **Expiration Date:** ____/____/____05

SSN: XXX - XX - 8190

◯ Check this circle if you have never been issued a WI Driver's License, WI ID or a Social Security Number.

CURRENT

PRINT your NAME EXACTLY as it appears on your identification listed above - WDL/ID or SSN:

Last Name: Jane | Circle: Jr., Sr., II, III, IV M

First Name: Smith | Middle Name/Initial:

Address: 200 E. Wells St. | Apt./Unit Number: 503

City of Milwaukee, WI | Zip Code: 53202

Email Address: Jane.Smith@gmail.com | Phone Number: (414) 555-6132

MAILING

A postcard verifying your residency will be mailed to the address above unless you maintain and provide a separate mailing address.

Mailing Address (if different):

Apt./Unit Number: City: State: Zip Code:

PREVIOUS

Previous Information

Last Name: First Name: Middle:

Address: Apt./Unit Number:

City: State: Zip Code:

Jane Smith
VOTER SIGNATURE

11/3/2020
Date (Month/Day/Year)

I hereby certify to the best of my knowledge that I am a qualified elector and 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.

◯ I would like information on serving as a City of Milwaukee election worker.

Election Date: 11/3/2020 **District:** 9 **Ward:** 1

Voter Number

REGISTRAR: For this registration to be valid, you MUST complete the next four (1-4) Lines

1.) Circle POR Type: WDL DOTID GOVID EMPID LSE TAX UTIL BNK PYCK GOVDOC FEE/STU ID HME

2.) Issuing Entity (AT&T, DMV, US Bank, Medicare, etc.):

3.) Document Number (LAST 4 #s ONLY; last 2 #s if # is less than 7 #s)

4.) Print Registrar Name: **Registrar Signature:**

◯ ***Voter unable to sign form. Assistant Signature:*** ***Assistant Address:***

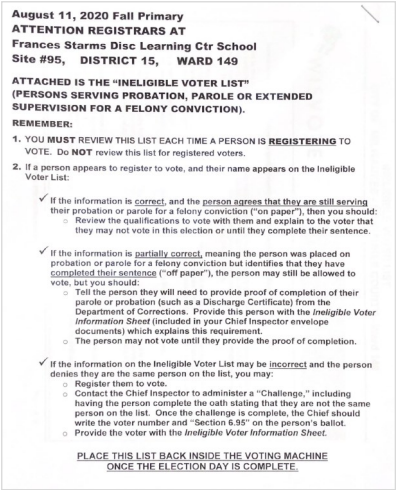
Last Revised 09/15/20

OFFICE USE ONLY District: 9 Ward: 1 NV____ AC____ NC____ DUP____

Confidential Voter ID# _ _ _ _ _ - _ _ _ SVRS ID# _ _ _ _ _ _ _ _ _ _ _ _ Init / Date: OS / 11-3-2020

6

Compare the voter's name and date of birth to the ***Ineligible Voter List***



August 11, 2020 Fall Primary
ATTENTION REGISTRARS AT
Frances Starms Disc Learning Ctr School
Site #95, DISTRICT 15, WARD 149

ATTACHED IS THE "INELIGIBLE VOTER LIST" (PERSONS SERVING PROBATION, PAROLE OR EXTENDED SUPERVISION FOR A FELONY CONVICTION).

REMEMBER:

1. YOU **MUST** REVIEW THIS LIST EACH TIME A PERSON IS **REGISTERING** TO VOTE. Do **NOT** review this list for registered voters.
2. If a person appears to register to vote, and their name appears on the Ineligible Voter List:

✓ If the information is correct, and the person agrees that they are still serving their probation or parole for a felony conviction ("on paper"), then you should:
- Review the qualifications to vote with them and explain to the voter that they may not vote in this election or until they complete their sentence.

✓ If the information is partially correct, meaning the person was placed on probation or parole for a felony conviction but identifies that they have completed their sentence ("off paper"), the person may still be allowed to vote, but you should:
- Tell the person they will need to provide proof of completion of their parole or probation (such as a Discharge Certificate) from the Department of Corrections. Provide this person with the *Ineligible Voter Information Sheet* (included in your Chief Inspector envelope documents) which explains this requirement.
- The person may not vote until they provide the proof of completion.

✓ If the information on the Ineligible Voter List may be incorrect and the person denies they are the same person on the list, you may:
- Register them to vote.
- Contact the Chief Inspector to administer a "Challenge," including having the person complete the oath stating that they are not the same person on the list. Once the challenge is complete, the Chief should write the voter number and "Section 6.95" on the person's ballot.
- Provide the voter with the *Ineligible Voter Information Sheet.*

PLACE THIS LIST BACK INSIDE THE VOTING MACHINE ONCE THE ELECTION DAY IS COMPLETE.

∗ *If there is a match, inform the voter that their name appears on a list of ineligible voters*

⇒ *If the voter agrees with the match they cannot vote*

⇒ *If the voter disagrees with the match, the Chief Inspector should issue a Challenged Voter Ballot*

See Page 82 for Challenged Voter Ballots

7

Review the voter registration application and complete **IN FULL** the Registrar sections

A. **Review** the Voter Registration Application for legibility and completeness

B. **Circle** the type of Proof of Residence (POR) presented by the voter

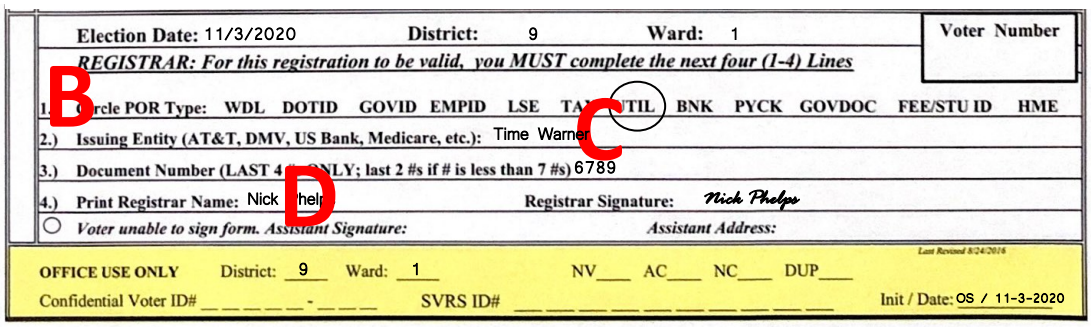
See page 192 for acceptable form of Proof of Residence

C. **Record** the number from the Proof of Residence document

- Record only the last four numbers of the document/account number if the account number has **more than six digits**
- If the account number is **six digits or less**, record only the last two (2) digits of the account number

Some Proof of Residence documents, such as a letter from a government entity, might not have a document number. If there is none, please write "none."

D. **Print and Sign** you name in the space for "Registrar"



Election Date: 11/3/2020 **District:** 9 **Ward:** 1 **Voter Number**

REGISTRAR: For this registration to be valid, you MUST complete the next four (1-4) Lines

B

1.) Circle POR Type: WDL DOTID GOVID EMPID LSE TAX UTIL BNK PYCK GOVDOC FEE/STU ID HME

C

2.) Issuing Entity (AT&T, DMV, US Bank, Medicare, etc.): Time Warner

3.) Document Number (LAST 4 # ONLY; last 2 #s if # is less than 7 #s) 6789

D

4.) Print Registrar Name: Nick Phelps **Registrar Signature:** *Nick Phelps*

○ *Voter unable to sign form. Assistant Signature:* *Assistant Address:*

Last Revised 8/24/2016

OFFICE USE ONLY District: 9 Ward: 1 NV___ AC___ NC___ DUP___

Confidential Voter ID# ___ ___ ___ ___ - ___ ___ SVRS ID# ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ Init / Date: OS / 11-3-2020

Election Day Registration Voter

Election Inspector: Registrar

8

Record Information on the Election Day Registered Voter List and have Voter Sign List

A. **Record** the voter's name and address on the Election Day Registered Voter List

B. **Ask** the voter to sign the Election Day Registered Voter List under signature

If the voter refuses, **the voter cannot vote*

City Of Milwaukee Election Commission

Aldermanic District 9 Ward 1

ELECTION DAY REGISTERED VOTER LIST

Election Date: 11 / 3 / 20

Record ALL Election Day registrants below. ALL Electors are required to sign. Once complete, this form, along with registration applications, should be placed in the Election Day Registration carrier envelope.

	Voter Number	Voter Name	Address	Signature
1	37	Jane Smith	200 E. Wells St. Apt 503	Jane
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				

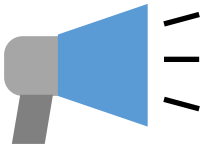
Election Inspector Signature _____ Date _____ Election Inspector Signature _____ Date _____

Election Day Registration Voter

9

A. **Take** the completed Voter Registration Application to the appropriate Ward table and give it to the Receiver

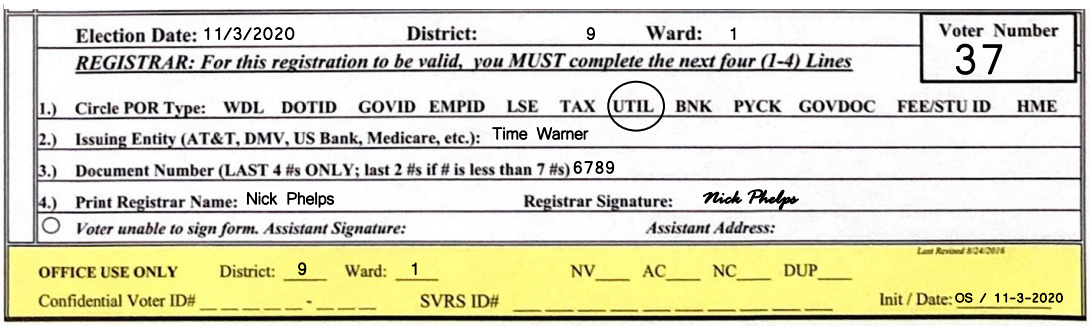
B. **Announce** loudly (so that observer may hear)



A ballot is being issued to (name), a newly registered voter residing at (address), in Ward (ward).

C. **Allow** the Receiver to confirm the Ward and issue a voter number

**Verify that the ballot is for the correct Ward and had both Election Inspector initials*



Election Date: 11/3/2020 District: 9 Ward: 1

Voter Number 37

REGISTRAR: For this registration to be valid, you MUST complete the next four (1-4) Lines

1.) Circle POR Type: WDL DOTID GOVID EMPID LSE TAX UTIL BNK PYCK GOVDOC FEE/STU ID HME

2.) Issuing Entity (AT&T, DMV, US Bank, Medicare, etc.): Time Warner

3.) Document Number (LAST 4 #s ONLY; last 2 #s if # is less than 7 #s) 6789

4.) Print Registrar Name: Nick Phelps Registrar Signature: Nick Phelps

○ *Voter unable to sign form. Assistant Signature:* *Assistant Address:*

Last Revised 8/24/2016

OFFICE USE ONLY District: 9 Ward: 1 NV___ AC___ NC___ DUP___

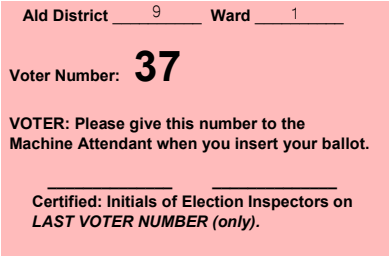
Confidential Voter ID# _ _ _ _ _ _ - _ _ _ SVRS ID# _ _ _ _ _ _ _ _ _ _ _ _ Init / Date: OS / 11-3-2020

10

A. **Issue** the ballot and pink voter number slip to the voter

B. **Offer** a ballot privacy shield

C. **Tell** the voter to give the pink voter number slip and ballot privacy shield (if applicable) to the Machine Attendant after inserting their ballot into the voting machine



Ald District 9 Ward 1

Voter Number: **37**

VOTER: Please give this number to the Machine Attendant when you insert your ballot.

_____ _____

Certified: Initials of Election Inspectors on *LAST VOTER NUMBER (only).*

Provisional Voting

Forms Needed:

- *121 Provisional Ballot Certificate*
- 122 *Inspectors' Certificate for Provisional Ballots Envelope (GAB-108)*
- *123 Form 6: Provisional Ballot Reporting Form*
- *124 Provisional Voting Information Sheet*

- *126 Provisional Voting - Important Information*

127 Election Day Registration (EDR) Not Providing WI DL/ State ID Number or Acceptable Photo ID
135 Registered Voter with No Acceptable Photo ID
142 Provisional Voter (PV) Returns **with** missing documentation
146 Provisional Voter (PV) Returns **with** missing documentation (Spoiling Ballot)

Provisional Ballot Certificate

PROVISIONAL BALLOT CERTIFICATE
Ballot under Section 6.97 Wis. Stats.

Voter: Complete the information below and sign the certification in the presence of an election inspector who must also sign.

Date of Election (month/ day /year)	County
Municipality (check type and list name) Town ❑ Village ❑ City ❑ **of**	Ward #
Name (Last, First, Middle) including suffix	
Street Address - include street name or fire number and name of street, or rural route and number box	
City, State, Zip	Phone Number, including area code
Date of Birth (month/ day /year)	Are you a citizen of the United States? Yes ❑ No ❑

Official Use Only:

PV #

Voter must supply the following information to the municipal clerk no later than 4:00 pm on the Friday following the election in order for this ballot to be counted:

- ❑ WI Driver License number
- ❑ Proof of Residence
- ❑ Photo I.D.

CERTIFICATION OF VOTER

I certify, subject to the penalties of Wis. Stat. § 12.13(3)(g), that I am a qualified elector of the ward and municipality in the county of the state of Wisconsin indicated above. I am eligible to vote in this ward at the election today. I understand that if I fail to submit the required information listed above to my municipal clerk no later than 4:00 p.m. on the Friday following the election, my ballot may not be counted.

Signature of Voter _____ Date

Signature of Election Inspector _____ Date

GAB-123 | Rev 2011-12 | Wisconsin Elections Commission, P.O. Box 7984Madison, WI 53703-7984 | 608-266-8005| web: elections.wi.gov | mail: elections@wi.gov|

Inspectors' Certificate for Provisional Ballots Envelope (GAB-108)

WISCONSIN INSPECTOR'S CERTIFICATE
OF PROVISONAL BALLOTS

We certify that the provisional ballots contained in the envelope were cast by voter unable to provide the proof of residence required pursuant to Wis. Stats. § 6.79(2)(d), unable to provide the Wisconsin drivers license or state identification card number required pursuant to Wis. Stat. § 6.55(2)(a)1., or unable to provide an acceptable form of photo identification pursuant to Wis. Stat. § 6.79 (2)(a), at the election held in

the _____ Ward(s)

Of the Town / Village / City of _____, _____ County, Wisconsin

On the _____ day of _____, _____

Each provisional voter was assigned a serial number beginning PV# ___. The number was recorded on the registration list, the back of the ballot, the Provisional Ballot Certificate Envelope (GAB-123), the Provisional Ballot Reporting Form (GAB-123r), the GAB-123is "Provisional Voting Information Sheet" for the elector, and listed on the Inspector's Statement (GAB-104) prepared and filed by us with the election returns. Each voter as informed that in order for their ballot to be counted, they must provide the required proof of residence, Wisconsin driver license number or state identification card number or acceptable form of photo ID to the municipal clerk no later than 4:00 p.m. on the Friday following the election. Each voter was given the GAB-123is "Provisional Voting Information Sheet" prepared by the Government Accountability Board.

_____
_____
_____

} **Election Inspectors**

Dated this _____ day of _____, _____.

☆ ☆

Election Inspectors

- Provisional ballots of votes unable to provide the proof of residence required by Wis. Stat. § 6.79(2)(d), the Wisconsin driver license or state identification card number required by Wis. Stat. §6.55(2)(a)1., or unable to provide an acceptable for of photo identification to Wis. Stat. § 6.79 (2)(a), shall be kept in their certificate envelopes.
- These ballots may not be counted, unless the voter returns with the required proof of residence, Wisconsin driver license or state identification card or an acceptable form of phot identification before the polls close.
- The names of provisional voters are assigned to a serial number (PV#__) that is recorded on the registration list, the back of the ballot, the Provisional Ballot Certificate Envelope (GAB-123), the Provisional Ballot Reporting Form (GAB-123r), the GAB-123is "Provisional Voting Information Sheet" for the elector, and listed on the Inspectors' Statement (GAB-104).
- The back of the ballot should be marked "Section 6.97" voted by the elector, placed in the completed provisional certificate envelope and returned to the election inspectors.
- The inspectors make a notation (including the PV#) that the voter was issued a provisional ballot on the Inspectors' Statement (GAB-104).
- The completed provisional ballot certificate envelopes containing the voted ballots are placed in this carrier envelope. This carrier envelope and any other provisional ballot carrier envelopes must also be place a separate ballot bag, secured with a tamper-evident seal and labeled with "Provisional Ballots."

Municipal Clerks

- The municipal clerk shall promptly notify the appropriate boards of canvassers that the clerk has provisional ballots that may be counted if the voter provides the required proof of residence, Wisconsin driver license or state identification card by 4:00 p.m. on the Friday following the election.

GAB-108 | Rev 2014-09 | Government Accountability Board, P.O. Box 7984, Madison, WI 53707-7984 | 608-261-2028 | web: gab.wi.gov | mail: gab@wi.gov

This form is printed on a *blue envelope.*

FORM # 6

Provisional Ballot Reporting Form

Side 1 of 2

November 3, 2020, Fall General

County: Milwaukee

Municipality: City of Milwaukee

Firehouse Engine 38 AD: 9, Wards: 1

Reason Codes for Issuing Provisional Ballot:

A. Unable or willing to provide WI DL/ID # (when registering to vote)

B. Unable or willing to provide acceptable proof of identification (photo ID)

Name and Address of Elector	Date of Birth	Ward #	PV #	Reason Code – A or B	Type of Provisional Documentation Provided	Date and Time Elector Provided Missing Information	Chief Inspector Name	Voter Number Issued

1. **Periodically, notify the City of Milwaukee Election Commission if a provisional ballot is issued by calling 414-286-3691**
2. **Complete the shaded area of this form if someone returns with the required document and their ballot is counted.**
3. **Write "NONE" across this form if no provisional ballots are issued**

GAB-123r Rev. 2015-04

USE REVERSE SIDE FOR ADDITIONAL LINES

Provisional Voting Information Sheet (Front)

City of Milwaukee Election Commission
PROVISIONAL VOTING INFORMATION SHEET

You are being give a provisional ballot today because one of the following situations applies:

____ You are unable or willing to list your Wisconsin driver license or identification card number on your voter registration application.

____ You are unable or willing to present an acceptable proof of identification (photo ID).

Your provisional ballot number is **PV#** _____ .

Your provisional ballot will not count unless you provide the poll workers with the required information before the polling place closes at 8:00 p.m. tonight, or you provide the required information to the City of Milwaukee Election Commission by 4:00 p.m. the Friday after the election.

If you need to provide your Wisconsin driver license or identification card number, you may contact the Election Commission using the information provided below no later than 4:00 p.m. Friday. Acceptable forms of proof of identification my be found on the back of this handout.

City of Milwaukee Election Commission Contact Information:
Claire Woodall Vogg, Executive Director
TELEPHONE: 414-286-3941
FAX: 414-286-8845
200 East Wells, Room 501
Milwaukee, WI 53202
CWOODA@MILWAUAKEE.GOV

You many check whether you ballot was counted by contacting the municipal clerk or the MyVote WI website at https://myvote.wi.gov, or contact the Wisconsin Elections Commission at 866-VOTEWIS (868-3947).

NOTE: Provisional ballot will NOT be issued when a voter is at the wrong polling place or when a person is attempting to register in-person at the polling place and does not provide the require proof of residence.

Provisional Voting Information Sheet (Back)

Acceptable Forms of Proof of Identification (photo ID)

The following photo IDs are acceptable for voting purposes, and can be unexpired or expired after the most recent general election:

- A Wisconsin DOT-issued driver license, even if driving privileges are revoked or suspended
- A Wisconsin DOT-issued identification card
- Military ID card issued by a U.S. uniformed service (includes Military ID cards issued to a retired service member)
- A U.S. passport book or card

The following photo IDs are also acceptable for voting purposes, but must be unexpired:

- A certificate of naturalization that was issues not earlier than two years before the date of an election at which it is presented
- A driver license receipt issued by Wisconsin DOT (valid for 45 days)
- An identification card receipt issued by Wisconsin DOT (valid for 45 days)
- A temporary identification card receipt issued by Wisconsin DOT through the Identification Petition Process (IDPP) (valid for 180 days).
- An identification card issued by a Wisconsin accredited university or college that contains the following:
  - Date of Issuance
  - Signature of Student
  - Expiration date no later than two years after the date of issuance.
  - The university or college ID must be accompanied by a separate document that proves enrollment.
- A veteran's photo identification card issued by the Department of Veterans Affairs

The following photo ID is acceptable for voting purposes, regardless of the expiration date:

- An identification card issued by a federally recognized Indian tribe in Wisconsin,

NOTE: A photo ID without an expiration date is considered unexpired.

Provisional Voting - Important Information

Provisional Voting - Important Information

- The Inspector's Certificate of Provisional Ballots Envelope (GAB-108) must be kept secure throughout Election Day
- When the polling site closes, the Inspector's Certificate for Provisional Ballots Envelope (GAB-108) must be secured in a separate ballot bag with a tamper-evident, serialized, numbered seal
- The serial number shall be recorded on the signed ballot container certification attached to the bag and on the GAB-104
- The bag should be marked "Provisional Ballots."

EDR Not Providing WI DL/State ID Number

Provisional Voting

Follow the steps on this checklist to process a **EDR Not Providing WI DL/State ID Number OR Acceptable Photo ID**

Check	Step #	Task to complete:
	1	Voter **must** complete a Provisional Ballot Certificate Envelope (GAB-123) in the presence of at least one Election Inspector
	2	Verify that the voter fills in the following information: • Date of Election • Full Name (last, first, middle) • Address • Date of Birth • Citizenship • Signature and date

PROVISIONAL BALLOT CERTIFICATE
Ballot under Section 6.97 Wis. Stats.

Voter: Complete the information below and sign the certification in the presence of an election inspector who must also sign.

Date of Election (month/ day /year)	County
Municipality (check type and list name) Town ❑ Village ❑ City ❑ of	Ward #
Name (Last, First, Middle) including suffix	
Street Address - include street name or fire number and name of street, or rural route and number box	
City, State, Zip	Phone Number, including area code
Date of Birth (month/ day /year)	Are you a citizen of the United States? Yes ❑ No ❑

Official Use Only:

PV #

Voter must supply the following information to the municipal clerk no later than 4:00 pm on the Friday following the election in order for this ballot to be counted:

❑ WI Driver License number

❑ Proof of Residence

❑ Photo I.D.

CERTIFICATION OF VOTER

I certify, subject to the penalties of Wis. Stat. § 12.13(3)(g), that I am a qualified elector of the ward and municipality in the county of the state of Wisconsin indicated above. I am eligible to vote in this ward at the election today. I understand that if I fail to submit the required information listed above to my municipal clerk no later than 4:00 p.m. on the Friday following the election, my ballot may not be counted.

Signature of Voter — Date — Signature of Election Inspector — Date

GAB-123 | Rev 2011-12 | Wisconsin Elections Commission, P.O. Box 7984Madison, WI 53703-7984 | 608-266-8005| web: elections.wi.gov | mail: elections@wi.gov|

PROVISIONAL BALLOT CERTIFICATE
Ballot under Section 6.97 Wis. Stats.

Voter: Complete the information below and sign the certification in the presence of an election inspector who must also sign.

Date of Election (month/ day /year) 11/3/2020	County
Municipality (check type and list name) Town ❑ Village ❑ City ❑ of	Ward #
Name (Last, First, Middle) including suffix Anderson, Sarah C	
Street Address - include street name or fire number and name of street, or rural route and number box 200 E Wells St.	
City, State, Zip Milwaukee, WI, 53202	Phone Number, including area code (414) 555-1234
Date of Birth (month/day/year) 5/3/1984	Are you a citizen of the United States? Yes ☒ No ❑

Official Use Only:

PV #

Voter must supply the following information to the municipal clerk no later than 4:00 pm on the Friday following the election in order for this ballot to be counted:

❑ WI Driver License number

❑ Proof of Residence

❑ Photo I.D.

CERTIFICATION OF VOTER

I certify, subject to the penalties of Wis. Stat. § 12.13(3)(g), that I am a qualified elector of the ward and municipality in the county of the state of Wisconsin indicated above. I am eligible to vote in this ward at the election today. I understand that if I fail to submit the required information listed above to my municipal clerk no later than 4:00 p.m. on the Friday following the election, my ballot may not be counted.

Sarah C. Anderson — 11/3/2020

Signature of Voter — Date — Signature of Election Inspector — Date

GAB-123 | Rev 2011-12 | Wisconsin Elections Commission, P.O. Box 7984Madison, WI 53703-7984 | 608-266-8005| web: elections.wi.gov | mail: elections@wi.gov|

EDR Not Providing WI DL/State ID Number

Provisional Voting

3

Complete the following sections of Provisional Ballot Certificate Envelope:

- County
- Municipality of
- Ward
- Indicating the type of information missing:
  - WI Driver License Number
  - Photo ID
- Sign and Date

PROVISIONAL BALLOT CERTIFICATE
Ballot under Section 6.97 Wis. Stats.

Voter: Complete the information below and sign the certification in the presence of an election inspector who must also sign.

Date of Election (month/ day /year) 11/3/2020	County Milwaukee
Municipality (check type and list name) Town ☐ Village ☐ City ☒ of Milwaukee	Ward # 1
Name (Last, First, Middle) including suffix Anderson, Sarah C	
Street Address - include street name or fire number and name of street, or rural route and number box 200 E Wells St.	
City, State, Zip Milwaukee, WI, 53202	Phone Number, including area code (414) 555-1234
Date of Birth (month/ day /year) 5/3/1984	Are you a citizen of the United States? Yes ☒ No ☐

Official Use Only:

PV #

Voter must supply the following information to the municipal clerk no later than 4:00 pm on the Friday following the election in order for this ballot to be counted:

- ☒ WI Driver License number
- ☐ Proof of Residence
- ☐ Photo I.D.

CERTIFICATION OF VOTER

I certify, subject to the penalties of Wis. Stat. § 12.13(3)(g), that I am a qualified elector of the ward and municipality in the county of the state of Wisconsin indicated above. I am eligible to vote in this ward at the election today. I understand that if I fail to submit the required information listed above to my municipal clerk no later than 4:00 p.m. on the Friday following the election, my ballot may not be counted.

Sarah C. Anderson — Signature of Voter — Date: 11/3/2020

Nick Phelps — Signature of Election Inspector — Date: 11/3/2020

GAB-123 | Rev 2011-12 | Wisconsin Elections Commission, P.O. Box 7984Madison, WI 53703-7984 | 608-266-8005| web: elections.wi.gov | mail: elections@wi.gov|

4

The Election Inspector issues a provisional voter number **(PV#)**

- This number is issued sequentially, starting with "1"

*A VOTER NUMBER IS **NOT** ISSUED TO THE VOTER AT THIS TIME*

*THE VOTER DOES **NOT** SIGN THE POLL BOOK*

- Record this number:
  - Back of the ballot
  - Inspector's Statement (GAB-104)
  - Provisional Ballot Certificate Envelope (GAB-123)
  - Provisional Ballot Reporting Form (GAB-123r)
  - Election Day Registered Voter List
  - Provisional Voting Information Sheet (given to voter)

EDR Not Providing WI DL/State ID Number

Provisional Voting

	5	▸ Back of the ballot **Official General Ballot** **Partisan Office** PV 1 **November 3, 2020** **Papeleta Oficial General** **Cargo Partidista** **3 de noviembre 2020** **for / por** **City Of Milwaukee** **la ciudad de Milwaukee** **A.D. 13 Ward 314** **Ballot Issued by / Papeleta de votación emitida por** OS NS Initials of election inspectors Iniciales de inspectors electorales

EDR Not Providing WI DL/State ID Number

Provisional Voting

6

- Inspector's Statement (GAB-104)

City of Milwaukee Election Commission GAB-104

Incident Number	Description of Incident	Time Incident Occurred	Chief Inspector Initials
	Record on your GAB-104:		
	✓ **Any facility or voting equipment problems or other issues that may have disrupted or delayed voting.**		
	✓ **Any issues or unusual situations that occur that involved voters, observers, election workers, or law enforcement.**		
	✓ **Anything that has impacted your ability to reconcile (balance your voter numbers to your ballots.**		
	✓ **Any provisional ballots issued for this ward.**		
	✓ **The number of spoiled ballots.**		
1	Provisional ballot issued to EDR Voter, didn't have DL or ID #	10:45 AM	NP

EDR Not Providing WI DL/State ID Number

Provisional Voting

7

▸ Provisional Ballot Certificate Envelope (GAB-123)

PROVISIONAL BALLOT CERTIFICATE
Ballot under Section 6.97 Wis. Stats.

Voter: Complete the information below and sign the certification in the presence of an election inspector who must also sign.

Date of Election (month/ day /year) 11/3/2020	County Milwaukee
Municipality (check type and list name) Town ☐ Village ☐ City ☒ of Milwaukee	Ward # 1
Name (Last, First, Middle) including suffix Anderson, Sarah C	
Street Address - include street name or fire number and name of street, or rural route and number box 200 E Wells St.	
City, State, Zip Milwaukee, WI, 53202	Phone Number, including area code (414) 555-1234
Date of Birth (month/ day /year) 5/3/1984	Are you a citizen of the United States? Yes ☒ No ☐

Official Use Only:

PV # 1

Voter must supply the following information to the municipal clerk no later than 4:00 pm on the Friday following the election in order for this ballot to be counted:

- ☒ WI Driver License number
- ☐ Proof of Residence
- ☐ Photo I.D.

CERTIFICATION OF VOTER

I certify, subject to the penalties of Wis. Stat. § 12.13(3)(g), that I am a qualified elector of the ward and municipality in the county of the state of Wisconsin indicated above. I am eligible to vote in this ward at the election today. I understand that if I fail to submit the required information listed above to my municipal clerk no later than 4:00 p.m. on the Friday following the election, my ballot may not be counted.

Sarah C. Anderson — Signature of Voter — Date: 11/3/2020

Nick Phelps — Signature of Election Inspector — Date: 11/3/2020

GAB-123 | Rev 2011-12 | Wisconsin Elections Commission, P.O. Box 7984Madison, WI 53703-7984 | 608-266-8005| web: elections.wi.gov | mail: elections@wi.gov|

8

▸ Provisional Ballot Reporting Form (GAB-123r)

FORM # 6 — **Provisional Ballot Reporting Form Side 1 of 2**

November 3, 2020, Fall General

County: Milwaukee

Municipality: City of Milwaukee

Firehouse Engine 38 AD: 9, Wards: 1

Reason Codes for Issuing Provisional Ballot:
A. Unable or willing to provide WI DL/ID # (when registering to vote)
B. Unable or willing to provide acceptable proof of identification (photo ID)

Name and Address of Elector	Date of Birth	Ward #	PV #	Reason Code – A or B	Type of Provisional Documentation Provided	Date and Time Elector Provided Missing Information	Chief Inspector Name	Voter Number Issued
Sarah C. Anderson 200 E. Wells St. Milwaukee, WI 53202	5/3/84	1	1	B			Nick Phelps	

1. Periodically, notify the City of Milwaukee Election Commission if a provisional ballot is issued by calling 414-286-3691
2. Complete the shaded area of this form if someone returns with the required document and their ballot is counted.
3. Write "NONE" across this form if no provisional ballots are issued

GAB-123r Rev. 2015-04

USE REVERSE SIDE FOR ADDITIONAL LINES

EDR Not Providing WI DL/State ID Number

Provisional Voting

9

- On the Election Day Registered Voter List

City Of Milwaukee Election Commission — Aldermanic District 9 Ward 1

ELECTION DAY REGISTERED VOTER LIST — Election Date: 11 / 3 / 20

Record ALL Election Day registrants below. ALL Electors are required to sign. Once complete, this form, along with registration applications, should be placed in the Election Day Registration carrier envelope.

	Voter Number	Voter Name	Address	Signature
1	PV1	Sara C. Anderson	200 E. Wells St. Milwaukee, WI 53202	
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				

Election Inspector Signature — Date — Election Inspector Signature — Date

EDR Not Providing WI DL/State ID Number

Provisional Voting

	10	▸ On the Provisional Voting Information Sheet (**MUST give to voter**) **City of Milwaukee Election Commission** **PROVISIONAL VOTING INFORMATION SHEET** You are being give a provisional ballot today because one of the following situations applies: _X_ You are unable or willing to list your Wisconsin driver license or identification card number on your voter registration application. ____ You are unable or willing to present an acceptable proof of identification (photo ID). Your provisional ballot number is **PV#** 1 _____ . Your provisional ballot will not count unless you provide the poll workers with the required information before the polling place closes at 8:00 p.m. tonight, or you provide the required information to the City of Milwaukee Election Commission by 4:00 p.m. the Friday after the election. If you need to provide your Wisconsin driver license or identification card number, you may contact the Election Commission using the information provided below no later than 4:00 p.m. Friday. Acceptable forms of proof of identification my be found on the back of this handout. **City of Milwaukee Election Commission Contact Information:** Claire Woodall Vogg, Executive Director TELEPHONE: 414-286-3941 FAX: 414-286-8845 200 East Wells, Room 501 Milwaukee, WI 53202 CWOODA@MILWAUAKEE.GOV You many check whether you ballot was counted by contacting the municipal clerk or the MyVote WI website at https://myvote.wi.gov, or contact the Wisconsin Elections Commission at 866-VOTEWIS (868-3947). **NOTE: Provisional ballot will NOT be issued when a voter is at the wrong polling place or when a person is attempting to register in-person at the polling place and does not provide the require proof of residence.** **GAB-123is** | Rev 2020-01| Wisconsin Elections Commission, P.O. Box 7984, Madison, WI 53707-7984 | 608-261-2028 | web: elections.wi.gov | email: elections@wi.gov

EDR Not Providing WI DL/State ID Number

Provisional Voting

11

A. **Instruct** the voter cast their votes on the ballot

B. **Seal** the voted ballot in the Provisional Ballot Certificate Envelope (GAB-123)

C. **Return** the sealed envelope to the Election Inspector

PROVISIONAL BALLOT CERTIFICATE
Ballot under Section 6.97 Wis. Stats.

Voter: Complete the information below and sign the certification in the presence of an election inspector who must also sign.

Date of Election (month/ day /year) 11/3/2020	County Milwaukee
Municipality (check type and list name) Town ❑ Village ❑ City ☒ of Milwaukee	Ward # 1
Name (Last, First, Middle) including suffix Anderson, Sarah C	
Street Address - include street name or fire number and name of street, or rural route and number box 200 E Wells St.	
City, State, Zip Milwaukee, WI, 53202	Phone Number, including area code (414) 555-1234
Date of Birth (month/ day /year) 5/3/1984	Are you a citizen of the United States? Yes ☒ No ❑

Official Use Only:

PV # 1

Voter must supply the following information to the municipal clerk no later than 4:00 pm on the Friday following the election in order for this ballot to be counted:

- ☒ WI Driver License number
- ❑ Proof of Residence
- ❑ Photo I.D.

CERTIFICATION OF VOTER

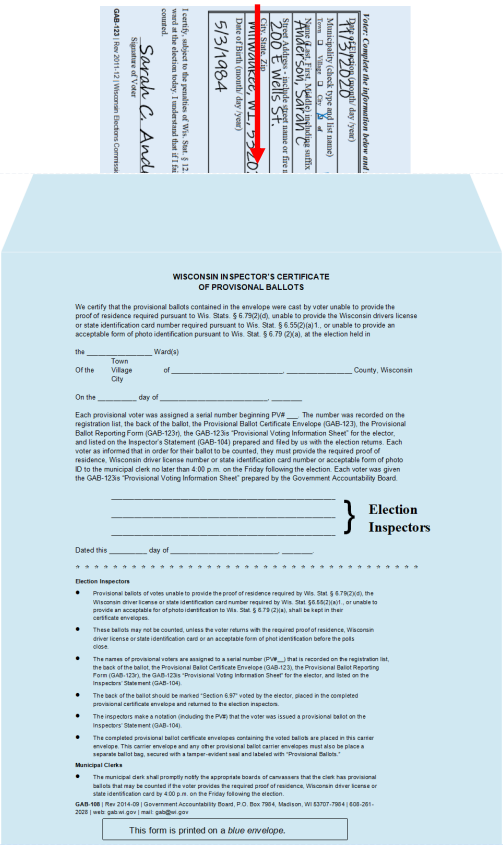
I certify, subject to the penalties of Wis. Stat. § 12.13(3)(g), that I am a qualified elector of the ward and municipality in the county of the state of Wisconsin indicated above. I am eligible to vote in this ward at the election today. I understand that if I fail to submit the required information listed above to my municipal clerk no later than 4:00 p.m. on the Friday following the election, my ballot may not be counted.

Sarah C. Anderson	11/3/2020	Nick Phelps	11/3/2020
Signature of Voter	Date	Signature of Election Inspector	Date

GAB-123 | Rev 2011-12 | Wisconsin Elections Commission, P.O. Box 7984Madison, WI 53703-7984 | 608-266-8005| web: elections.wi.gov | mail: elections@wi.gov|

12

The sealed Provisional Ballot Certificate Envelope (GAB-123) is placed inside the Inspectors' Certificate for Provisional Ballots Envelope (GAB-108)



WISCONSIN INSPECTOR'S CERTIFICATE OF PROVISONAL BALLOTS

We certify that the provisional ballots contained in the envelope were cast by voter unable to provide the proof of residence required pursuant to Wis. Stats. § 6.79(2)(d), unable to provide the Wisconsin drivers license or state identification card number required pursuant to Wis. Stat. § 6.55(2)(a)1., or unable to provide an acceptable form of photo identification pursuant to Wis. Stat. § 6.79 (2)(a), at the election held in

the _____ Ward(s)

Of the Town / Village / City of _____, _____ County, Wisconsin

On the _____ day of _____, _____

Each provisional voter was assigned a serial number beginning PV# ___. The number was recorded on the registration list, the back of the ballot, the Provisional Ballot Certificate Envelope (GAB-123), the Provisional Ballot Reporting Form (GAB-123r), the GAB-123s "Provisional Voting Information Sheet" for the elector, and listed on the Inspector's Statement (GAB-104) prepared and filed by us with the election returns. Each voter as informed that in order for their ballot to be counted, they must provide the required proof of residence, Wisconsin driver license number or state identification card number or acceptable form of photo ID to the municipal clerk no later than 4.00 p.m. on the Friday following the election. Each voter was given the GAB-123s "Provisional Voting Information Sheet" prepared by the Government Accountability Board.

_____
_____
_____ } Election Inspectors

Dated this _____ day of _____, _____

Election Inspectors

- Provisional ballots of votes unable to provide the proof of residence required by Wis. Stat. § 6.79(2)(d), the Wisconsin driver license or state identification card number required by Wis. Stat. §6.55(2)(a)1., or unable to provide an acceptable for of photo identification to Wis. Stat. § 6.79 (2)(a), shall be kept in their certificate envelopes.
- These ballots may not be counted, unless the voter returns with the required proof of residence, Wisconsin driver license or state identification card or an acceptable form of phot identification before the polls close.
- The names of provisional voters are assigned to a serial number (PV#__) that is recorded on the registration list, the back of the ballot, the Provisional Ballot Certificate Envelope (GAB-123), the Provisional Ballot Reporting Form (GAB-123r), the GAB-123s "Provisional Voting Information Sheet" for the elector, and listed on the Inspectors' Statement (GAB-104).
- The back of the ballot should be marked "Section 6.97" voted by the elector, placed in the completed provisional certificate envelope and returned to the election inspectors.
- The inspectors make a notation (including the PV#) that the voter was issued a provisional ballot on the Inspectors' Statement (GAB-104).
- The completed provisional ballot certificate envelopes containing the voted ballots are placed in this carrier envelope. This carrier envelope and any other provisional ballot carrier envelopes must also be place a separate ballot bag, secured with a tamper-evident seal and labeled with "Provisional Ballots."

Municipal Clerks

- The municipal clerk shall promptly notify the appropriate boards of canvassers that the clerk has provisional ballots that may be counted if the voter provides the required proof of residence, Wisconsin driver license or state identification card by 4:00 p.m. on the Friday following the election.

GAB-108 | Rev 2014-09 | Government Accountability Board, P.O. Box 7984, Madison, WI 53707-7984 | 608-261-2028 | web: gab.wi.gov | mail: gab@wi.gov

This form is printed on a *blue envelope*.

Registered Voter with No Acceptable Photo ID

Provisional Voting

Follow the steps on this checklist to process a **Registered Voter with No Acceptable Photo ID**

Check	Step #	Task to complete:
	1	Voter **must** complete a Provisional Ballot Certificate Envelope (GAB-123) in the presence of at least one Election Inspector
	2	Verify that the voter fills in the following information: • Date of Election • Full Name (last, first, middle) • Address • Date of Birth • Citizenship • Signature and date

PROVISIONAL BALLOT CERTIFICATE
Ballot under Section 6.97 Wis. Stats.

Voter: Complete the information below and sign the certification in the presence of an election inspector who must also sign.

Date of Election (month/ day /year)	County
Municipality (check type and list name) Town ❑ Village ❑ City ❑ of	Ward #
Name (Last, First, Middle) including suffix	
Street Address - include street name or fire number and name of street, or rural route and number box	
City, State, Zip	Phone Number, including area code
Date of Birth (month/ day /year)	Are you a citizen of the United States? Yes ❑ No ❑

Official Use Only:

PV #

Voter must supply the following information to the municipal clerk no later than 4:00 pm on the Friday following the election in order for this ballot to be counted:

❑ WI Driver License number

❑ Proof of Residence

❑ Photo I.D.

CERTIFICATION OF VOTER

I certify, subject to the penalties of Wis. Stat. § 12.13(3)(g), that I am a qualified elector of the ward and municipality in the county of the state of Wisconsin indicated above. I am eligible to vote in this ward at the election today. I understand that if I fail to submit the required information listed above to my municipal clerk no later than 4:00 p.m. on the Friday following the election, my ballot may not be counted.

Signature of Voter — Date — Signature of Election Inspector — Date

GAB-123 | Rev 2011-12 | Wisconsin Elections Commission, P.O. Box 7984Madison, WI 53703-7984 | 608-266-8005| web: elections.wi.gov | mail: elections@wi.gov|

PROVISIONAL BALLOT CERTIFICATE
Ballot under Section 6.97 Wis. Stats.

Voter: Complete the information below and sign the certification in the presence of an election inspector who must also sign.

Date of Election (month/ day /year) 11/3/2020	County
Municipality (check type and list name) Town ❑ Village ❑ City ❑ of	Ward #
Name (Last, First, Middle) including suffix Anderson, Sarah C	
Street Address - include street name or fire number and name of street, or rural route and number box 200 E Wells St.	
City, State, Zip Milwaukee, WI, 53202	Phone Number, including area code (414) 555-
Date of Birth (month/ day /year) 5/3/1984	Are you a citizen of the United States? Yes ☒ No ❑

Official Use Only:

PV #

Voter must supply the following information to the municipal clerk no later than 4:00 pm on the Friday following the election in order for this ballot to be counted:

❑ WI Driver License number

❑ Proof of Residence

❑ Photo I.D.

CERTIFICATION OF VOTER

I certify, subject to the penalties of Wis. Stat. § 12.13(3)(g), that I am a qualified elector of the ward and municipality in the county of the state of Wisconsin indicated above. I am eligible to vote in this ward at the election today. I understand that if I fail to submit the required information listed above to my municipal clerk no later than 4:00 p.m. on the Friday following the election, my ballot may not be counted.

Sarah C. Anderson — 11/3/2020
Signature of Voter — Date — Signature of Election Inspector — Date

GAB-123 | Rev 2011-12 | Wisconsin Elections Commission, P.O. Box 7984Madison, WI 53703-7984 | 608-266-8005| web: elections.wi.gov | mail: elections@wi.gov|

Registered Voter with No Acceptable Photo ID

Provisional Voting

3

Complete the following sections of Provisional Ballot Certificate Envelope:

- County
- Municipality of
- Ward
- Indicating the type of information missing:
  - WI Driver License Number
  - Photo ID
- Sign and Date

PROVISIONAL BALLOT CERTIFICATE
Ballot under Section 6.97 Wis. Stats.

Voter: Complete the information below and sign the certification in the presence of an election inspector who must also sign.

Date of Election (month/ day /year) 11/3/2020	County Milwaukee
Municipality (check type and list name) Town ❑ Village ❑ City ☒ of Milwaukee	Ward # 1
Name (Last, First, Middle) including suffix Anderson, Sarah C	
Street Address - include street name or fire number and name of street, or rural route and number box 200 E Wells St.	
City, State, Zip Milwaukee, WI, 53202	Phone Number, including area code (414) 555-1234
Date of Birth (month/ day /year) 5/3/1984	Are you a citizen of the United States? Yes ☒ No ❑

Official Use Only:

PV #

Voter must supply the following information to the municipal clerk no later than 4:00 pm on the Friday following the election in order for this ballot to be counted:

☒ WI Driver License number

❑ Proof of Residence

❑ Photo I.D.

CERTIFICATION OF VOTER

I certify, subject to the penalties of Wis. Stat. § 12.13(3)(g), that I am a qualified elector of the ward and municipality in the county of the state of Wisconsin indicated above. I am eligible to vote in this ward at the election today. I understand that if I fail to submit the required information listed above to my municipal clerk no later than 4:00 p.m. on the Friday following the election, my ballot may not be counted.

Sarah C. Anderson — Signature of Voter — Date: 11/3/2020

Nick Phelps — Signature of Election Inspector — Date: 11/3/2020

GAB-123 | Rev 2011-12 | Wisconsin Elections Commission, P.O. Box 7984Madison, WI 53703-7984 | 608-266-8005| web: elections.wi.gov | mail: elections@wi.gov|

4

The Election Inspector issues a provisional voter number **(PV#)**

- This number is issued sequentially, starting with "1"

*A VOTER NUMBER IS **NOT** ISSUED TO THE VOTER AT THIS TIME*

*THE VOTER DOES **NOT** SIGN THE POLL BOOK*

- Record this number:
  - In poll book
  - Back of the ballot
  - Inspector's Statement (GAB-104)
  - Provisional Ballot Certificate Envelope (GAB-123)
  - Provisional Ballot Reporting Form (GAB-123r)
  - Supplemental Poll List
  - Provisional Voting Information Sheet (given to voter)

Registered Voter with No Acceptable Photo ID

Provisional Voting

	5	▸ In the poll book BS 01 00009006201 Anderson, Sarah C WD-145 41251-145-3619-1 0009914479993 200 E WELLS ST AL-09 CG-04 3619 TC-01 AS-16 MILWAUKEE, WI 53202 Notes: PV 1 2 Sarah C Anderson 2
	6	▸ Back of the ballot Official General Ballot Partisan Office PV 1 November 3, 2020 Papeleta Oficial General Cargo Partidista 3 de noviembre 2020 for / por City Of Milwaukee la ciudad de Milwaukee A.D. 13 Ward 314 Ballot Issued by / Papeleta de votación emitida por OS NS Initials of election inspectors Iniciales de inspectors electorales

Registered Voter with No Acceptable Photo ID

Provisional Voting

7

- Inspector's Statement (GAB-104)

City of Milwaukee Election Commission GAB-104

Incident Number	DESCRIPTION OF INCIDENT	Time Incident Occurred	Chief Inspector Initials
	Record on your GAB-104:		
	✓ **Any facility or voting equipment problems or other issues that may have disrupted or delayed voting.**		
	✓ **Any issues or unusual situations that occur that involved voters, observers, election workers, or law enforcement.**		
	✓ **Anything that has impacted your ability to reconcile (balance your voter numbers to your ballots.**		
	✓ **Any provisional ballots issued for this ward.**		
	✓ **The number of spoiled ballots.**		
1	Registered Voter, didn't have DL or ID #	10:45 AM	NP

Registered Voter with No Acceptable Photo ID

Provisional Voting

8

▸ Provisional Ballot Certificate Envelope (GAB-123)

PROVISIONAL BALLOT CERTIFICATE
Ballot under Section 6.97 Wis. Stats.

Voter: Complete the information below and sign the certification in the presence of an election inspector who must also sign.

Date of Election (month/ day /year) 11/3/2020	County Milwaukee
Municipality (check type and list name) Town ☐ Village ☐ City ☒ of Milwaukee	Ward # 1
Name (Last, First, Middle) including suffix Anderson, Sarah C	
Street Address - include street name or fire number and name of street, or rural route and number box 200 E Wells St.	
City, State, Zip Milwaukee, WI, 53202	Phone Number, including area code (414) 555-1234
Date of Birth (month/ day /year) 5/3/1984	Are you a citizen of the United States? Yes ☒ No ☐

Official Use Only:

PV # 1

Voter must supply the following information to the municipal clerk no later than 4:00 pm on the Friday following the election in order for this ballot to be counted:

- ☒ WI Driver License number
- ☐ Proof of Residence
- ☐ Photo I.D.

CERTIFICATION OF VOTER

I certify, subject to the penalties of Wis. Stat. § 12.13(3)(g), that I am a qualified elector of the ward and municipality in the county of the state of Wisconsin indicated above. I am eligible to vote in this ward at the election today. I understand that if I fail to submit the required information listed above to my municipal clerk no later than 4:00 p.m. on the Friday following the election, my ballot may not be counted.

Signature of Voter	Date	Signature of Election Inspector	Date
Sarah C. Anderson	11/3/2020	Nick Phelps	11/3/2020

GAB-123 | Rev 2011-12 | Wisconsin Elections Commission, P.O. Box 7984Madison, WI 53703-7984 | 608-266-8005| web: elections.wi.gov | mail: elections@wi.gov|

9

▸ Provisional Ballot Reporting Form (GAB-123r)

FORM # 6 **Provisional Ballot Reporting Form Side 1 of 2**

November 3, 2020, Fall General

County: Milwaukee

Municipality: City of Milwaukee

Firehouse Engine 38 AD: 9, Wards: 1

Reason Codes for Issuing Provisional Ballot:
A. Unable or willing to provide WI DL/ID # (when registering to vote)
B. Unable or willing to provide acceptable proof of identification (photo ID)

Name and Address of Elector	Date of Birth	Ward #	PV #	Reason Code – A or B	Type of Provisional Documentation Provided	Date and Time Elector Provided Missing Information	Chief Inspector Name	Voter Number Issued
Sarah C. Anderson 200 E. Wells St. Milwaukee, WI 53202	5/3/84	1	1	B			Nick Phelps	

1. Periodically, notify the City of Milwaukee Election Commission if a provisional ballot is issued by calling 414-286-3691
2. Complete the shaded area of this form if someone returns with the required document and their ballot is counted.
3. Write "NONE" across this form if no provisional ballots are issued

GAB-123r Rev. 2015-04

USE REVERSE SIDE FOR ADDITIONAL LINES

Registered Voter with No Acceptable Photo ID

Provisional Voting

	11	▸ On the Provisional Voting Information Sheet (**MUST** give to voter) **City of Milwaukee Election Commission** **PROVISIONAL VOTING INFORMATION SHEET** You are being give a provisional ballot today because one of the following situations applies: _X_ You are unable or willing to list your Wisconsin driver license or identification card number on your voter registration application. ____ You are unable or willing to present an acceptable proof of identification (photo ID). Your provisional ballot number is **PV#** 1 _____ . Your provisional ballot will not count unless you provide the poll workers with the required information before the polling place closes at 8:00 p.m. tonight, or you provide the required information to the City of Milwaukee Election Commission by 4:00 p.m. the Friday after the election. If you need to provide your Wisconsin driver license or identification card number, you may contact the Election Commission using the information provided below no later than 4:00 p.m. Friday. Acceptable forms of proof of identification my be found on the back of this handout. **City of Milwaukee Election Commission Contact Information:** Claire Woodall Vogg, Executive Director TELEPHONE: 414-286-3941 FAX: 414-286-8845 200 East Wells, Room 501 Milwaukee, WI 53202 CWOODA@MILWAUAKEE.GOV You many check whether you ballot was counted by contacting the municipal clerk or the MyVote WI website at https://myvote.wi.gov, or contact the Wisconsin Elections Commission at 866-VOTEWIS (868-3947). **NOTE: Provisional ballot will NOT be issued when a voter is at the wrong polling place or when a person is attempting to register in-person at the polling place and does not provide the require proof of residence.** **GAB-123is** | Rev 2020-01| Wisconsin Elections Commission, P.O. Box 7984, Madison, WI 53707-7984 | 608-261-2028 | web: elections.wi.gov | email: elections@wi.gov

Registered Voter with No Acceptable Photo ID

Provisional Voting

12

A. **Instruct** the voter cast their votes on the ballot

B. **Seal** the voted ballot in the Provisional Ballot Certificate Envelope (GAB-123)

C. **Return** the sealed envelope to the Election Inspector

PROVISIONAL BALLOT CERTIFICATE
Ballot under Section 6.97 Wis. Stats.

Voter: Complete the information below and sign the certification in the presence of an election inspector who must also sign.

Date of Election (month/ day /year) 11/3/2020	County Milwaukee
Municipality (check type and list name) Town ❑ Village ❑ City ☒ of Milwaukee	Ward # 1
Name (Last, First, Middle) including suffix Anderson, Sarah C	
Street Address - include street name or fire number and name of street, or rural route and number box 200 E Wells St.	
City, State, Zip Milwaukee, WI, 53202	Phone Number, including area code (414) 555-
Date of Birth (month/ day /year) 5/3/1984	Are you a citizen of the United States? Yes ☒ No ❑

Official Use Only:

PV # 1

Voter must supply the following information to the municipal clerk no later than 4:00 pm on the Friday following the election in order for this ballot to be counted:

- ☒ WI Driver License number
- ❑ Proof of Residence
- ❑ Photo I.D.

CERTIFICATION OF VOTER

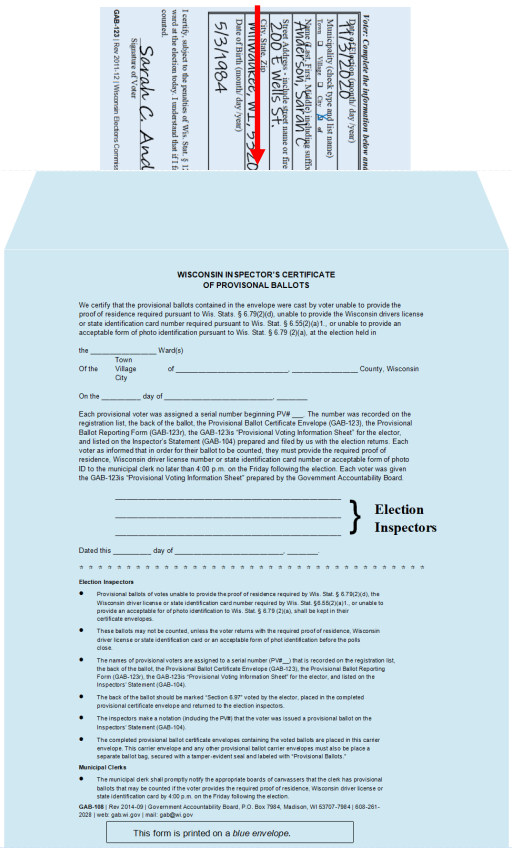
I certify, subject to the penalties of Wis. Stat. § 12.13(3)(g), that I am a qualified elector of the ward and municipality in the county of the state of Wisconsin indicated above. I am eligible to vote in this ward at the election today. I understand that if I fail to submit the required information listed above to my municipal clerk no later than 4:00 p.m. on the Friday following the election, my ballot may not be counted.

Sarah C. Anderson	11/3/2020	Nick Phelps	11/3/2020
Signature of Voter	Date	Signature of Election Inspector	Date

GAB-123 | Rev 2011-12 | Wisconsin Elections Commission, P.O. Box 7984Madison, WI 53703-7984 | 608-266-8005| web: elections.wi.gov | mail: elections@wi.gov|

13

The sealed Provisional Ballot Certificate Envelope (GAB-123) is placed inside the Inspectors' Certificate for Provisional Ballots Envelope (GAB-108)



WISCONSIN INSPECTOR'S CERTIFICATE OF PROVISONAL BALLOTS

We certify that the provisional ballots contained in the envelope were cast by voter unable to provide the proof of residence required pursuant to Wis. Stats. § 6.79(2)(d), unable to provide the Wisconsin drivers license or state identification card number required pursuant to Wis. Stat. § 6.55(2)(a)1., or unable to provide an acceptable form of photo identification pursuant to Wis. Stat. § 6.79 (2)(a), at the election held in

the _____ Ward(s)

Of the Town / Village / City of _____, _____ County, Wisconsin

On the _____ day of _____, _____

Each provisional voter was assigned a serial number beginning PV# ___. The number was recorded on the registration list, the back of the ballot, the Provisional Ballot Certificate Envelope (GAB-123), the Provisional Ballot Reporting Form (GAB-123r), the GAB-123s "Provisional Voting Information Sheet" for the elector, and listed on the Inspector's Statement (GAB-104) prepared and filed by us with the election returns. Each voter as informed that in order for their ballot to be counted, they must provide the required proof of residence, Wisconsin driver license number or state identification card number or acceptable form of photo ID to the municipal clerk no later than 4:00 p.m. on the Friday following the election. Each voter was given the GAB-123s "Provisional Voting Information Sheet" prepared by the Government Accountability Board.

_____
_____
_____ } **Election Inspectors**

Dated this _____ day of _____, _____.

Election Inspectors

- Provisional ballots of votes unable to provide the proof of residence required by Wis. Stat. § 6.79(2)(d), the Wisconsin driver license or state identification card number required by Wis. Stat. §6.55(2)(a)1., or unable to provide an acceptable for of photo identification to Wis. Stat. § 6.79 (2)(a), shall be kept in their certificate envelopes.
- These ballots may not be counted, unless the voter returns with the required proof of residence, Wisconsin driver license or state identification card or an acceptable form of phot identification before the polls close.
- The names of provisional voters are assigned to a serial number (PV#__) that is recorded on the registration list, the back of the ballot, the Provisional Ballot Certificate Envelope (GAB-123), the Provisional Ballot Reporting Form (GAB-123r), the GAB-123s "Provisional Voting Information Sheet" for the elector, and listed on the Inspectors' Statement (GAB-104).
- The back of the ballot should be marked "Section 6.97" voted by the elector, placed in the completed provisional certificate envelope and returned to the election inspectors.
- The inspectors make a notation (indusing the PV#) that the voter was issued a provisional ballot on the Inspectors' Statement (GAB-104).
- The completed provisional ballot certificate envelopes containing the voted ballots are placed in this carrier envelope. This carrier envelope and any other provisional ballot carrier envelopes must also be place a separate ballot bag, secured with a tamper-evident seal and labeled with "Provisional Ballots."

Municipal Clerks

- The municipal clerk shall promptly notify the appropriate boards of canvassers that the clerk has provisional ballots that may be counted if the voter provides the required proof of residence, Wisconsin driver license or state identification card by 4:00 p.m. on the Friday following the election.

GAB-108 | Rev 2014-09 | Government Accountability Board, P.O. Box 7984, Madison, WI 53707-7984 | 608-261-2028 | web: gab.wi.gov | mail: gab@wi.gov

This form is printed on a *blue envelope.*

PV Returns with Missing Documentation

Provisional Voting

Provisional Voter

Any voter who was issued a provisional ballot may return to the polling site before 8 p.m. on Election Day to provide the missing documentation to the Election Inspectors. An Election Inspector shall review the provided documentation to determine if it is satisfactory.

Follow the steps on this checklist if PV returns without WI Driver License / State ID Number or photo ID

Check	Step #	Task to complete:
	1	**Review** the provided documentation ▸ **If the provided documentation is valid and they are an EDR** then the voter **must** sign the Election Day Registered Voter List

City Of Milwaukee Election Commission — Aldermanic District 9 Ward 1

ELECTION DAY REGISTERED VOTER LIST — Election Date: 11 / 3 / 20

Record ALL Election Day registrants below. ALL Electors are required to sign. Once complete, this form, along with registration applications, should be placed in the Election Day Registration carrier envelope.

	Voter Number	Voter Name	Address	Signature
1	PV1	Sara C. Anderson	200 E. Wells St. Milwaukee, WI 53202	Sara C. Anderson
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				

Election Inspector Signature — Date — Election Inspector Signature — Date

▸ **If the provided documentation is valid and they are a registered voter,** then the voter **must** sign the poll book.

BS 01 WD-145	00009006201	**Anderson, Sarah C**	2 Sarah C Anderson	
41251-145-3619-1	0009914479993	200 E WELLS ST	2 Sarah C. Anderson	
AL-09 CG-04 3619 TC-01 AS-16		MILWAUKEE, WI 53202	45	
Notes: PV 1				

PV Returns with Missing Documentation

Provisional Voting

2

Note on the GAB-104 the voter provided the required documentation

	✓ **Anything that has impacted your ability to reconcile (balance your voter numbers to your ballots.**		
	✓ **Any provisional ballots issued for this ward.**		
	✓ **The number of spoiled ballots.**		
1	Provisional ballot issued to EDR Voter, didn't have DL or ID #	10:45 AM	NP
2	Provisional EDR Voter returned valid DL #	12:00 PM	NP

Complete the Provisional Ballot Reporting Form (GAB-123r)

- Type of Provisional Documentation Provided
- Method of Providing Missing Information
- Date and Time Elector Provided Mission Information

3

FORM # 6 **Provisional Ballot Reporting Form Side 1 of 2**

November 3, 2020, Fall General

County: Milwaukee

Municipality: City of Milwaukee

Firehouse Engine 38 AD: 9, Wards: 1

Reason Codes for Issuing Provisional Ballot:
A. Unable or willing to provide WI DL/ID # (when registering to vote)
B. Unable or willing to provide acceptable proof of identification (photo ID)

Name and Address of Elector				Reason Code – A or B	Type of Provisional Documentation Provided	Date and Time Elector Provided Missing Information	Chief Inspector Name	Voter Number Issued
Sarah C. Anderson 200 E. Wells St. Milwaukee, WI 53202	5/3/84	1	1	B	Drivers License #	11/3/20 12:00 PM	Nick Phelps	

1. Periodically, notify the City of Milwaukee Election Commission if a provisional ballot is issued by calling 414-286-3691
2. Complete the shaded area of this form if someone returns with the required document and their ballot is counted.
3. Write "NONE" across this form if no provisional ballots are issued

GAB-123r Rev. 2015-04

USE REVERSE SIDE FOR ADDITIONAL LINES

PV Returns with Missing Documentation

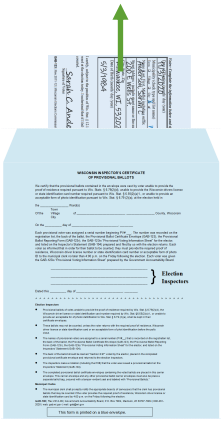
Provisional Voting

4

Offer to spoil the provisional ballot

- If the voter chooses to cast the provisional ballot

See page 95 if the voter chooses to spoil their provisional ballot



A. **Remove** the voter's Provisional Ballot Certificate Envelope (GAB-123) from the Inspectors' Certificate of Provisional Ballots (GAB-108) envelope

B. **Verify** that the Provisional Ballot Certificate Envelope (GAB-123) has not been tampered with

If the Provisional Ballot Certificate Envelope (GAB-123) has been tampered with the Election Inspector will have to spoil the provisional ballot and instruct the Voter to cast a new ballot

5

The voter is issued a sequential voter number (pink slip), which is recorded in the poll book

Ald District 9 **Ward** 1

Voter Number: 45

VOTER: Please give this number to the Machine Attendant when you insert your ballot.

_____ _____

Certified: Initials of Election Inspectors on *LAST VOTER NUMBER (only).*

6

The voter number is recorded on the Provisional Ballot Reporting From (GAB-123r)

- Voter Number Issued, If Election Day, note "Withdrawn:# on Poll List."

FORM # 6 **Provisional Ballot Reporting Form Side 1 of 2**

November 3, 2020, Fall General

County: Milwaukee

Municipality: City of Milwaukee

Firehouse Engine 38 AD: 9, Wards: 1

Reason Codes for Issuing Provisional Ballot:
A. Unable or willing to provide WI DL/ID # (when registering to vote)
B. Unable or willing to provide acceptable proof of identification (photo ID)

Name and Address of Elector				Reason Code – A or B	Type of Provisional Documentation Provided	Date and Time Elector Provided Missing Information	Chief Inspector Name	Voter Number Issued
Sarah C. Anderson 200 E. Wells St. Milwaukee, WI 53202	5/3/84	1	1	B	Drivers License #	11/3/20 12:00 PM	Nick Phelps	45

1. Periodically, notify the City of Milwaukee Election Commission if a provisional ballot is issued by calling 414-286-3691
2. Complete the shaded area of this form if someone returns with the required document and their ballot is counted.
3. Write "NONE" across this form if no provisional ballots are issued

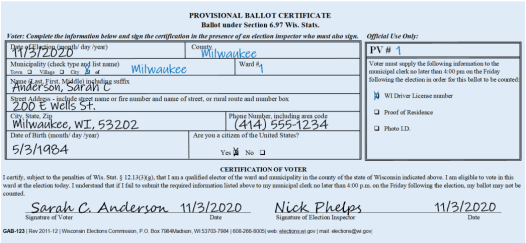
GAB-123r Rev. 2015-04

USE REVERSE SIDE FOR ADDITIONAL LINES

PV Returns with Missing Documentation

7

A. **Return** the Provisional Ballot Certificate Envelope (GAB-123) to the voter



PROVISIONAL BALLOT CERTIFICATE
Ballot under Section 6.97 Wis. Stats.

Voter: Complete the information below and sign the certification in the presence of an election inspector who must also sign.

Official Use Only: PV # 1

Date of Election (month/ day /year): 11/3/2020
County: Milwaukee
Municipality (check type and list name): Town ❑ Village ❑ City ☒ of Milwaukee
Ward #: 1
Name (Last First Middle) suffix: Anderson, Sarah C
Street Address - include street name or fire number and name of street, or rural route and number box: 200 E Wells St.
City, State, Zip: Milwaukee, WI, 53202
Phone Number, including area code: (414) 555-1234
Date of Birth (month/ day /year): 5/3/1984
Are you a citizen of the United States? Yes ☒ No ❑

Voter must supply the following information to the municipal clerk no later than 4:00 pm on the Friday following the election in order for this ballot to be counted:
☒ WI Driver License number
❑ Proof of Residence
❑ Photo I.D.

CERTIFICATION OF VOTER

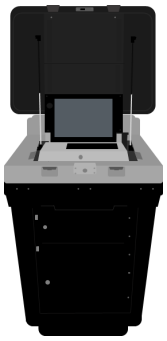
I certify, subject to the penalties of Wis. Stat. § 12.13(3)(g), that I am a qualified elector of the ward and municipality in the county of the state of Wisconsin indicated above. I am eligible to vote in this ward at the election today. I understand that if I fail to submit the required information listed above to my municipal clerk no later than 4:00 p.m. on the Friday following the election, my ballot may not be counted.

Sarah C. Anderson 11/3/2020 — Signature of Voter / Date
Nick Phelps 11/3/2020 — Signature of Election Inspector / Date

GAB-123 | Rev 2011-12 | Wisconsin Elections Commission, P.O. Box 7984Madison, WI 53703-7984 | 608-266-8005| web: elections.wi.gov | mail: elections@wi.gov;

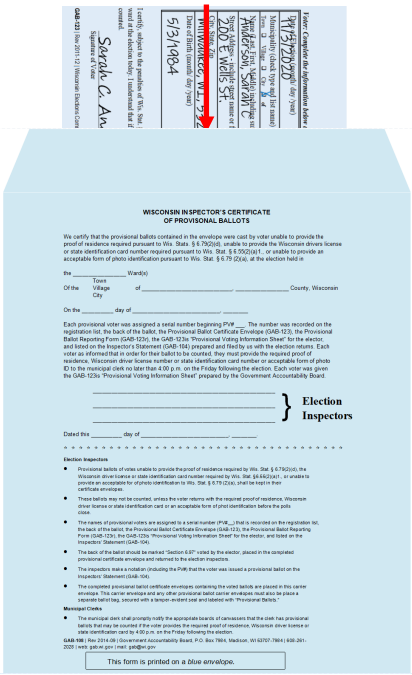
→ **VOTER**

B. **Instruct** the voter to remove their ballot and insert it into the DS200 voting machine



8

Collect the used Provisional Ballot Certificate Envelope (GAB-123) from the voter and place it back into the Inspectors' Certificate of Provisional Ballots (GAB-108) envelope



WISCONSIN INSPECTOR'S CERTIFICATE
OF PROVISONAL BALLOTS

We certify that the provisional ballots contained in the envelope were cast by voter unable to provide the proof of residence required pursuant to Wis. Stats. § 6.79(2)(d), unable to provide the Wisconsin drivers license or state identification card number required pursuant to Wis. Stat. § 6.55(2)(a)1., or unable to provide an acceptable form of photo identification pursuant to Wis. Stat. § 6.79 (2)(a), at the election held in

the _____ Ward(s)
Of the Town / Village / City of _____, _____ County, Wisconsin

On the _____ day of _____, _____

Each provisional voter was assigned a serial number beginning PV# ____. The number was recorded on the registration list, the back of the ballot, the Provisional Ballot Certificate Envelope (GAB-123), the Provisional Ballot Reporting Form (GAB-125), the GAB-123a "Provisional Voting Information Sheet" for the elector, and listed on the Inspector's Statement (GAB-104) prepared and filed by us with the election returns. Each voter as informed that in order for their ballot to be counted, they must provide the required proof of residence, Wisconsin driver license number or state identification card number or acceptable form of photo ID to the municipal clerk no later than 4:00 p.m. on the Friday following the election. Each voter was given the GAB-123a "Provisional Voting Information Sheet" prepared by the Government Accountability Board.

_____ } Election Inspectors
_____

Dated this _____ day of _____, _____

* *

Election Inspectors

- Provisional ballots of votes unable to provide the proof of residence required by Wis. Stat. § 6.79(2)(d), the Wisconsin driver license or state identification card number required by Wis. Stat. §6.55(2)(a)1., or unable to provide an acceptable for of photo identification to Wis. Stat. § 6.79 (2)(a), shall be kept in their certificate envelopes.
- These ballots may not be counted, unless the voter returns with the required proof of residence, Wisconsin driver license or state identification card or an acceptable form of photo identification before the polls close.
- The names of provisional voters are assigned to a serial number (PV#____) that is recorded on the registration list, the back of this ballot, the Provisional Ballot Certificate Envelope (GAB-123), the Provisional Ballot Reporting Form (GAB-125), the GAB-123a "Provisional Voting Information Sheet" for the elector, and listed on the Inspectors Statement (GAB-104).
- The back of the ballot should be marked "Section 6.97" voted by the elector, placed in the completed provisional certificate envelope and returned to the election inspectors.
- The inspectors make a notation (including the PV#) that the voter was issued a provisional ballot on the Inspectors' Statement (GAB-104).
- The completed provisional ballot certificate envelopes containing the voted ballots are placed in this carrier envelope. This carrier envelope and any other provisional ballot carrier envelopes must also be place a separate ballot bag, secured with a tamper-evident seal and labeled with "Provisional Ballots."

Municipal Clerks

- The municipal clerk shall promptly notify the appropriate boards of canvassers that the clerk has provisional ballots that may be counted if the voter provides the required proof of residence, Wisconsin driver license or state identification card by 4:00 p.m. on the Friday following the election.

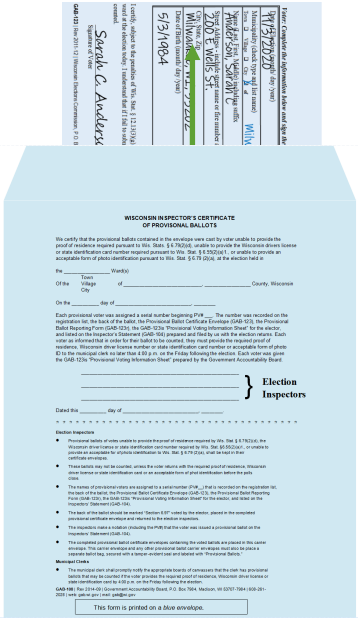
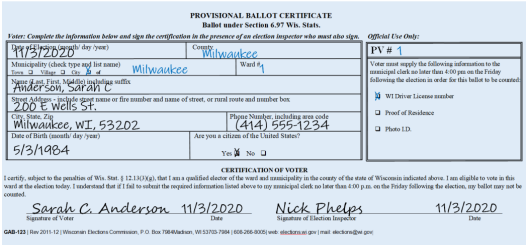
GAB-108 | Rev 2014-08 | Government Accountability Board, P.O. Box 7984, Madison, WI 53707-7984 | 608-261-2028 | web: gab.wi.gov | mail: gab@wi.gov

This form is printed on a *blue* envelope.

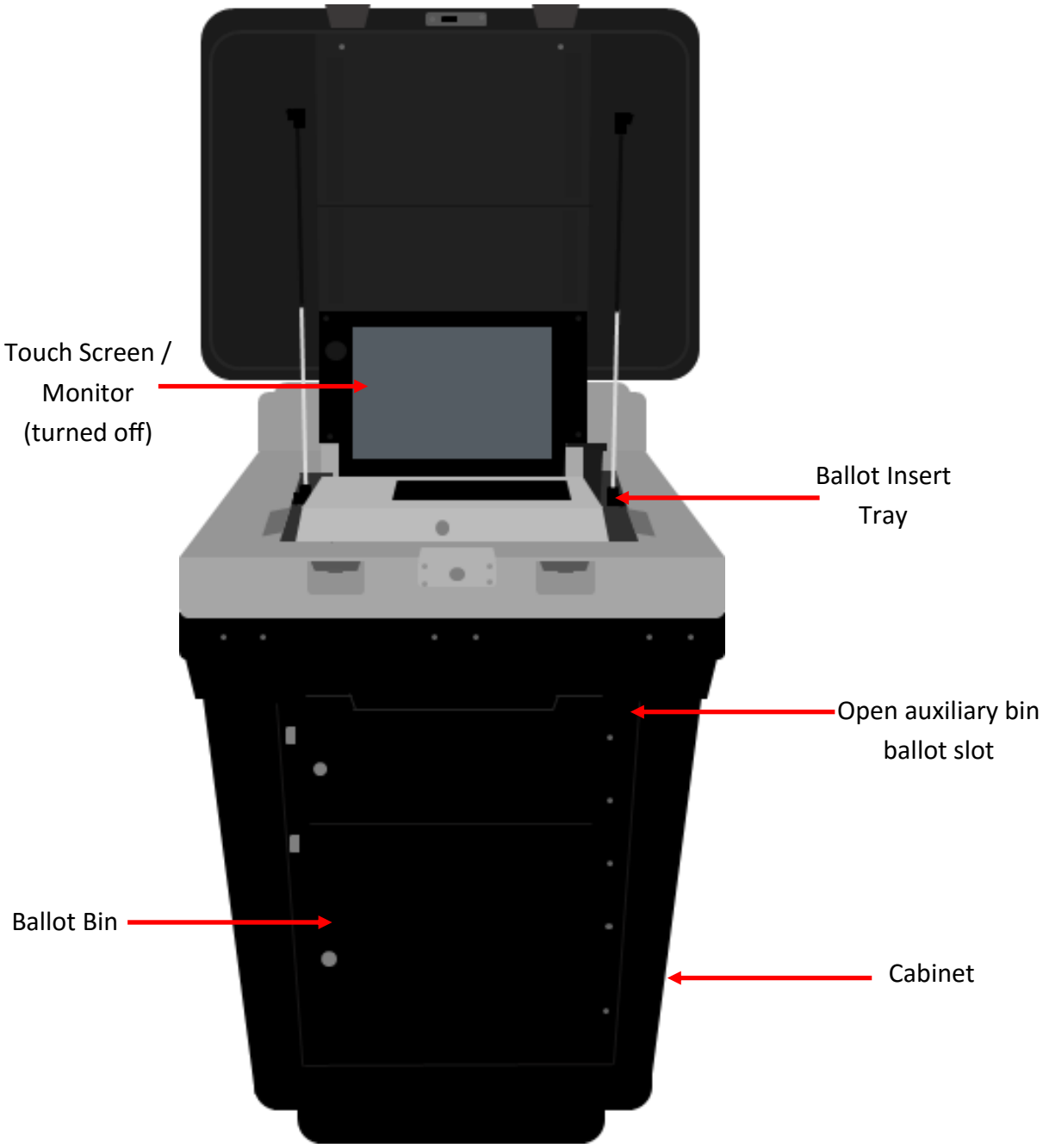
PV Returns with Missing Documentation (Spoiling Ballot)

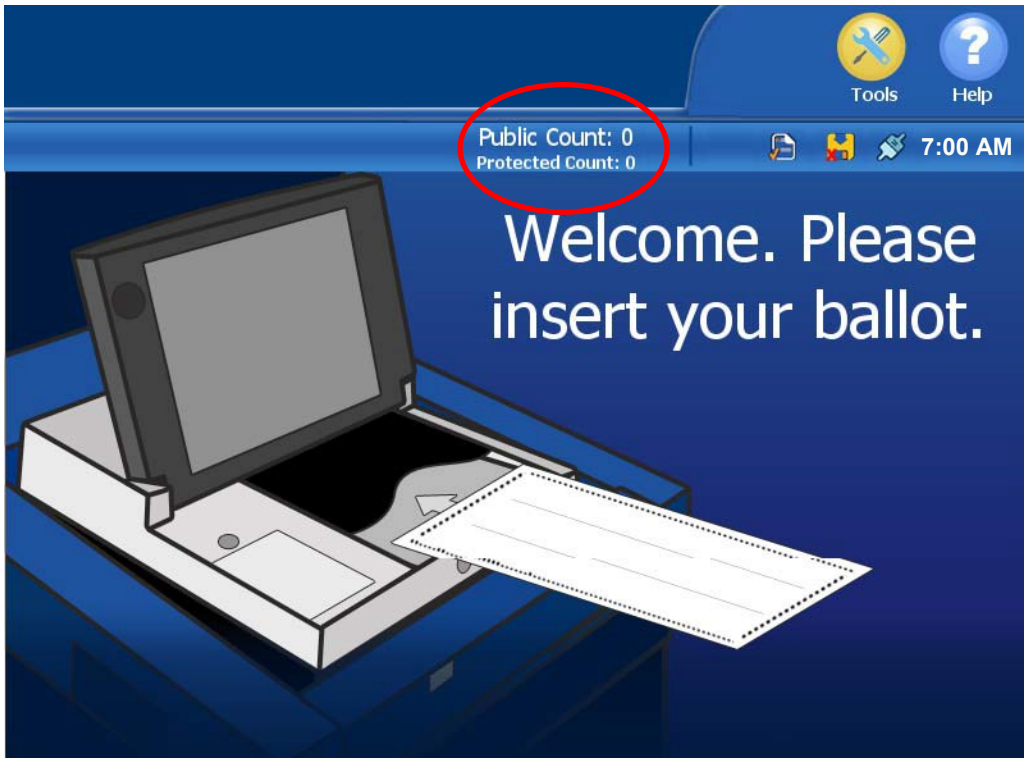
Provisional Voting

Follow the steps on this checklist if **EDR returns with WI DL/State ID Number (Spoiling Ballot)**

Check	Step #	Task to complete:
	1	**Return** the Provisional Ballot Certificate Envelope (GAB-123) to the voter   **VOTER**
	2	**Follow** the steps on page 95

DS200 Voting Machine





- There is no sound or printed message on the tape when a ballot is accepted
- The “Public Count” number on the monitor does advance
- Nothing prints on the tape beyond the opening and closing reports

Rejected Ballots

Rejected Ballots

- Rejected ballot messages will not appear on the monitor, not the tape
- The message will disappear from the monitor as soon as the rejected ballot is removed from the ballot insert tray
- Do not remove the ballot until the message has been read and communicated to voter

Reasons for a rejected ballot:

- Overvoted
- Damaged
- Blank
- Other

State law specifically requires all OVERVOTED or otherwise defective ballots to be either spoiled by the voter and to have the voter vote a new ballot or the ballot must be reconstructed.

! Chief Inspectors no longer have the option to "override the ballot" on the voting machine, unless the voter wishes to vote a blank ballot.

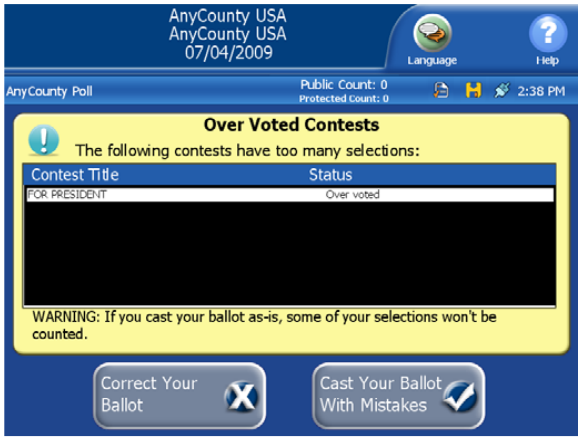
! Remember voting is private, **DO NOT** touch or look at the voter's ballot

Rejected Ballots

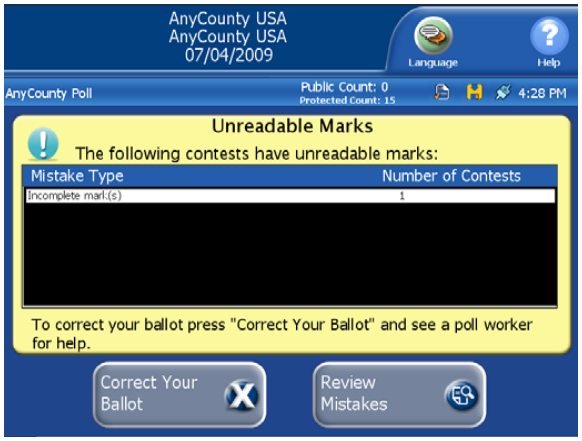
Rejected Ballots

Messages would look like the following for each type:

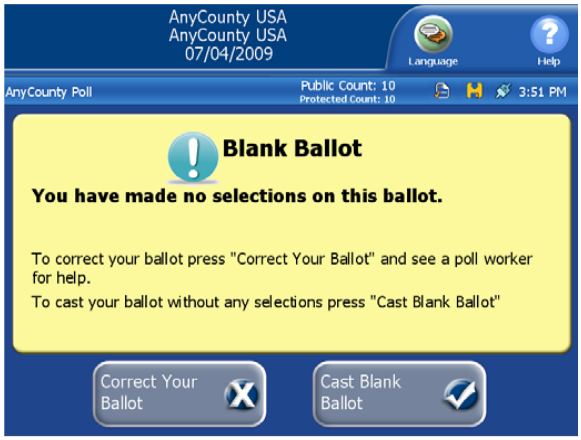
Overvoted



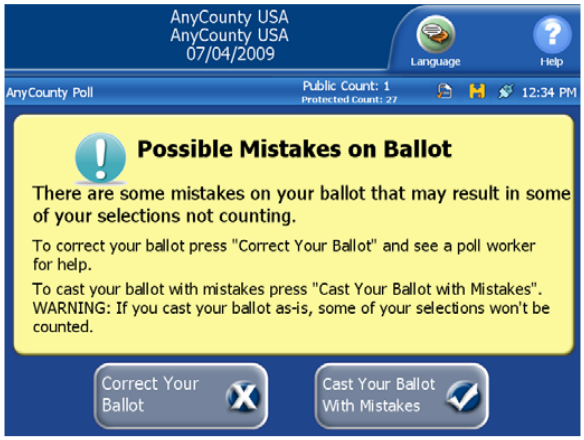
Damaged



Blank



Other

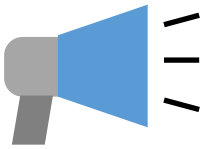


Reconstructed Ballots

Election Inspector: Machine Attendant

If a ballot needs to be reconstructed, 2 Election Inspectors **must** participate in the procedure

Follow the steps on this checklist to process a **Reconstruct (Remake) the Ballot**

Check	Step #	Task to complete:
	1	An Election Inspector shall announce to the observers, if present  A ballot is being reconstructed for (state the reason)
	2	Complete the endorsement section of the original ballot A. Check the reason for reconstruction B. Issue a serial number using "ROB" (Reconstructed Official Ballot) and a number for the for spoiled ballot C. Initial the ballot
	3	Reconstruct the new ballot A. Issue the same serial number as the original ballot B. Initial the ballot

For Official Use Only

A

Inspectors: Identify ballots required to be remade:

- ☒ Overvoted
- ☐ Damaged
- ☐ Other

B

If this is the **Original Ballot**, write the serial number here:	If this is the **Duplicate Ballot**, write the serial number here:
ROB-1	

C

OS	NS
Initials of inspectors who remade ballot	

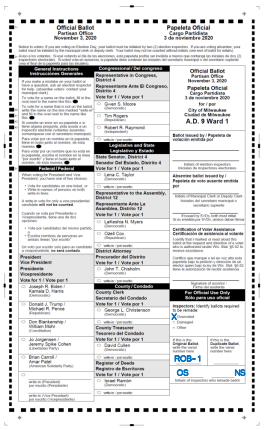
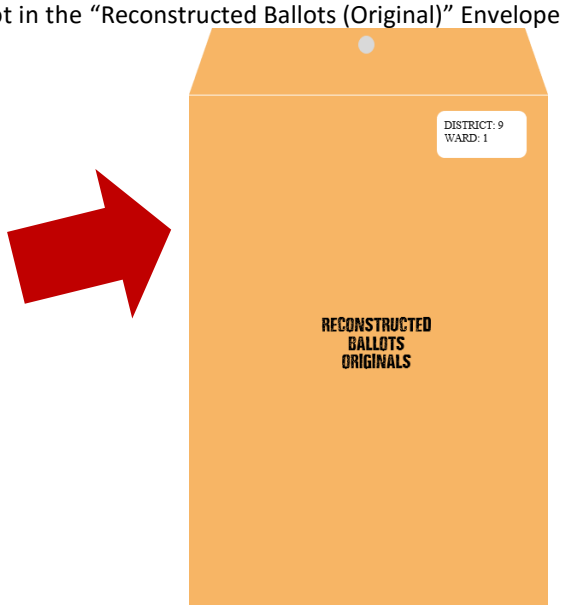
A

If this is the **Original Ballot**, write the serial number here:	If this is the **Duplicate Ballot**, write the serial number here:
	ROB-1

B

OS	NS
Initials of inspectors who remade ballot	

Reconstructed Ballots

	4	Reinsert the reconstructed ballot into the voting machine
	5	**Place** the spoiled original ballot in the “Reconstructed Ballots (Original)” Envelope  
	6	**Place** the Reconstructed Ballots (Original)” Envelope in the DS200 *at the end of the night*
	7	**Record** the reconstruction on the GAB-104

	✓ **Anything that has impacted your ability to reconcile (balance your voter numbers to your ballots.**		
	✓ **Any provisional ballots issued for this ward.**		
	✓ **The number of spoiled ballots.**		
1	Reconstructed Ballot ROB-1, OV	12:00 PM	NS

Closing the Voting Site

155 Announcement
156 Closing the DS200 Voting Machine
164 Sort & Pack The Ballots
167 Number List
168 Poll Book Certification Page
169 Form 2: Election Day Reconciliation Report
170 Reconcile the Poll Books
174 Completed EDR Applications
176 Required Signatures Checklist
177 Repacking Voting Site Supplies
178 Closing the AutoMARK
181 Form 3: Tally Sheet For Write In Votes
182 Processing Write In Votes
186 Closing Checklist
187 Closing Checklist Envelope
188 Blue Canvas Bag
189 Items to Take to Drop-Off Site

Announcement

Closing Procedure

Closing a voting site requires the leadership of the Chief Inspector and the full participation of ALL Election Inspectors.

As required by Wisconsin election law, Election Inspectors cannot leave until the site closing procedures are complete. (This law exists to protect the integrity of the election by ensuring that all election workers are present to witness the opening, operations, and closing of a voting site.)

Election Inspectors should not hurry a Chief, but should cooperate and assist whenever possible. Any Election Inspector who leaves early or does not assist with closing procedures will be docked pay or terminated as an election worker.

The polls close at every voting site in the City of Milwaukee at 8:00 P.M.

- Any person standing in line at 8:00 P.M. is still allowed to vote
  - However, no one is allowed to enter a line after 8:00 P.M.

  (An Election Inspector should stand at the end of the line to prohibit anyone arriving after 8:00 P.M. from entering the line)

- **ALL VOTING SITES MUST REMAIN OPEN TO THE PUBLIC UNTIL POLL CLOSING PROCEDURES ARE COMPLETED**

At 8:00 PM

Publicly announce:

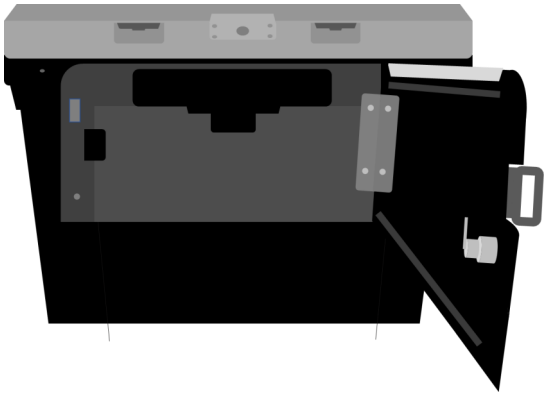
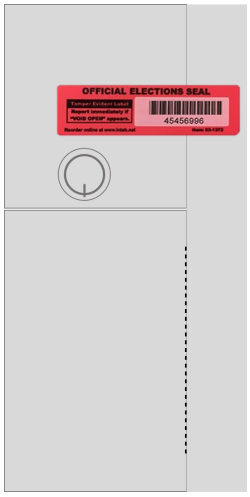
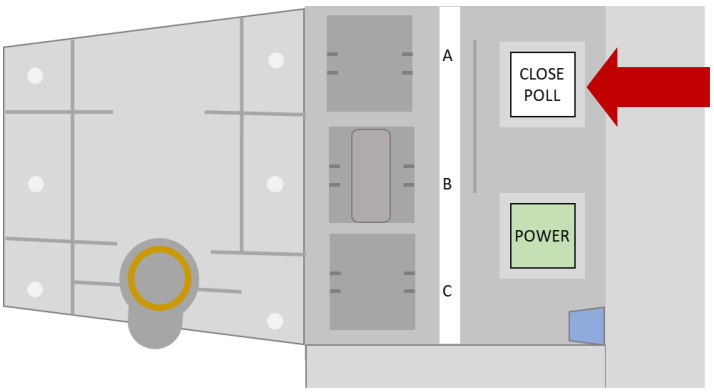
“Hear Ye, Here Ye,

The Polls Are Now Closed.”

Closing the DS200 Voting Machine

Follow the steps on this checklist to close the DS200 Voting Machine.

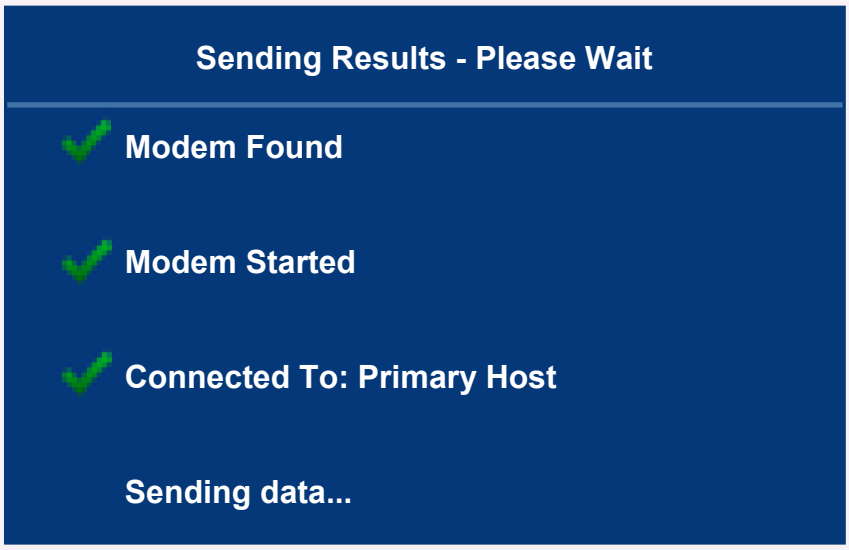
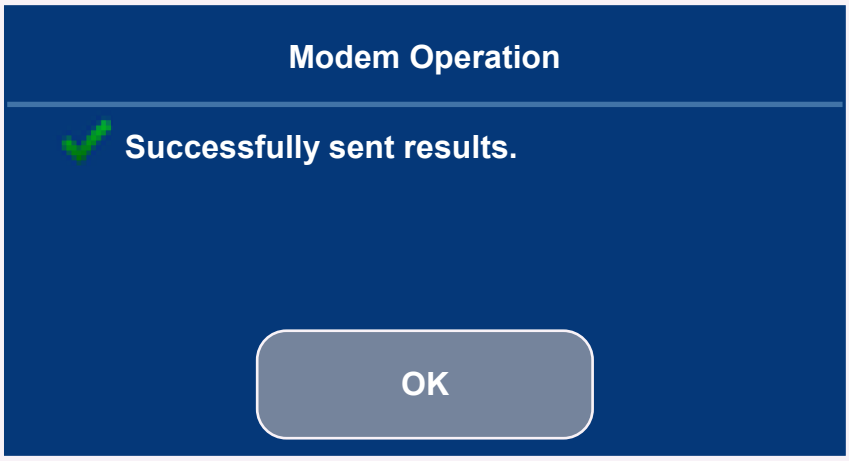
Check the box next to the item as it is completed.

Check	Step #	Task to complete:
	1	**Confirm** that all voters have submitted their ballots and that there are no ballots in the auxiliary 
	2	**Peel** back the sticker seal on the flash drive access door 
	3	A. **Open** the flash drive door B. **Press** "Close Poll" button  **DO NOT PRESS THE "POWER" BUTTON**

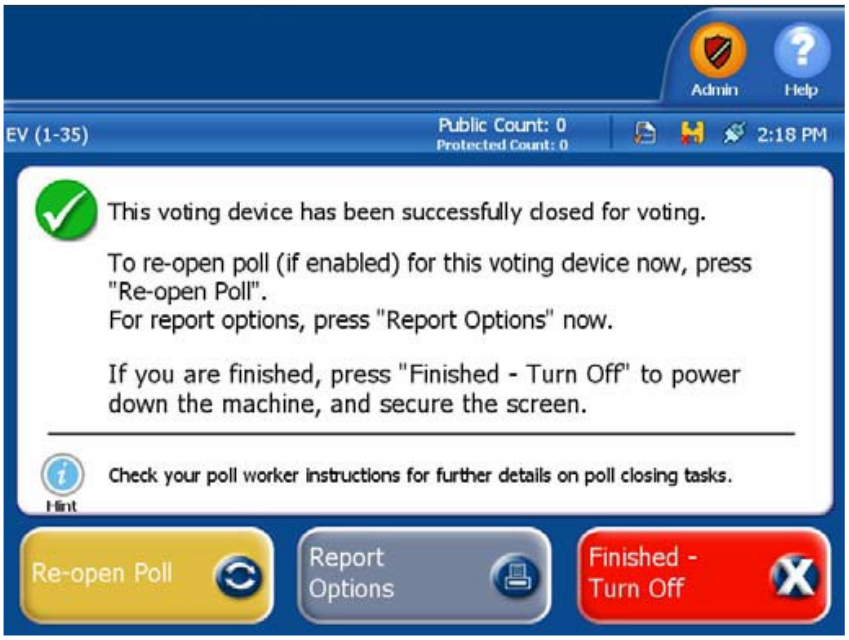
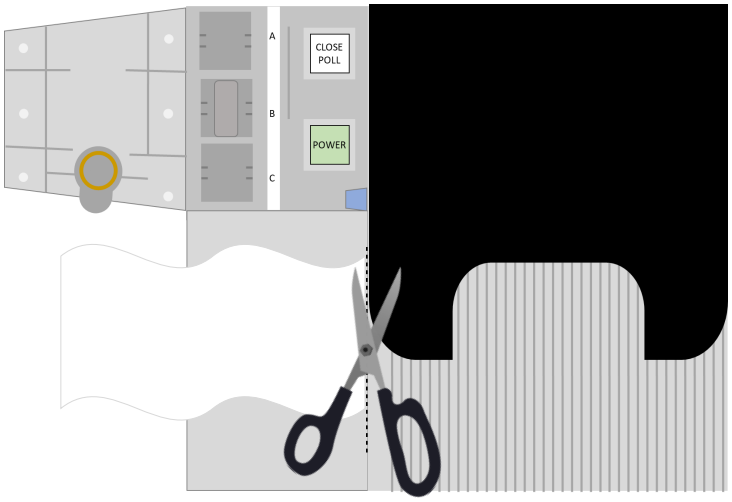
Closing the DS200 Voting Machine

	4	A screen prompt will appear on the touch screen The buttons will ask to: "Don't Close – Keep Voting" "Report Options" "Close Poll" Once the Chief Inspector is certain that all ballots have been inserted, select "**Close Poll**." *(You will also be prompted to confirm there is sufficient paper for printing the reports. You do not need to check the paper.)*
	5	**Allow** the closing tapes to print **Two duplicates closing tapes will automatically print*
	6	A screen will appear with two prompts The buttons will ask to: "Begin Modem Process" "Cancel Modem" **Select** the button to "**Begin Modem Process**" to transmit your election results.

Closing the DS200 Voting Machine

	7	The will run through messages indicating that the election results are being transmitted 
	8	**Wait** for the message, "Successfully Sent Election Results"  **Press "OK"**
	9	Once the screen appears that the results have successfully been sent, **select** the "**Exit**" prompt at the bottom of the screen

Closing the DS200 Voting Machine

	10	The next screen will offer three prompts "Re-open Poll" "Report Options" "Finish - Turn Off"  **Select "Finished - Turn Off"**
	11	**Remove** (cut or tear the end of the tape that includes the second set of election results 

Closing the DS200 Voting Machine

12

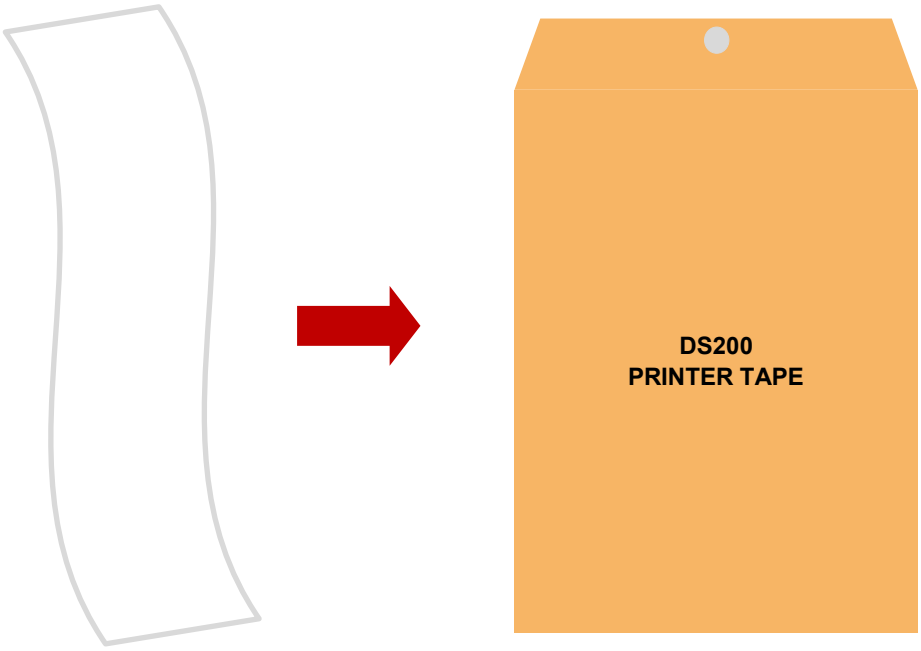
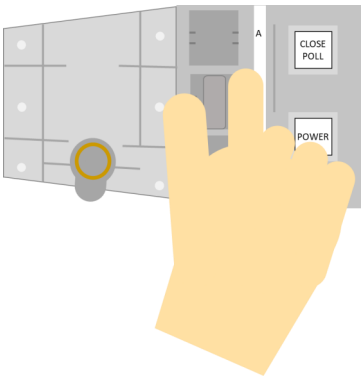
Secure Election Inspector signatures at the bottom of both results tapes

```
WE, THE UNDERSIGNED, DO HERBY CERTIFY THAT THE ABOVE
RESULTS ARE A TRUE AND  ACCURATE ACCOUNT OF ALL BALLOTS
COUNTED AND THAT ALL COUNTERS WERE ZERO (0) WHEN THE
POLLS OPENED AND THAT THE ELECTION WAS  HELD IN
ACCORDANCE WITH THE LAWS OF THE STATE


____________________________
Chief Inspector

____________________________
Election Inspector

____________________________
Election Inspector

____________________________
Election Inspector

____________________________
Election Inspector

____________________________
Election Inspector

0102 Washington High School Wards 160, 161
Unity Serial Number 010738001

***END OF REPORT***
```

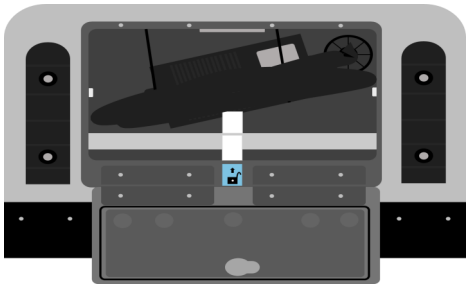
13

Place the “short” tape in the pink bubble wrap envelope

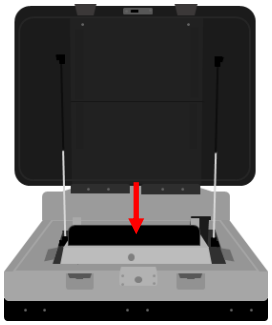
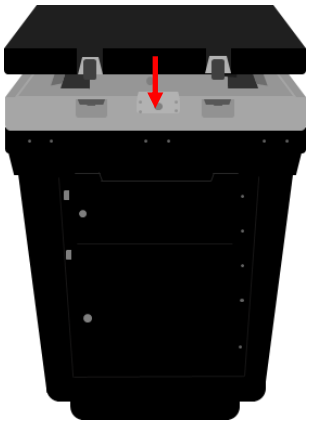
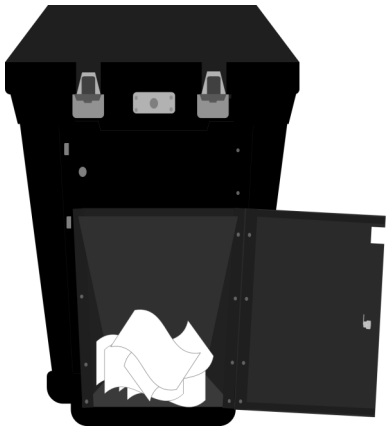
Closing the DS200 Voting Machine

	14	**Place** the “long” tape in the DS200 Printer Tape Envelope 
	15	**Once** the DS200 is fully off, the monitor will be dark **Remove** the flash drive from the flash drive compartment *Grasp with your thumb and index finger giving a slight tug* 

Closing the DS200 Voting Machine

	16	A. **Place** the flash drive in the bubble wrap envelope B. **Place** the seal on the bubble wrap envelope
	17	A. **Unplug** the machine B. **Wrap** the power cord back into the back of the door of the DS200  C. **Lock** the back door

Closing the DS200 Voting Machine

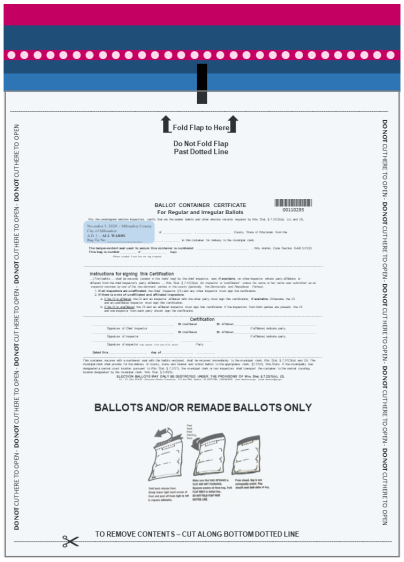
	18	**Lower** the monitor and lock the monitor in the down position 
	19	A. **Lower** the DS200 lid B. **Latch** the hatches (you must do this first before attempting to lock the cover) C. **Lock** the cover 
	20	**Remove** all the ballots from the DS200 cabinet 

Sort & Pack The Ballots

Follow the steps on this checklist to sort and pack the ballots

Check the box next to the item as it is completed.

Check	Step #	Task to complete:
	1	A. **Sort** the ballots by Ward (*for multiple Ward sites)* B. **Separate** ballots with write-in votes **Review all ballots from the main bin to ensure that are no write-in votes, only votes for **registered** write-in candidates are counted* *See page 182 on how to process write-in voters*
	2	**Secure** the necessary signatures on the outside of each ballot bag



BALLOT CONTAINER CERTFICATE
For Regular and Irregular Ballots

00110293

We, the undersigned election inspectors, certify that we the sealed ballots and other election records required by Wis. Stat. § 7.51(3)(a), (c), and (5),

November 3, 2020 – Milwaukee County
City of Milwaukee
A.D. 1 – **ALL WARDS**
Bag/Tie No. _____

of _____ , _____ County, State of Wisconsin from the

_____ , _____ in this container for delivery to the municipal clerk.

The tamper-evident seal used to secure this container is numbered: _____ . Wis. Admin. Code Section GAB 5.01(2)
This bag is number _____ of _____ bags.
(Please complete if more than one bag is required.

Instructions for signing this Certification

…(*The*) ballots … shall be secured (*sealed in this ballot bag*) by the chief inspector, and, **if available**, on other inspector whose party affiliation is different from the chief inspector's party affiliation … Wis. Stat. § 7.51(3)(a). *An inspector is "unaffiliated" unless his name or her name was submitted as an inspector nominee by one of the two dominant parties in the county (generally, the Democratic and Republican Parties).*

1. **If all inspectors are unaffiliated**, the Chief Inspector (CI) and any other inspector must sign the certification.
2. **If there is a mix of unaffiliated and affiliated inspectors**:
   a. If the CI is affiliated, the CI and an inspector affiliated with the other party must sign this certification, **if available.** Otherwise the CI and an unaffiliated inspector must sign this certification.
   b. If the CI is unaffiliated, the CI and an affiliated inspector must sign this certification If the inspectors from both parties are present, the CI and one inspector from each party should sign the certification.

Certification

_____ ☐ Unaffiliated ☐ Affiliated _____
Signature of Chief Inspector — If affiliated, indicate party.

_____ ☐ Unaffiliated ☐ Affiliated _____
Signature of Inspector — If affiliated, indicate party.

_____ _____
Signature of inspector (only required in the case of 2.b. above) — Party

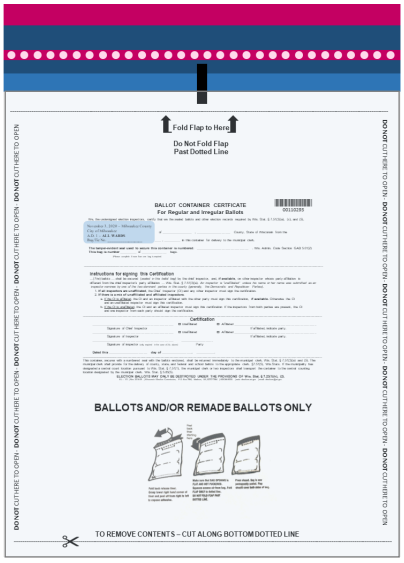
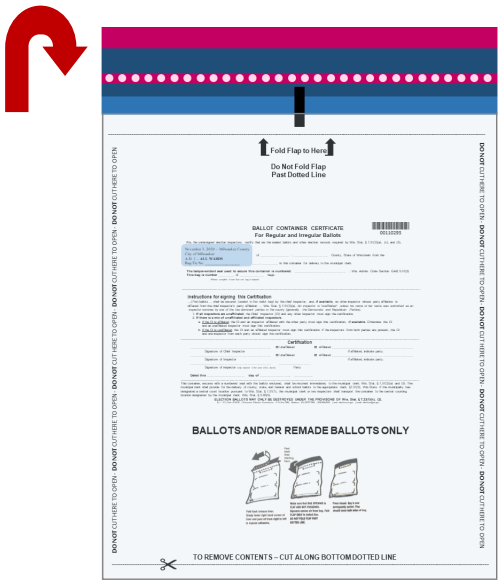
Dated this _____ **day of** _____, _____.

This container, secures with a numbered seal with the ballots enclosed, shall be returned immediately to the municipal clerk. Wis. Stat. § 7.51(3)(a) and (5). The municipal clerk shall provide for the delivery of county, state, and federal and school ballots to the appropriate clerk. §7.51(5), Wis.Stats. If the municipality has designated a central count location pursuant to Wis. Stat. § 7.51(1), the municipal clerk or two inspectors shall transport the container to the central counting location designated by the municipal clerk. Wis. Stat. § 5.85(5).

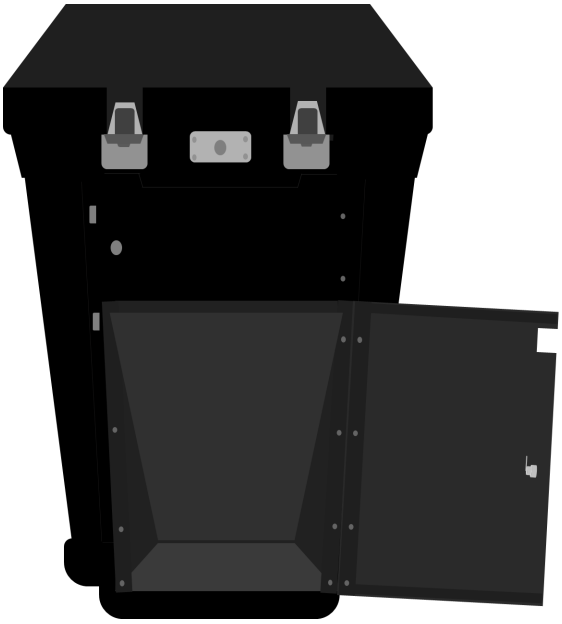
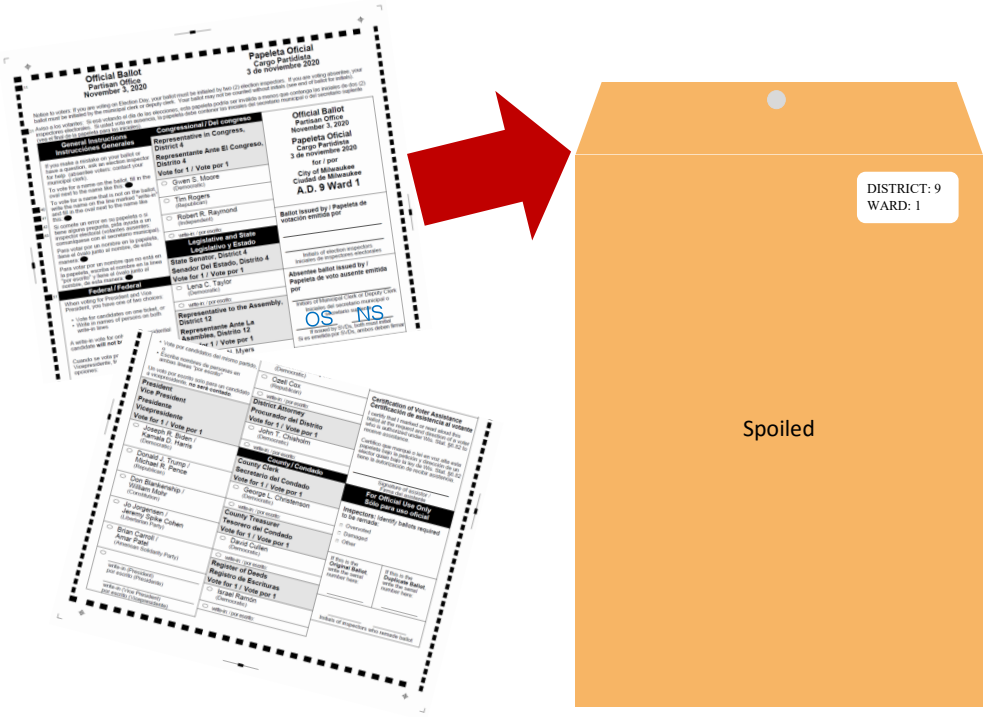
ELECTION BALLOTS MAY ONLY BE DESTROYED UNDER THE PROVISONS OF Wis. Stat. § 7.23(1)(h), (2).

EL – 101 | Rev. 2016-09 | Wisconsin Election Commission, P.O. Box 7984, Madison, WI, 53707-7984 | 608-266-8005 | web: elections.wi.gov | email: elections@wi.gov.

Sort & Pack The Ballots

	3	**Place** all *voted* ballots (including write-in ballots, but not including provisional ballots into the clear ballot bag) 
	4	**Seal** the ballot bag using the plastic, blue seal that is attached to the ballot bag 

Sort & Pack The Ballots

	5	**All** unused ballots should be placed back inside the main compartment of the DS200 cabinet 
	6	**All** pre-initialed, but not used must be torn in half and placed in the Spoiled Ballot Envelope 

Number List

Use this form to assist with reconcilng your VOTER NUMBERS

Voter #	Page # or EDR	Voter #	Page # or EDR	Voter #	Page # or EDR	Voter #	Page # or EDR	Voter #	Page # or EDR	Voter #	Page # or EDR	Voter #	Page # or EDR	Voter #	Page # or EDR	Voter #	Page # or EDR	Voter #	Page # or EDR
1		51		101		151		201		251		301		351		401		451	
2		52		102		152		202		252		302		352		402		452	
3		53		103		153		203		253		303		353		403		453	
4		54		104		154		204		254		304		354		404		454	
5		55		105		155		205		255		305		355		405		455	
6		56		106		156		206		256		306		356		406		456	
7		57		107		157		207		257		307		357		407		457	
8		58		108		158		208		258		308		358		408		458	
9		59		109		159		209		259		309		359		409		459	
10		60		110		160		210		260		310		360		410		460	
11		61		111		161		211		261		311		361		411		461	
12		62		112		162		212		262		312		362		412		462	
13		63		113		163		213		263		313		363		413		463	
14		64		114		164		214		264		314		364		414		464	
15		65		115		165		215		265		315		365		415		465	
16		66		116		166		216		266		316		366		416		466	
17		67		117		167		217		267		317		367		417		467	
18		68		118		168		218		268		318		368		418		468	
19		69		119		169		219		269		319		369		419		469	
20		70		120		170		220		270		320		370		420		470	
21		71		121		171		221		271		321		371		421		471	
22		72		122		172		222		272		322		372		422		472	
23		73		123		173		223		273		323		373		423		473	
24		74		124		174		224		274		324		374		424		474	
25		75		125		175		225		275		325		375		425		475	
26		76		126		176		226		276		326		376		426		476	
27		77		127		177		227		277		327		377		427		477	
28		78		128		178		228		278		328		378		428		478	
29		79		129		179		229		279		329		379		429		479	
30		80		130		180		230		280		330		380		430		480	
31		81		131		181		231		281		331		381		431		481	
32		82		132		182		232		282		332		382		432		482	
33		83		133		183		233		283		333		383		433		483	
34		84		134		184		234		284		334		384		434		484	
35		85		135		185		235		285		335		385		435		485	
36		86		136		186		236		286		336		386		436		486	
37		87		137		187		237		287		337		387		437		487	
38		88		138		188		238		288		338		388		438		488	
39		89		139		189		239		289		339		389		439		489	
40		90		140		190		240		290		340		390		440		490	
41		91		141		191		241		291		341		391		441		491	
42		92		142		192		242		292		342		392		442		492	
43		93		143		193		243		293		343		393		443		493	
44		94		144		194		244		294		344		394		444		494	
45		95		145		195		245		295		345		395		445		495	
46		96		146		196		246		296		346		396		446		496	
47		97		147		197		247		297		347		397		447		497	
48		98		148		198		248		298		348		398		448		498	
49		99		149		199		249		299		349		399		449		499	
50		100		150		200		250		300		350		400		450		500	

Poll Book Certification Page

Closing The Voting Site

Election: 2020 FALL GENERAL - 3 Nov 2020 WI_PL_ELE-LN

District(s): Ward 1

CITY OF MILWAUKEE - MILWAUKEE COUNTY **FIREHOUSE ENGINE 38**

Certification of Administrator

I certify that the attached list is a truce and complete registration list of the municipality or the ward of the wards for which the list is prepared.

Megan Wolfe

Wisconsin Elections Commission Administrator

Certification

We certify that the attached contains all the names of the persons voting at the election held on, November 3, 2020, and that it contains all the information about the electors required by law. We further certify that this list true, correct, and complete.

Total Number of Voters Printed on the Poll List: 785

Last Voter Number: _____

Page Number of Last Voter: _____

Number of Absentee Electors: _____

Election Inspector Signatures

1. _____
Chief Inspector
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
Election Inspectors

The information on this form is required by ss.6.79(1m)(4)(6). 6.82(1)(a).2(d).6.88(3)(a). Stats.

EL-107 (WisVote2016)

Form 2: Election Day Reconciliation Report

Closing The Voting Site

FORM # 2

Attach Last Voter # Here
(Last Pink Slip)

City of Milwaukee Election Commission
Election Day Voter Reconciliation Report - Supplemental GAB-104
November 3, 2020 - FALL GENERAL

ATTACH YOUR LAST VOTER NUMBER (PINK SLIP) TO THE UPPER RIGHT CORNER OF THIS FORM.

THIS FORM MUST BE COMPLETED FOR EACH WARD.

Name of Voting Site: **Firehouse Engine 38**

District: 9 **Ward: 1** **Machine # 125**

Section A. Voter Number

A1. What was the last assigned voter number (last pink slip) for this ward? _____

Section B. Total Voters

B1. Count the number of voters in the poll book who were issued ballots / voter numbers. How many? _____

B2. Count the number of people who completed an Election Day registration and voted. How many?

B3. If any, count the number of Late Registered Voters? (Green certificate submitted for this ward) _____

Total (Add B1 and B2 and B3 together) _____

Section C. DS200

C1. What is the number of ballots cast for this ward is printed on the voting machine tape? _____

The TOTAL in the shaded boxes listed in the sections A, B, and C should be equal. If they are not can you provide an explanation for the difference? IF NOT, WRITE "NO EXPLANATION."

_____

_____

_____

_____

Chief Inspector Signature: _____

Reconcile The Poll Books

Follow the steps on this checklist to reconcile the poll books

Check the box next to the item as it is completed.

Check	Step #	Task to complete:
	1	A. **Conduct** a page-by-page comparison of each poll book to ensure that both poll books for each Ward are identical at the end of the night B. **Count** the total number of voters assigned in each poll book **(the number must equal the other)** C. **Use** the number list in the Supply Envelope to cross off the number of voters **Any discrepancies must be recorded on the GAB-104*

Ballot, Ward District	Voter Reg & Barcode	Name and Address	Voter #	Voter Signature
		Names beginning with the letter [W]		
BS 01 WD-145	0009914473	**Wilson, Ruby J**		Ruby J Wilson 1
41251-145-3619-1 AL-09 CG-04 3619 TC-01 AS-12	0009914479993	584A N 15TH ST UPPR MILWAUKEE, WI 53206	45	Ruby J Wilson 1
Notes:				

Receiver 1

Ballot, Ward District	Voter Reg & Barcode	Name and Address	Voter #	Voter Signature
		Names beginning with the letter [W]		
BS 01 WD-145	0009914473	**Wilson, Ruby J**		Ruby J Wilson 1
41251-145-3619-1 AL-09 CG-04 3619 TC-01 AS-12	0009914479993	584A N 15TH ST UPPR MILWAUKEE, WI 53206	45	1
Notes:				

Receiver 2

Use this form to assist with reconcilng your VOTER NUMBERS

Voter #	Page # or EDR	Voter #	Page # or EDR	Voter #	Page # or EDR	Voter #	Page # or EDR	Voter #	Page # or EDR	Voter #	Page # or EDR	Voter #	Page # or EDR	Voter #	Page # or EDR	Voter #	Page # or EDR	Voter #	Page # or EDR
1		51		101		151		201		251		301		351		401		451	
X 2		52		102		152		202		252		302		352		402		452	
X 3		53		103		153		203		253		303		353		403		453	
X 4		54		104		154		204		254		304		354		404		454	
X 5		55		105		155		205		255		305		355		405		455	
X 6		56		106		156		206		256		306		356		406		456	
X 7		57		107		157		207		257		307		357		407		457	
X 8		58		108		158		208		258		308		358		408		458	
X 9		59		109		159		209		259		309		359		409		459	
X 10		60		110		160		210		260		310		360		410		460	
X 11		61		111		161		211		261		311		361		411		461	
X 12		62		112		162		212		262		312		362		412		462	
X 13		63		113		163		213		263		313		363		413		463	
X 14		64		114		164		214		264		314		364		414		464	
X 15		65		115		165		215		265		315		365		415		465	
X 16		66		116		166		216		266		316		366		416		466	
X 17		67		117		167		217		267		317		367		417		467	
X 18		68		118		168		218		268		318		368		418		468	
X 19		69		119		169		219		269		319		369		419		469	
X 20		70		120		170		220		270		320		370		420		470	
X 21		71		121		171		221		271		321		371		421		471	
X 22		72		122		172		222		272		322		372		422		472	
X 23		73		123		173		223		273		323		373		423		473	
X 24		74		124		174		224		274		324		374		424		474	
X 25		75		125		175		225		275		325		375		425		475	
X 26		76		126		176		226		276		326		376		426		476	
X 27		77		127		177		227		277		327		377		427		477	
X 28		78		128		178		228		278		328		378		428		478	
X 29		79		129		179		229		279		329		379		429		479	
X 30		80		130		180		230		280		330		380		430		480	
X 31		81		131		181		231		281		331		381		431		481	
X 32		82		132		182		232		282		332		382		432		482	
X 33		83		133		183		233		283		333		383		433		483	
X 34		84		134		184		234		284		334		384		434		484	
X 35		85		135		185		235		285		335		385		435		485	
X 36		86		136		186		236		286		336		386		436		486	
X 37		87		137		187		237		287		337		387		437		487	
X 38		88		138		188		238		288		338		388		438		488	
39		89		139		189		239		289		339		389		439		489	
40		90		140		190		240		290		340		390		440		490	
41		91		141		191		241		291		341		391		441		491	
42		92		142		192		242		292		342		392		442		492	
43		93		143		193		243		293		343		393		443		493	
44		94		144		194		244		294		344		394		444		494	
45		95		145		195		245		295		345		395		445		495	
46		96		146		196		246		296		346		396		446		496	
47		97		147		197		247		297		347		397		447		497	
48		98		148		198		248		298		348		398		448		498	
49		99		149		199		249		299		349		399		449		499	
50		100		150		200		250		300		350		400		450		500	

Reconcile The Poll Books

2

Mark the page where the **last voter number** appears in the poll book on the Election Day Registration Voter List with a post-it note from the Supply Envelope

Ballot, Ward District	Voter Reg & Barcode	Name and Address	Voter #	Voter Signature
		Names beginning with the letter [W]		
BS 01 WD-145	0009914473	Wilson, Ruby J		Ruby J Wilson
41251-145-3619-1 AL-09 CG-04 3619 TC-01 AS-12	0009914479993	584A N 15TH ST UPPR MILWAUKEE, WI 53206	45	Ruby J Wilson
Notes:				

Receiver 1

O
S
45

Ballot, Ward District	Voter Reg & Barcode	Name and Address	Voter #	Voter Signature
		Names beginning with the letter [W]		
BS 01 WD-145	0009914473	Wilson, Ruby J		Ruby J Wilson
41251-145-3619-1 AL-09 CG-04 3619 TC-01 AS-12	0009914479993	584A N 15TH ST UPPR MILWAUKEE, WI 53206	45	
Notes:				

Receiver 2

1 Ruby J Wilson 1

3

Complete the Certification Statement on the first page of the poll book

**Verify that the las voter number has been recorded on the Certification Page*

** All Election Inspectors working with the poll book including, those covering breaks and lunches have signed the Certification Statement*

Election: 2020 FALL GENERAL - 3 Nov 2020 WI_PL_ELE-LN

District(s): Ward 1

CITY OF MILWAUKEE - MILWAUKEE COUNTY **FIREHOUSE ENGINE 38**

Certification of Administrator

I certify that the attached list is a truce and complete registration list of the municipality or the ward of the wards for which the list is prepared.

Megan Wolfe

Wisconsin Elections Commission Administrator

Certification

We certify that the attached contains all the names of the persons voting at the election held on, November 3, 2020, and that it contains all the information about the electors required by law. We further certify that this list true, correct, and complete.

Total Number of Voters Printed on the Poll List: 785

Last Voter Number: 45

Page Number of Last Voter: 66

Number of Absentee Electors: 0

Election Inspector Signatures

1. Chief Inspector
2. Chief Inspector
3. Election Inspector
4. Election Inspector
5. Election Inspector
6.
7.

Election Inspectors

The information on this form is required by ss.6.79(1m)(4)(6). 6.82(1)(a).2(d).6.88(3)(a). Stats.

EL-107 (WisVote2016

Reconcile The Poll Books

4

Complete the Election Day Reconciliation Form

Ald District 9 Ward 1
Voter Number: 45
VOTER: Please give this number to the Machine Attendant when you insert your ballot.
Election Inspector Election Inspector
Certified: Initials of Election Inspectors on LAST VOTER NUMBER (only).

Att
(La

FORM # 2

City of Milwaukee Election Commission
Election Day Voter Reconciliation Report - Supplemental GAB-104
November 3, 2020 - FALL GENERAL

ATTACH YOUR LAST VOTER NUMBER (PINK SLIP) TO THE UPPER RIGHT CORNER OF THIS FORM.

THIS FORM MUST BE COMPLETED FOR EACH WARD.

Name of Voting Site: **Firehouse Engine 38**

District: 9 **Ward: 1** **Machine # 125**

Section A. Voter Number

A1. **What was the last assigned voter number (last pink slip) for this ward?** 45

Section B. Total Voters

B1. **Count the number of voters in the poll book who were issued ballots / voter numbers. How many?** 45

B2. **Count the number of people who completed an Election Day registration and voted. How many?**

B3. **If any, count the number of Late Registered Voters? (Green certificate submitted for this ward)** _____

Total (Add B1 and B2 and B3 together) 45

Section C. DS200

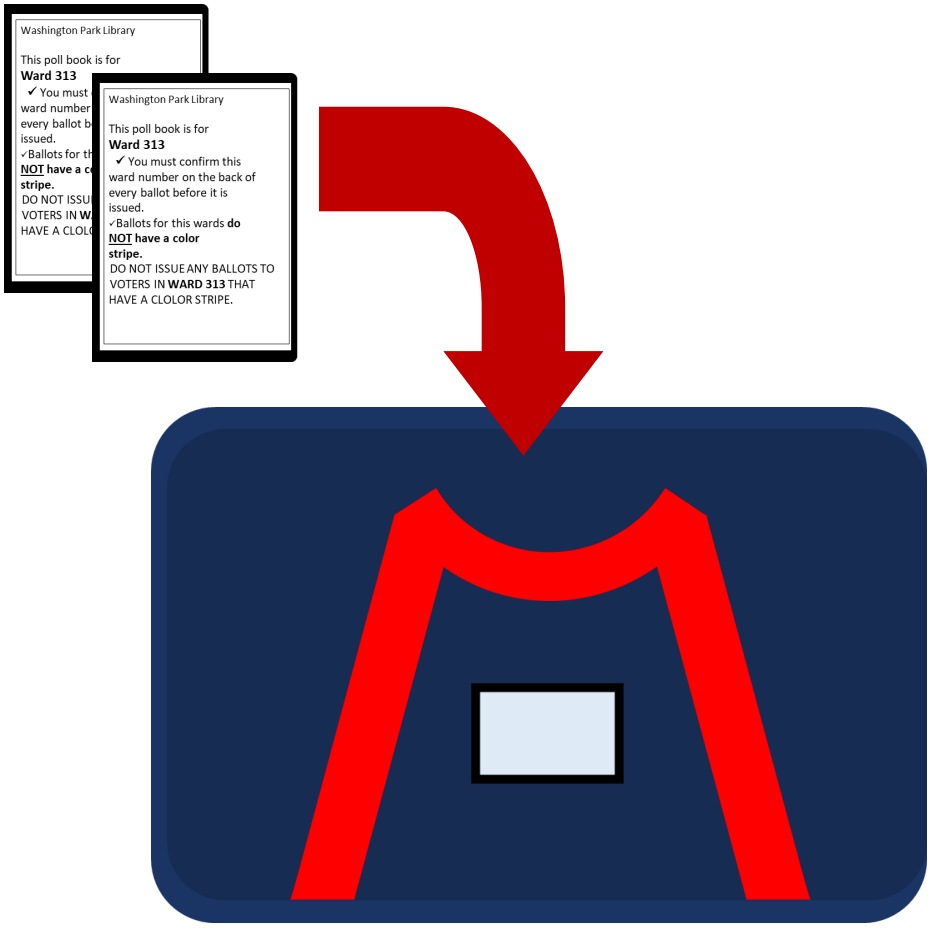
C1. **What is the number of ballots cast for this ward is printed on the voting machine tape?** 45

The TOTAL in the shaded boxes listed in the sections A, B, and C should be equal. If they are not can you provide an explanation for the difference? IF NOT, WRITE "NO EXPLANATION."

_____

Chief Inspector Signature: Chief Inspector

Reconcile The Poll Books

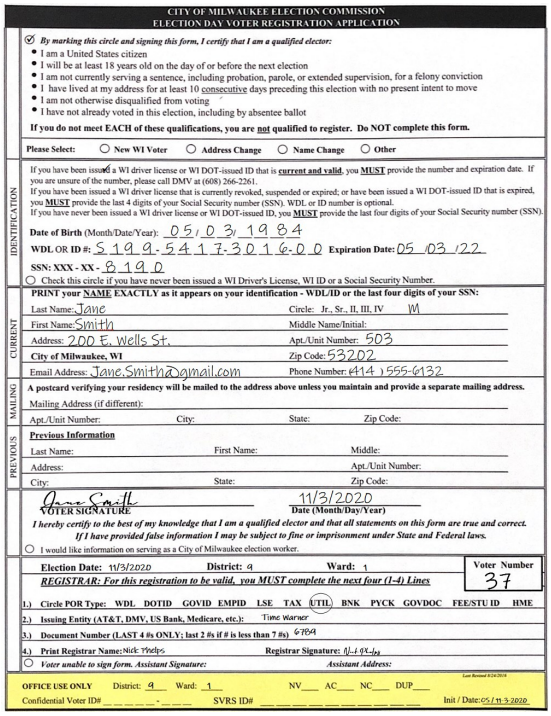
	5	**Remove** the alphabet tabs from the poll lists and return them to the carrier envelope
	6	**Once** reviewed both poll lists should remain in the black binder and be packed inside the blue canvas closing bag for each individual ward 

Completed EDR Applications

Follow the steps on this checklist to secure all completed EDR Applications

Check the box next to the item as it is completed.

Check	Step #	Task to complete:
	2	**Complete** a final review of all Election Day Registration Applications for legibility, completeness, including Registrar's signature
	3	**Confirm** that all Election Day Registration Applications have logged on the Election Day Registered Voter List
	4	**Inform** the Chief Inspector of the total number of Election Day Registrations



CITY OF MILWAUKEE ELECTION COMMISSION
ELECTION DAY VOTER REGISTRATION APPLICATION

☑ *By marking this circle and signing this form, I certify that I am a qualified elector:*

- I am a United States citizen
- I will be at least 18 years old on the day of or before the next election
- I am not currently serving a sentence, including probation, parole, or extended supervision, for a felony conviction
- I have lived at my address for at least 10 consecutive days preceding this election with no present intent to move
- I am not otherwise disqualified from voting
- I have not already voted in this election, including by absentee ballot

If you do not meet EACH of these qualifications, you are not qualified to register. Do NOT complete this form.

Please Select: ○ New WI Voter ○ Address Change ○ Name Change ○ Other

IDENTIFICATION

If you have been issued a WI driver license or WI DOT-issued ID that is **current and valid**, you **MUST** provide the number and expiration date. If you are unsure of the number, please call DMV at (608) 266-2261.
If you have been issued a WI driver license that is currently revoked, suspended or expired; or have been issued a WI DOT-issued ID that is expired, you **MUST** provide the last 4 digits of your Social Security number (SSN). WDL or ID number is optional.
If you have never been issued a WI driver license or WI DOT-issued ID, you **MUST** provide the last four digits of your Social Security number (SSN).

Date of Birth (Month/Date/Year): 05/03/1984
WDL OR ID #: S199-5417-3016-00 **Expiration Date:** 05/03/22
SSN: XXX - XX - 8190

○ Check this circle if you have never been issued a WI Driver's License, WI ID or a Social Security Number.

CURRENT

PRINT your NAME EXACTLY as it appears on your identification - WDL/ID or the last four digits of your SSN:

Last Name: Jane Circle: Jr., Sr., II, III, IV M
First Name: Smith Middle Name/Initial:
Address: 200 E. Wells St. Apt./Unit Number: 503
City of Milwaukee, WI Zip Code: 53202
Email Address: Jane.Smith@gmail.com Phone Number: (414) 555-6132

MAILING

A postcard verifying your residency will be mailed to the address above unless you maintain and provide a separate mailing address.

Mailing Address (if different):
Apt./Unit Number: City: State: Zip Code:

PREVIOUS

Previous Information

Last Name: First Name: Middle:
Address: Apt./Unit Number:
City: State: Zip Code:

Jane Smith
VOTER SIGNATURE

11/3/2020
Date (Month/Day/Year)

I hereby certify to the best of my knowledge that I am a qualified elector and 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.

○ I would like information on serving as a City of Milwaukee election worker.

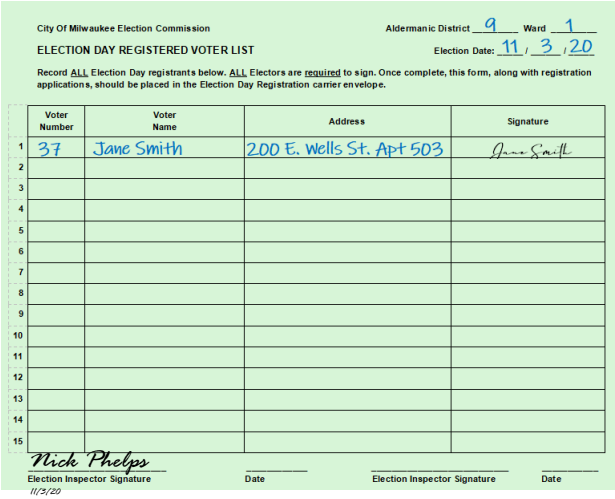
Election Date: 11/3/2020 **District:** 9 **Ward:** 1 **Voter Number** 37

REGISTRAR: For this registration to be valid, you MUST complete the next four (1-4) Lines

1.) **Circle POR Type:** WDL DOTID GOVID EMPID LSE TAX (UTIL) BNK PYCK GOVDOC FEE/STU ID HME
2.) **Issuing Entity (AT&T, DMV, US Bank, Medicare, etc.):** Time Warner
3.) **Document Number (LAST 4 #s ONLY; last 2 #s if # is less than 7 #s)** 6789
4.) **Print Registrar Name:** Nick Phelps **Registrar Signature:** Nick Phelps
○ ***Voter unable to sign form. Assistant Signature:*** ***Assistant Address:***

Last Revised 8/24/2016

OFFICE USE ONLY District: 9 Ward: 1 NV___ AC___ NC___ DUP___
Confidential Voter ID# ___ ___ ___ ___ - ___ ___ SVRS ID# ___ ___ ___ ___ ___ ___ ___ ___ ___ Init / Date: 05/11-3-2020



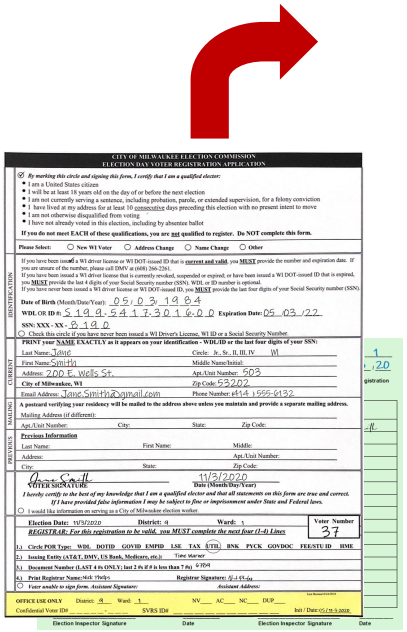
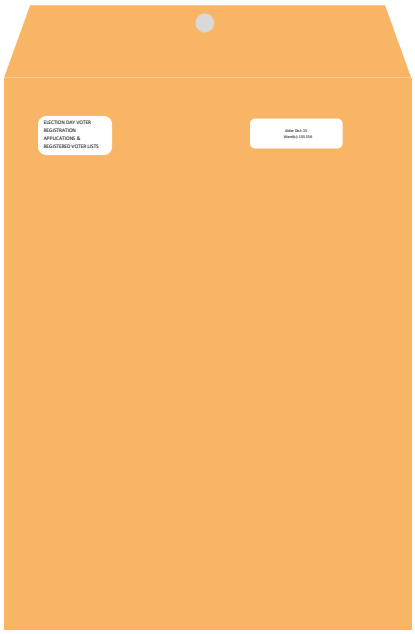
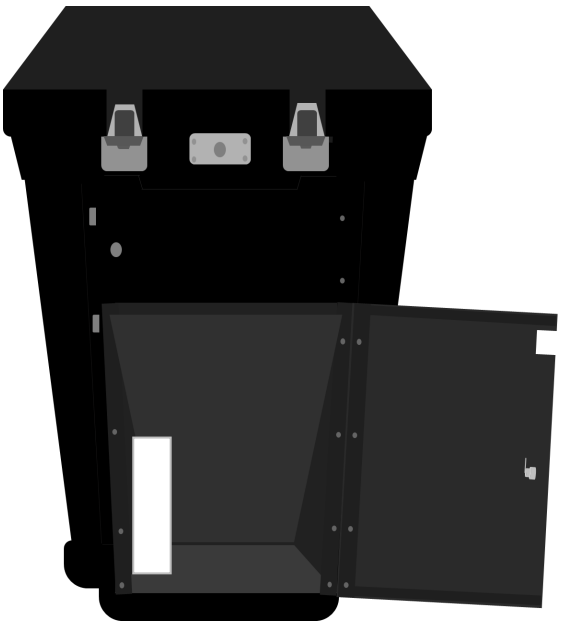
City Of Milwaukee Election Commission Aldermanic District 9 Ward 1
ELECTION DAY REGISTERED VOTER LIST Election Date: 11 / 3 / 20

Record ALL Election Day registrants below. ALL Electors are required to sign. Once complete, this form, along with registration applications, should be placed in the Election Day Registration carrier envelope.

	Voter Number	Voter Name	Address	Signature
1	37	Jane Smith	200 E. Wells St. Apt 503	Jane Smith
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				

Nick Phelps — Election Inspector Signature — Date 11/3/20
Election Inspector Signature — Date

Completed EDR Applications

5		**Place** all completed applications and Election Day Registered Voter List inside the Election Day Registration Envelope Give this envelope to the Chief Inspector  
6		**Place** unused registration applications and all other registration supplies neatly back inside the registration supply box and return to voting machine cabinet 

Required Signatures Checklist

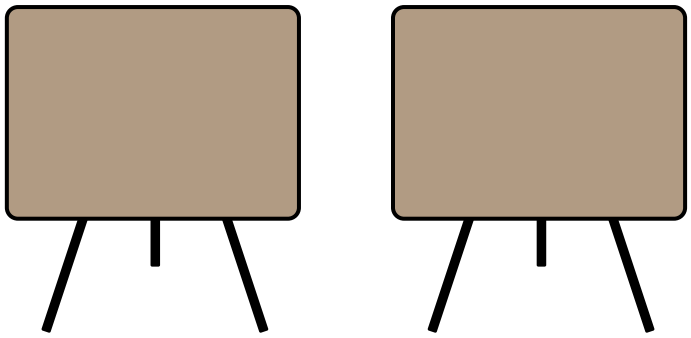
Sign all required election documents and certifications
Check off each document and certification

Document / Certification	Signed?
Election Inspector Official Oath	☐
GAB-104	☐
Opening DS200 tape (for each Ward if more than one)	☐
BOTH closing DS200 tapes (for each Ward if more than one)	☐
Payroll Data Sheet	☐
Ballot Bag(s) Certification Statement	☐
Provisional Ballots Carrier Envelope (if any were issued)	☐
Two Receivers sign the Certification Page (first page of each voter list)	☐
Two Receivers initial the last voter number (pink slip) from their assigned Ward	☐
Registrars sign their respective Voter Registration Applications	☐
Election Day Registered Voter List	☐

Repacking Voting Site Supplies

Follow the steps on this checklist to repack voting site supplies

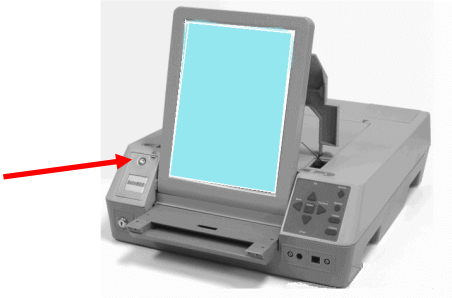
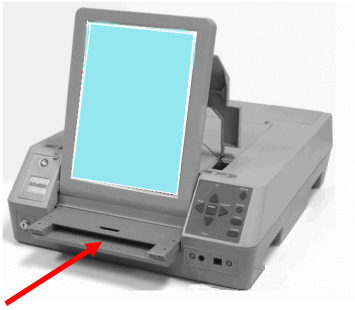
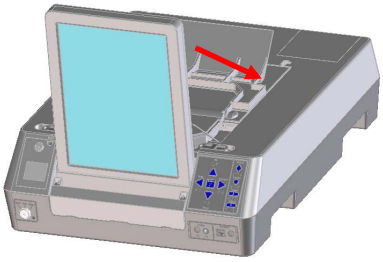
Check the box next to the item as it is completed.

Check	Step #	Task to complete:
	1	**Organize** and repack the supply box with all unused supplies
	2	**Remove** all signs and postings from the bulletin boards and around the building 
	3	**Return** the supply box to the ballot compartment of the DS200
	4	**Pack** all extension cords inside the DS200
	5	**Disassemble** the voting booths **Tables** and chairs can be left assembled

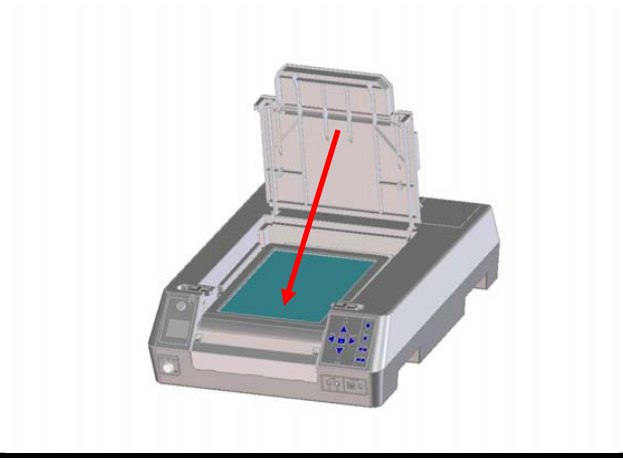
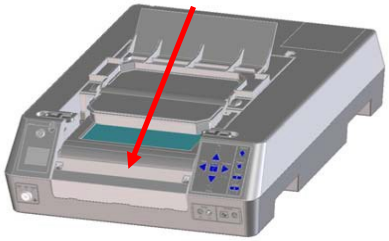
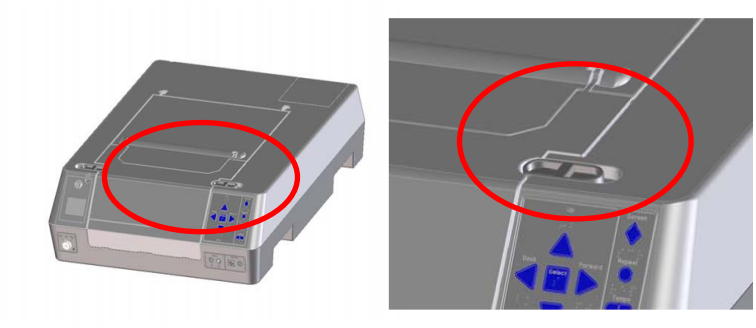
Closing The AutoMark

Follow the steps on this checklist to close the AutoMark

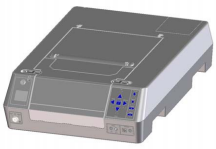
Check the box next to the item as it is completed.

Check	Step #	Task to complete:
	1	A. **Insert** the round, gold-plated key ("Illinois" is printed on the face of the key) into the on/off key slot next to the ballot tray. B. **Switch** the key slot to "OFF" C. **Remove** the key once the machine has been turned Off. 
	2	A. **Allow** approximately two (2) minutes for the machine to shutdown B. **Locate** the ballot feed tray on the front bottom of the machine C. **Raise** the tray into position D. **Push** the tray away from you 
	3	**Lower** the LCD screen, and open the lid behind, leaving the front lid rotated back. 

Closing The AutoMark

	4	**Rotate** the lid assembly to horizontal 
	5	Once the latches have been closed, lower the front lid flap down and forward so that it rests on the bottom of the back lid 
	6	A. **Locate** the latches to the lid on the top, front of the machine B. **Slide** the latches away the outer edges to close the front lid 

Closing The AutoMark

	7	**Unplug** the power the outlet , remove the power cord from the back of the AutoMARK
	8	A. **Put** the AutoMARK (machine) into the carrying case NOTE: The AutoMARK weighs approximately 40 pounds and will require the support of at least two (2) people to lift B. **Put** the power cord and ear phones from the front storage compartments in the carrying case 
	9	**Disassemble** the AutoMARK table (repacked in a gray cardboard box) A. **Remove** the four legs from the table top

Form 3: Tally Sheet For Write In Votes

Front

City of Milwaukee Election Commission	Write-In Votes Tally Sheet	November 3, 2020 Fall General		
Site:		District:	Ward:	

1. Review the list of REGISTERED WRITE-IN CANDIDATES
2. Review ballots in the write-in bin and main bin for REGISTERED CANDIDATE write-in votes. Separate these ballots.
3. Record any votes for REGISTERED WRITE-IN CANDIDATES. Do not record any other write-in votes, including blanks write-ins.
4. In the Partisan Primary, you must record the political party affiliation (determined by which party ballot received the vote) of the write-in candidate.
5. Mark a "hash" or "tally" mark for each vote the registered candidate receives in each specific contest.
6. Total the tally marks once all write-in votes have been recorded.
7. Write "NONE" on this form if there were no write-in votes for REGISTERED WRITE-IN CANDIDATES cast for any of the contests on the ballot.
8. Once complete, place the write-in ballots with REGISTERED CANDIDATES in the correct ward's ballot bag - and this form in the **closing check-list envelope**

EXAMPLE: Office/Contest Title	*Political Party*	*Write-In Name*	*Tally*	*Total*
State Rep, District 24	*WIG*	*Mickey Mouse*	*///*	*3*
Governor				
REGISTERED WRITE-IN: Steve R. Evans	**Republican Party**			
Lieutenant Governor				
Attorney General				
Secretary of State				
State Treasurer				

See Reverse Side for Additional Contests

Back

Office/Contest Title	*Political Party*	*Write-In Name*	*Tally*	*Total*
U.S. Senator				
U.S. Congress District 4				
State Senator, District _____				
(Be sure to complete the district #)				
Rep. to Assembly, Dist. _____				
(Be sure to complete the district #)				
Sheriff				
Clerk of Circuit Court				
Special Primary: County Treasurer				

We hereby certify that the forgoing statement is in all respects correct. (Inspector / Chief Inspector Signatures)

_____ _____ _____

_____ _____ _____

Chief Inspector Signature

Processing Write In Votes

Write-in Votes

**The write-in votes must be submitted for every ward*

- **Tally only *registered* write-in votes** on the Write-In Tally Sheet
  See page 181

- The Election Commission will provide a list of any registered write-on candidates for the ward with the following information:
  - Office/contest titles are pre-printed on the form for every election
  - There are no "party designations" in the spring election cycle
  - Write the name of the candidate as written on the ballot for each contest
    - Use hash-marks to tally multiple votes for the same candidate in the same contest
    - Record "blank" if the write-in arrow was connected, but no candidate name was recorded
  - Total the number of hash-marks for each candidate in each contest
  - Secure all necessary signatures, including the Chief Inspector's, at the bottom of the form

Note:
Situations where a voter has:

- Voted for a candidate written on the ballot (by completing the oval), but has also written a candidate name into the same contest
  - The write-in vote should be recorded on the Write-In Tally Sheet and the incident, including the name of the voted printed candidate, should be recorded on the GAB-104

- Selected "Straight Party" or a political party under "Party Preference" and has also written a candidate name into one of the contests
  - The write-in vote should be recorded on the Write-In Tally Sheet and the incident, including the name of the marked printed candidate, should be recorded on the GAB-104

Processing Write In Votes

Write-in Votes

Following are several examples of when and when not to count write-in votes.

Election Inspectors must also remember that all write-in votes cast for any person at the election must be listed on the tally sheet, regardless of whether or not the person is a registered write-in candidate.

The examples of when and when not to count write-in votes follow in the next pages, but are not limited to, general situations for all elections. In addition to these situations, there are special considerations when counting write-in votes at the general election and at a partisan primary.

Circumstance	Tallying
One or more candidates listed on the ballot for an office in a given party	Tally votes only for registered write-in candidates.
One or more candidates on the ballot for an office in a given party, but one or more	Tally all write-in votes.
No candidates on the ballot for an office in a given party	Tally all write-in votes.

Processing Write In Votes

Count Write-in Votes When:

1. The name of the person is misspelled, abbreviated (including only the last name), or contains a wrong initial or an initial is omitted but the intent of the voter can be reasonably determined.

2. An “X’ or other mark is omitted. An “X” or any other mark is not required in order to cast a write-in vote.

3. A sticker contains only the name of a person and is placed on a ballot. The vote is counted for the person named for the office listed in the space where the sticker is placed.

4. A sticker contains only the name of a person and is placed in the margin. Voter intent must be determined. If the person named on the sticker has filed a campaign registration statement indicating the office sought, the vote should be counted for the person named on the sticker for the office.

5. A sticker contains the name and the office the person is seeking and is placed on the face of the ballot other than in a particular office space. This vote is counted for the person for the office listed on the sticker.

6. A sticker containing the name of a candidate and the office sought is placed under a different office than the one indicated on the sticker. The vote counts for the person named on the sticker for the office under which the sticker is placed.

7. The instructions to voters are "Vote for one (1)," and the voter makes an “X” or other mark in the box next to a name that is printed on the ballot and also writes in another person's name for the same office. Only the write-in vote is counted. *This is not an overvoted ballot*.

8. The instructions to voters are "Vote for not more than two", and the voter makes an “X” or other mark in the box next to two names that are printed on the ballot and also writes in another person's name. Only the write-in vote is counted. *This is not an overvoted ballot*.

9. In a nonpartisan election (February or April), a candidate’s name is printed on the ballot for an office and the voter writes in that candidate for another office. The vote is counted for the office where the write-in occurs.

10. The name of a person, who has filed a campaign registration statement indicating the office sought, is written in under an office other than the one indicated on the campaign registration statement. The vote counts for the person for the office where the name is written.

Processing Write In Votes

DO NOT Count Write-in Votes When:

1. A name is misspelled or abbreviated and the intent of the voter cannot be reasonably determined.

2. A write-in sticker is placed on the endorsement (back) side of the ballot.

3. A write-in sticker is found in the ballot box and is not attached to any ballot.

4. The instructions on the ballot are “Vote for one” and the name of more than one person has been written in for a single office. This is an over-vote and no votes are counted for that office.

5. The instructions on the ballot are “Vote for one” and the name of more than one person has been written in and a vote has also been cast for a candidate whose name is printed on the ballot for the same office. This is an over-vote and no votes are counted for that office.

6. In the general election (November), when a candidate’s name is printed on the ballot for an office and the voter writes in that candidate’s name for a different office.

Closing Checklist

CLOSING CHECKLIST ENVELOPE NOVEMBER 3, 2020 – FALL GENERAL
DIST: 9 WARD: 5 MACHINE # 2
POLLING LOCATION NAME: Northwest YMCA

- ✓ Complete one checklist for each ward.
- ✓ **In the order listed below**, please place **FORM #s1-9** into this envelope.
  - Be sure that all forms and envelopes are complete.
  - Write "NONE" on any forms where there is no information to record.
  - Place this envelope in the BLUE CANVAS BAG.
- ✓ Items not listed below should be returned to the DS200 storage.

FORM numbers appear in the top left corner of the required forms: **Chief Initials**

#1 Chief Inspector Statement - GAB-104 – MUST BE COMPLETE _____
#2 Election Day Reconciliation Report Form with pink slip (last voter number) taped to the upper right hand corner _____
#3 Tally Sheet for Write In Votes (yellow) _____
#4 Supplemental Late Registered Voter List and Certificates (all green)
#5 Voter List Corrections Sheet (yellow) _____
#6 Provisional Ballot Reporting Form (only the Report Form) (blue) _____
#7 Wisconsin Election Observer Log _____
#8 Election Inspector Official Oath (yellow) _____
#9 Language Assistance Report Form _____
Challenge Document Forms:

- ○ If any challenges were issued, include completed **Challenge Documentation** in this Closing Checklist Envelope. _____

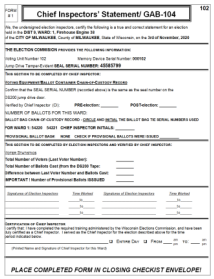
GOLDEN ENVELOPES – place in BLUE CANVAS BAG
#10 Election Day Voter Registration Applications and Election Day Registered Voter List (*If none, write "NONE" across one (1) Election Day Registered Voter List form.* Place completed applications and List in the carrier envelope labeled "Election Day Voter Registration Applications"). _____
#11 DS200 Printer Tape Envelope with the first tape (longer of the two) *(If multiple wards, printer tape should go with lowest ward number. The shorter of the two tapes should go in the pink bubble-wrap envelope.) All wards on both tapes must have election worker signatures.* _____
BLUE ENVELOPE - place in BLUE CANVAS BAG
○ **Provisional Ballots** (*if any completed)* in Blue Envelope. _____

POLL BOOKS – place in BLUE CANVAS BAG
#12 Voter List / Poll Books (Remove alpha tabs and return to alpha tab envelope). Make sure Certification Pages are complete. ***(Do NOT return the Poll Books to the voting machine!)*** _____

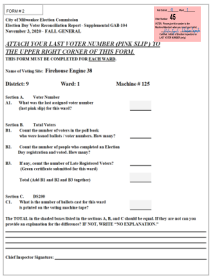
For each ward at the polling site, the Chief Inspector MUST deliver the following THREE (3) items to the designated drop-off site:

1) **The BLUE CANVAS BAG** containing the Closing Checklist, Golden, and Blue Envelopes listed above, the poll books, the **PAYROLL,** keys, and cellphone and charger.
2) **The PINK BUBBLE-WRAP Envelope** with the **FLASH DRIVE** and the second tape (shorter of the two) from the DS200 voting machine.
3) **PLASTIC BALLOT BAGS** containing ALL marked ballots **including Write In ballots**. All ballot bags MUST be secured and labeled. ONLY marked ballots should go in the ballot bag.

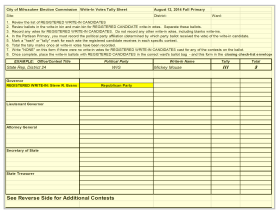
Closing Checklist Envelope



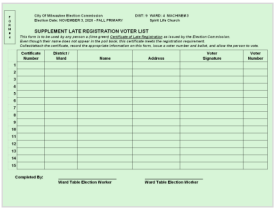
Form 1:
Chief Inspectors' Statement GAB-104



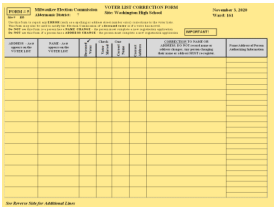
Form 2:
Election Day Voter Reconciliation Report



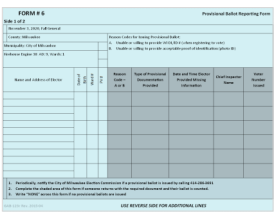
Form 3:
Tally Sheet for Write In Votes



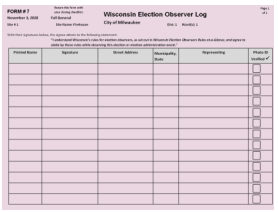
Form 4:
Supplemental Late Registered Voter Form



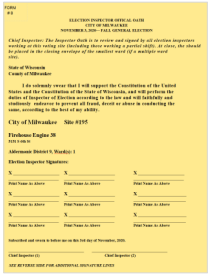
Form 5:
Voter List Correction Form



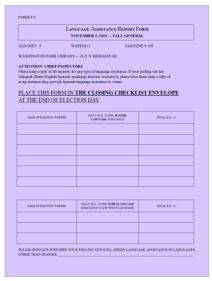
Form 6:
Provisional Ballot Reporting Form



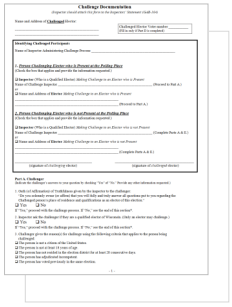
Form 7:
Wisconsin Election Observer Log



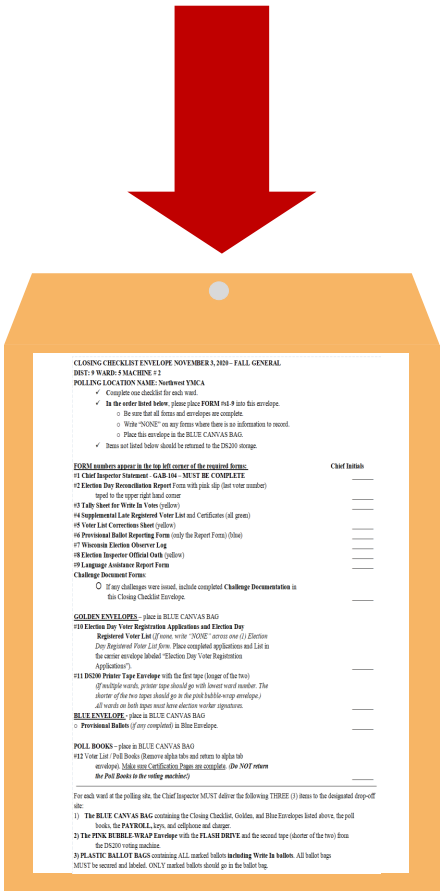
Form 8:
Election Inspector Official Oath



Form 9:
Language Assistance Form



Challenge Document Forms
(English & Spanish)



CLOSING CHECKLIST ENVELOPE NOVEMBER 3, 2020 – FALL GENERAL
DIST: 9 WARD: 5 MACHINE # 2
POLLING LOCATION NAME: Northwest YMCA

- ✓ Complete one checklist for each ward.
- ✓ **In the order listed below**, please place **FORM #6 & #8** into this envelope.
  - Be sure that all forms and envelopes are complete.
  - Write "NONE" on any forms where there is no information to record.
  - Place this envelope in the BLUE CANVAS BAG.
- ✓ Items not listed below should be returned to the DS200 storage.

FORM numbers appear in the top left corner of the required forms: — Chief Initials

#1 **Chief Inspector Statement - GAB-104 – MUST BE COMPLETE** ____
#2 **Election Day Reconciliation Report** Form with pink slip (last voter number) taped to the upper right hand corner ____
#3 **Tally Sheet for Write In Votes** (yellow) ____
#4 **Supplemental Late Registered Voter List** and Certificates (all green) ____
#5 **Voter List Corrections Sheet** (yellow) ____
#6 **Provisional Ballot Reporting Form** (only the Report Form) (blue) ____
#7 **Wisconsin Election Observer Log** ____
#8 **Election Inspector Official Oath** (yellow) ____
#9 **Language Assistance Report Form** ____
Challenge Document Forms:
- If any challenges were issued, include completed **Challenge Documentation** in this Closing Checklist Envelope. ____

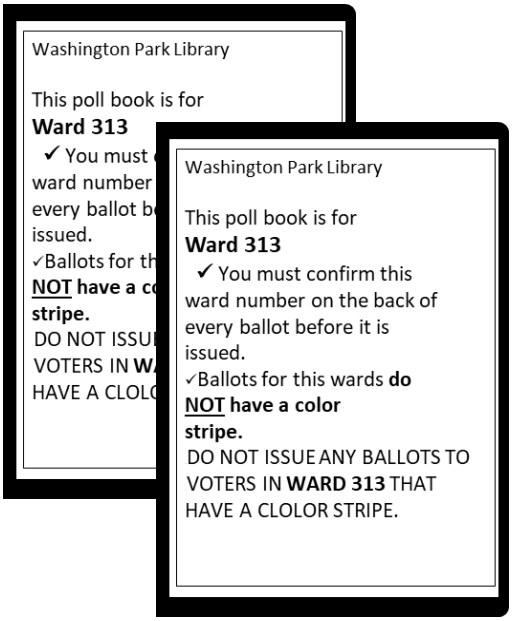
GOLDEN ENVELOPES – place in BLUE CANVAS BAG
#10 **Election Day Voter Registration Applications and Election Day Registered Voter List** (*If none, write "NONE" across one (1) Election Day Registered Voter List form.* Place completed applications and List in the center envelope labeled "Election Day Voter Registration Applications"). ____
#11 **DS200 Printer Tape Envelope** with the first tape (longer of the two) *(If multiple wards, printer tape should go with lowest ward number. The shorter of the two tapes should go in the pink bubble-wrap envelope.) All wards on both tapes must have election worker signatures.* ____

BLUE ENVELOPE – place in BLUE CANVAS BAG
- **Provisional Ballots** *(if any completed)* in Blue Envelope. ____

POLL BOOKS – place in BLUE CANVAS BAG
#12 Voter List / Poll Books (Remove alpha tabs and return to alpha tab envelope). Make sure Certification Pages are complete. *(Do NOT return the Poll Books to the voting machine!)* ____

For each ward at the polling site, the Chief Inspector MUST deliver the following THREE (3) items to the designated drop-off site:
1) **The BLUE CANVAS BAG** containing the Closing Checklist, Golden, and Blue Envelopes listed above, the poll books, the **PAYROLL**, keys, and cellphone and charger.
2) **The PINK BUBBLE WRAP Envelope** with the **FLASH DRIVE** and the second tape (shorter of the two) from the DS200 voting machine.
3) **PLASTIC BALLOT BAGS** containing ALL marked ballots **including Write In ballots**. All ballot bags MUST be secured and labeled. ONLY marked ballots should go in the ballot bag.

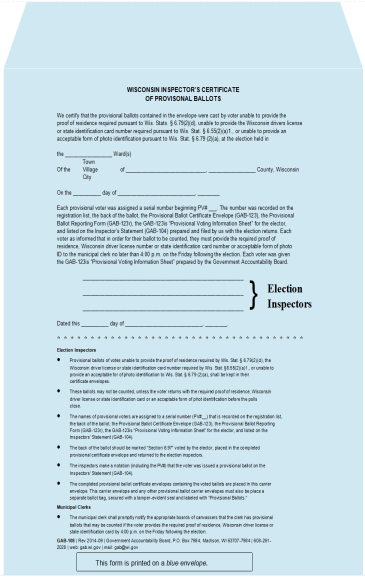
Blue Canvas Bag



Poll Books

Election Day Application & Supplemental Envelope

DS200 Printer Tape Envelope



WISCONSIN INSPECTOR'S CERTIFICATE OF PROVISONAL BALLOTS

We certify that the provisional ballots contained in the envelope were cast by voter unable to provide the proof of residence required pursuant to Wis. Stats. § 6.79(2)(d), unable to provide the Wisconsin drivers license or state identification card number required pursuant to Wis. Stat. § 6.55(2)(a)1. , or unable to provide an acceptable form of photo identification pursuant to Wis. Stat. § 6.79 (2)(a), at the election held in

the _____ Ward(s)
Town / Village / City
Of the _____ of _____, _____ County, Wisconsin

On the _____ day of _____, _____

Each provisional voter was assigned a serial number beginning PVR ___. The number was recorded on the registration list, the back of the ballot, the Provisional Ballot Certificate Envelope (GAB-123), the Provisional Ballot Reporting Form (GAB-123c), the GAB-123e 'Provisional Voting Information Sheet' for the elector, and listed on the Inspector's Statement (GAB-104) prepared and filed by us with the election returns. Each voter as informed that in order for their ballot to be counted, they must provide the required proof of residence, Wisconsin driver license number or state identification card number or acceptable form of photo ID to the municipal clerk no later than 4:00 p.m. on the Friday following the election. Each voter was given the GAB-123a 'Provisional Voting Information Sheet' prepared by the Government Accountability Board.

_____
_____ } Election Inspectors
_____

Dated this _____ day of _____, _____

* *

Election Inspectors

- Provisional ballots of votes unable to provide the proof of residence required by Wis. Stat. § 6.79(2)(d), the Wisconsin driver license or state identification card number required by Wis. Stat. §§ 6.55(2)(a)1., or unable to provide an acceptable for of photo identification to Wis. Stat. § 6.79 (2)(a), shall be kept in their certificate envelopes.
- These ballots may not be counted, unless the voter returns with the required proof of residence, Wisconsin driver license or state identification card or an acceptable form of phot identification before the polls close.
- The names of provisional voters are assigned to a serial number (PVR__), that is recorded on the registration list, the back of the ballot, the Provisional Ballot Certificate Envelope (GAB-123), the Provisional Ballot Reporting Form (GAB-123c), the GAB-123e 'Provisional Voting Information Sheet' for the elector, and listed on the Inspectors' Statement (GAB-104).
- The back of the ballot should be marked "Section 6.87" voted by the elector, placed in the completed provisional certificate envelope and returned to the election inspectors.
- The inspectors make a notation (including the PVR) that the voter was issued a provisional ballot on the Inspectors' Statement (GAB-104).
- The completed provisional ballot certificate envelopes containing the voted ballots are placed in this carrier envelope. This carrier envelope and any other provisional ballot carrier envelope must also be place a separate ballot bag, secured with a tamper-evident seal and labeled with "Provisional Ballots."

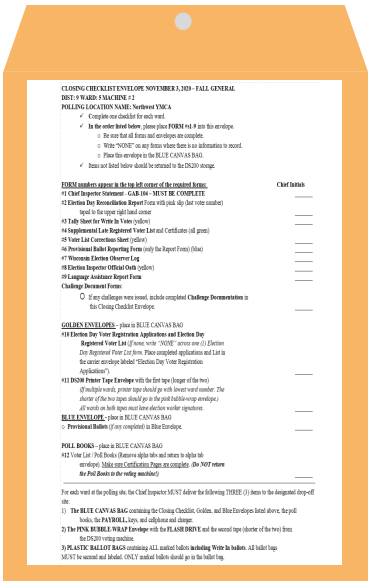
Municipal Clerks

- The municipal clerk shall promptly notify the appropriate boards of canvassers that the clerk has provisional ballots that may be counted if the voter provides the required proof of residence, Wisconsin driver license or state identification card by 4:00 p.m. on the Friday following the election.

GAB-108 | Rev 2014.09 | Government accountability Board, P.O. Box 7984, Madison, WI 53707-7984 | 608.261-2028 | web: gab.wi.gov | email: gab@gab.gov

This form is printed on a *blue envelope*.

Inspectors' Certificate for Provisional Ballots Envelope (GAB-108)



CLOSING CHECKLIST ENVELOPE, NOVEMBER 3, 2020 – FALL GENERAL
DIST: 1-9 Wards-3 MACHINE: 2-2
POLLING LOCATION NAME: Northwest YMCA

- ✓ Complete one checklist for each ward.
- ✓ **In the order listed below**, please place **FORM #1-9** into this envelope.
  - ○ Be sure that all forms and envelopes are complete.
  - ○ Write "NONE" on any forms where there is no information to record.
  - ○ Place this envelope in the BLUE CANVAS BAG.
- ✓ Items not listed below should be returned to the DS200 storage.

FORM numbers appear in the top left corner of the required forms:	Chief Initials
#1 **Chief Inspector Statement – GAB 104 – MUST BE COMPLETE**	____
#2 **Election Day Reconciliation Report** Form with pink slip (last voter number) taped to the upper right hand corner	____
#3 **Tally Sheet for Write In Votes** (yellow)	____
#4 **Supplemental Late Registered Voter List** and Certificates (all green)	____
#5 **Voter List Corrections Sheet** (yellow)	____
#6 **Provisional Ballot Reporting Form** (only the Report Form) (blue)	____
#7 **Wisconsin Election Observer Log**	____
#8 **Election Inspector Official Oath** (yellow)	____
#9 **Language Assistance Report Form**	____
Challenge Document Forms:	
○ If any challenges were issued, include completed **Challenge Documentation** in this Closing Checklist Envelope.	____

GOLDEN ENVELOPES – place in BLUE CANVAS BAG

#10 **Election Day Voter Registration Applications and Election Day Registered Voter List** *(If none, write "NONE" across one (1) Election Day Registered Voter List form. Place completed applications and List in the carrier envelope labeled "Election Day Voter Registration Applications").*	____
#11 **DS200 Printer Tape Envelope** with the first tape (longer of the two) *(If multiple words, printer tape should go with lowest word number. The shorter of the two tapes should go in the pink bubble-wrap envelope.) All words on both tapes must time election worker signatures.*	____

BLUE ENVELOPE – place in BLUE CANVAS BAG

○ **Provisional Ballots** *(if any completed)* in Blue Envelope.	____

POLL BOOKS – place in BLUE CANVAS BAG

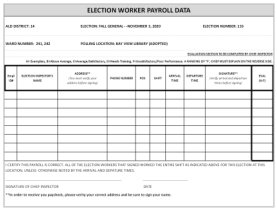
#12 Voter List / Poll Books (Remove alpha tabs and return to alpha tab envelope). Make sure Certification Pages are complete. *(Do NOT return the Poll Books to the voting machine)*	____

For each word at the polling site, the Chief Inspector MUST deliver the following THREE (3) items to the designated drop-off site:

1) **The BLUE CANVAS BAG** containing the Closing Checklist, Golden, and Blue Envelopes listed above; the poll books, the **PAYROLL**, keys, and cellphone and charger.
2) **The PINK BUBBLE WRAP Envelope** with the **FLASH DRIVE** and the second tape (shorter of the two) from the DS200 voting machine.
3) **PLASTIC BALLOT BAGS** containing ALL marked ballots **including Write In ballots**. All ballot bags MUST be secured and labeled. ONLY marked ballots should go in the ballot bag.

Closing Checklist Envelope

Keys



ELECTION WORKER PAYROLL DATA

ALD DISTRICT: 14 — ELECTION: FALL GENERAL – NOVEMBER 3, 2020 — ELECTION NUMBER: 110

WARD NUMBER: 241, 242 — POLLING LOCATION: BAY VIEW LIBRARY (ASCOTTS)

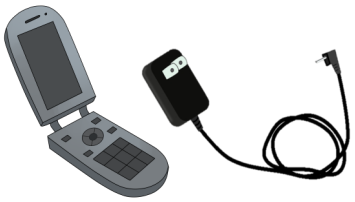
Chief Job	ELECTION INSPECTOR'S NAME	ADDRESS** (Street and Apt. and Zip Code of Voter Signing)	PHONE NUMBER	SEX	SUFF	ARRIVAL TIME	DEPARTURE TIME	SIGNATURE** (Signature of Voter Signing)	Rate per hr

I CERTIFY THIS PAYROLL IS CORRECT. ALL OF THE ELECTION WORKERS THAT SIGNED IN RECEIVED THE ENTIRE SHIFT AS INDICATED ABOVE FOR THIS ELECTION AT THIS LOCATION, UNLESS OTHERWISE NOTED BY THE ARRIVAL AND DEPARTURE TIMES.

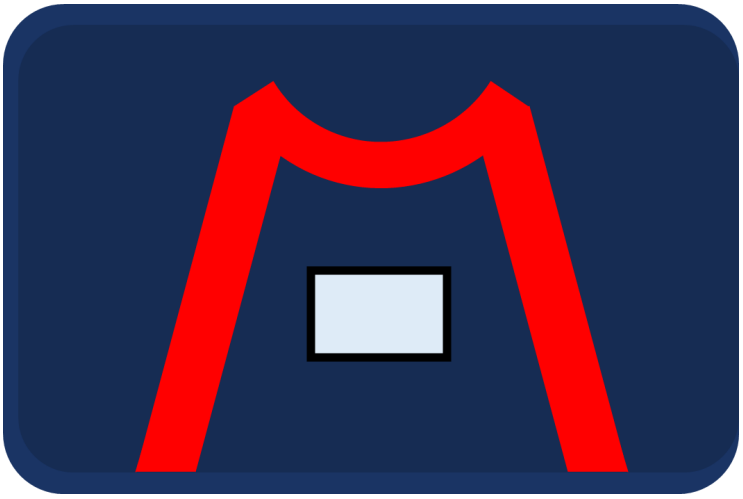
SIGNATURE OF CHIEF INSPECTOR — DATE

**In order to receive you paycheck, please verify your correct address and be sure to sign your name.

Payroll Sheet



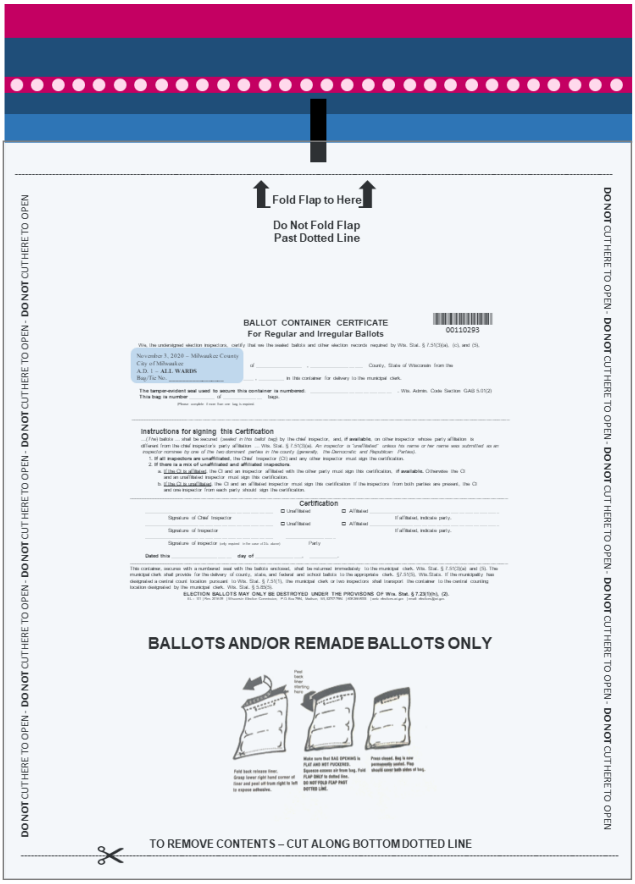
Cellphone & Charger



Items to Take to Drop-Off Site

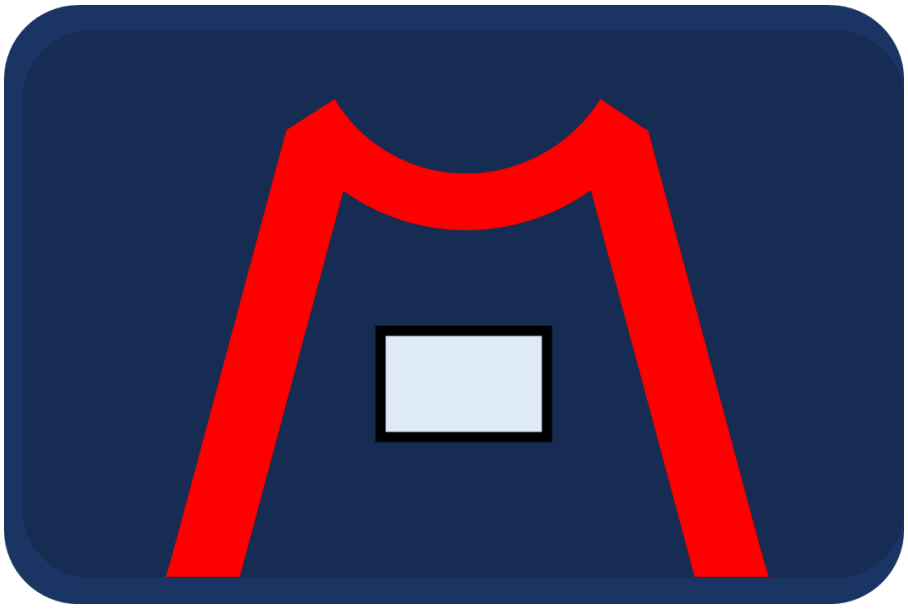
Pink Bubble Wrap Envelope

- Flash Drive
- Second Tape (shorter) from DS200



Plastic Ballot Bag

- ALL marked ballots including write-in ballots



Blue Canvas Bag

- Poll Books
- Election Day Application & Supplemental Envelope
- DS200 Printer Tape Envelope
- Inspectors' Certificate for Provisional Ballots Envelope (GAB-108)
- Cellphone & Charger
- Keys
- Payroll

Acceptable Forms of ID

*AN ACCEPTABLE PHOTO ID **DOES NOT** HAVE TO INCLUDE A CURRENT ADDRESS*

Can be Unexpired or Expired After the Date of the Most Recent General Election (November 6, 2018)	
ID Type	**Requirements**
Wisconsin DOT issued Driver License	**Even if driving priviledges are revoked or suspened*
Wisconsin DOT issued Identification Card	
Military ID Card issued by U.S. Uniformed Service	
U.S. Passport Book	
U.S. Passort Card	

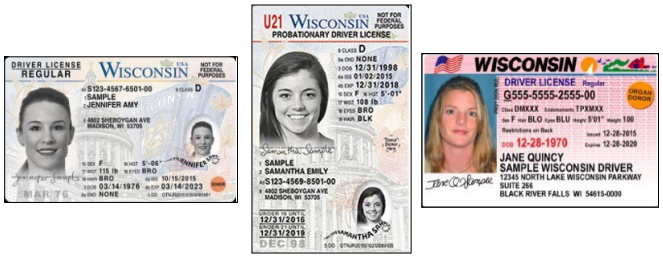
Other Forms of Acceptable IDs	
ID Type	**Requirements**
Certificate of Naturalization	**Not issued earlier than 2 years before the date of the Election*
Unexpired Driver License Receipt issued by Wisconsin DOT	** Valid for 45 days*
Unexpired Identification Card Receipt issued by Wisconsin DOT	** Valid for 45 days*
U.S. Department of Veteran Affairs ID	** May be expired or have no expiration date*
ID Card issued by a Federally Recognized Indian Tribe in WI	** Expired or unexpired*
Photo ID issued by a WI accredited university or college	** Date of issuance, signature of student, valid for 2 years* – *If expired (proof of enrollment needed)*

Acceptable Identification Documents Without Photos	
ID Type	**Requirements**
Citation or Notice of Intent to Revoke or Suspend a Driver License	** Dated within 60 days of the date of the Election* – *If a driver license has been taken away by law enforcement or a court, the voter may present written documentation of that fact to vote without a Photo ID*
Wisconsin DOT issued Driver License or ID without a photo	** Issued to those voters with a religious objection to being photographed*

Photo IDs Not Acceptable for Voting Purposes	
State or Federal Government Employee IDs	Out-of-State Driver License
Employment IDs	Out-of-State Identification Card
Membership or Organization IDs	Certificates of Citizenship

Acceptable Forms of Photo ID

State of Wisconsin Driver License



**Can be expired since November 6, 2018*
(Currently the last General Election)

State of Wisconsin ID Card

**Can be expired since November 6, 2018*
(Currently the last General Election)

Wisconsin Driver License of State ID Card Receipt
OR
WI DMV ID Petition Process Photo Receipt

**Valid for 45 days from the date was issued*
OR 180 days for the ID Petition Process Receipt

Veterans Affairs ID

**Must be unexpired or have no expiration*

U.S. Passport Book or Card

**Can be expired since November 6, 2018*
(Currently the last General Election)

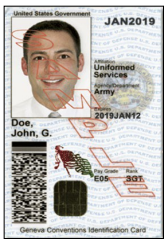
Student ID Card
+
Enrollment Verification
(only if Student ID is expired)

**Valid for voting if the expiration date is no more than 2 years from the date the card was issued. Still valid for voting if expired and accompanied by valid enrollment verification*

Tribal ID Card

**Still valid for voting if expired*

U.S. Uniformed Services



**Can be expired since November 6, 2018*
(Currently the last General Election)

Certificate of Naturalization

** Only valid for voting if Certificate was issued not more than 2 years before the date of the election*

Acceptable Proof of Residence Documents

A current and complete name, including both the first and last name of the voter.

*A current and complete residential address, including a numbered street address in the City of Milwaukee. A **post office box is NOT an acceptable address**.*

*If an individual cannot provide Proof of Residence, they **CANNOT** register to vote and therefore **CANNOT VOTE**.*

- Forms which have an expiration date must be valid on Election Day in order to constitute acceptable Proof of Residence
- Electronic versions of these documents may be presented to election officials as Proof of Residence on smartphones, tablets, or other electronic devices

Valid Proof of Residence Documents

Document Type	POR Type	Requirement / Example(s)
Wisconsin Driver License	WDL	*Current with voter's current address*
Wisconsin Identification Card	DOTID	*Current with voter's current address*
Wisconsin Identification Card or License	GOVID	*DNR-issued fishing license, motor vehicle registration, or any identification card or license issued by a federal, state, county, or city government that **includes the voter's name and current address***
Employer Identification Card or License	EMPID	*Issued by an employer that contains a photograph of the cardholder or license holder, **includes the voter's name and current address but not a business card***
Residential Lease	LSE	*A one year (or longer) lease that covers **the day of the Election.*** *A month-to-month lease can also be used with additional proof that the voter still resides at that address as of the date of the election (canceled check, letter from landlord, rent statement, etc.)*
Real Estate Tax Bill or Receipt	TAX	*City of Milwaukee tax bill, or paid receipt, for this or last year.*
Utility Bill	UTIL	*Cable television, gas, electric, or telephone (including wireless carriers) for not earlier than 90 days before Election Day, **must include the voter's name and current address***

Acceptable Proof of Residence Documents

Acceptable Forms of POR

Valid Proof of Residence Documents

Document Type	POR Type	Requirement / Example(s)
Bank/Credit Card Statement, Paycheck	BNK	*Bank or credit card statement with a visible account number* *A paycheck when it is an actual check or a record of direct deposit; a check stub*
Check Issued by a Unit of Government	GOVDOC	*Wisconsin Works documentation, Medicare statement, Social Security statement, Badgercare notice or correspondence, federal student loan statement, public high school, technical school or university correspondence, collection notice from a government agency, etc.*
Homeless Persons	HME	*A letter on public or private social service agency letterhead identifying a homeless voter and describing the individual's residence for voting purposes. Homeless individuals may designate a fixed location for their residence for voting purposes if it is an identifiable location in the city of Milwaukee. This location may be a homeless shelter, a park bench, or other location where a homeless individual may spend time or return to after an absence; for voting purposes, the location need not have a valid mailing address.* ***P.O. Boxes are not acceptable.***

College Students

Student Fee Statement / Student ID	FEE / STU	*In addition to the other forms of acceptable Proof of Residence, college students may also use:* *University, college, or technical institute identification card (must include photo) AND a fee receipt with the student's current address dated within the last nine (9) months* *University, college, or technical institute identification card (must include photo) AND a certified housing list submitted to the Election Commission* *Enrollment verification form/letter from the UW or WCTS system (UW-Milwaukee, MATC, etc.) showing the student's current address. The student need not be currently enrolled. Enrollment verification form/letter is NOT acceptable for private university, college, or technical institutes.*

Acceptable Proof of Residence Documents

Items that DO NOT meet the Proof of Residence Requirements	
Any document or ID that does NOT reflect the voter's complete	An auto or home insurance bill or proof of private insurance
Piece of mail or magazine subscription	Piece of mail with a forwarding sticker from the post office showing their current address
Sales offer of ANY kind: credit card offer, loan offer, cable offer, etc.	Personal check

Passport or Passport Card (no address appears on these).

Acceptable Proof of Residence

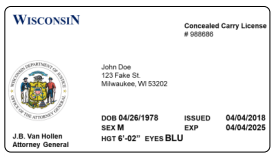
Acceptable Forms of POR

Wisconsin Driver License

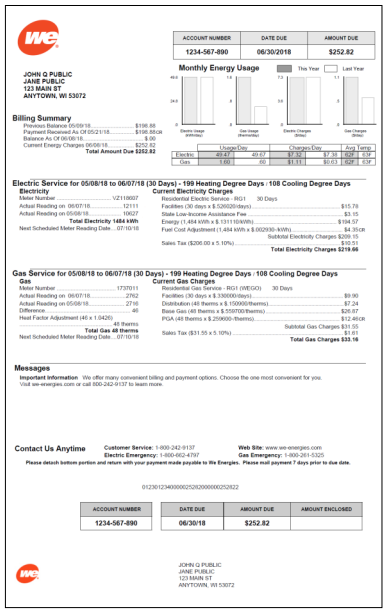
Or

State ID

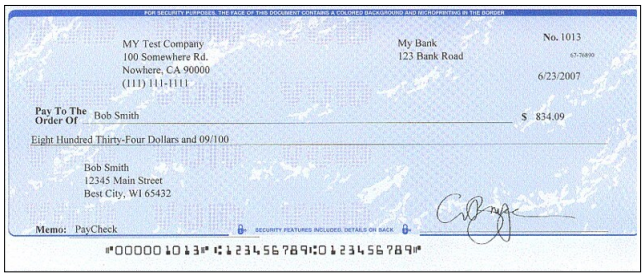
Conceal Carry License



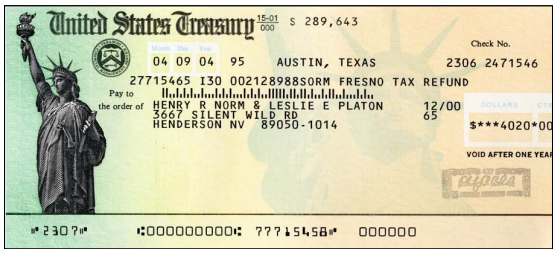
Utility Bill



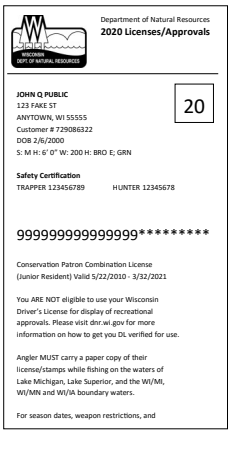
Paycheck



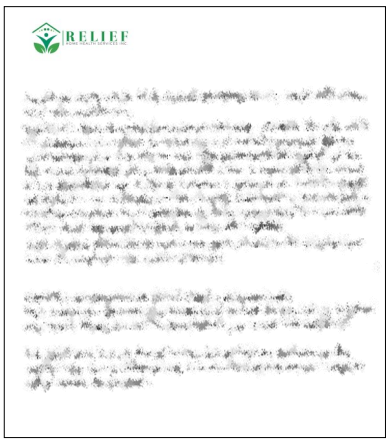
IRS Check



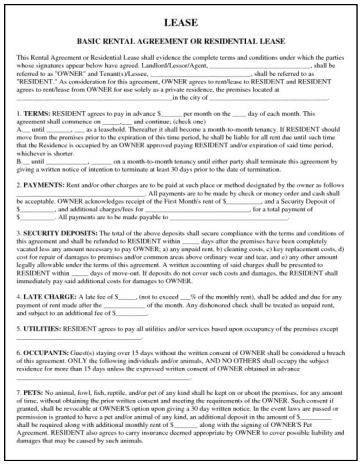
Hunting License



Homeless Shelter Affidavit



Residential Lease



LEASE

BASIC RENTAL AGREEMENT OR RESIDENTIAL LEASE

This Rental Agreement or Residential Lease shall evidence the complete terms and conditions under which the parties whose signatures appear below have agreed. Landlord/Lessor/Agent, _____ shall be referred to as "OWNER" and Tenant(s)/Lessee, _____, shall be referred to as "RESIDENT." As consideration for this agreement, OWNER agrees to rent/lease to RESIDENT and RESIDENT agrees to rent/lease from OWNER for use solely as a private residence, the premises located at _____ in the city of _____.

1. **TERMS:** RESIDENT agrees to pay in advance $_____ per month on the ____ day of each month. This agreement shall commence on _____ and continue; (check one)
A. ___ until _____, ___ as a leasehold. Thereafter it shall become a month-to-month tenancy. If RESIDENT should move from the premises prior to the expiration of this time period, he shall be liable for all rent due until such time that the Residence is occupied by an OWNER approved paying RESIDENT and/or expiration of said time period, whichever is shorter.
B. ___ until _____, on a month-to-month tenancy until either party shall terminate this agreement by giving a written notice of intention to terminate at least 30 days prior to the date of termination.

2. **PAYMENTS:** Rent and/or other charges are to be paid at such place or method designated by the owner as follows _____. All payments are to be made by check or money order and cash shall be acceptable. OWNER acknowledges receipt of the First Month's rent of $_____, and a Security Deposit of $_____, and additional charges/fees for _____ for a total payment of $_____. All payments are to be made payable to _____.

3. **SECURITY DEPOSITS:** The total of the above deposits shall secure compliance with the terms and conditions of this agreement and shall be refunded to RESIDENT within _____ days after the premises have been completely vacated less any amount necessary to pay OWNER; a) any unpaid rent, b) cleaning costs, c) key replacement costs, d) cost for repair of damages to premises and/or common areas above ordinary wear and tear, and e) any other amount legally allowable under the terms of this agreement. A written accounting of said charges shall be presented to RESIDENT within _____ days of move-out. If deposits do not cover such costs and damages, the RESIDENT shall immediately pay said additional costs for damages to OWNER.

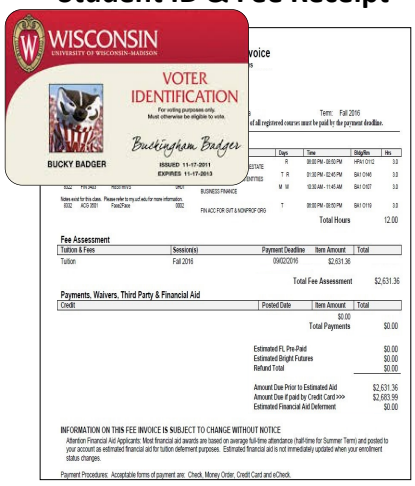
4. **LATE CHARGE:** A late fee of $_____, (not to exceed ____% of the monthly rent), shall be added and due for any payment of rent made after the _____ of the month. Any dishonored check shall be treated as unpaid rent, and subject to an additional fee of $_____.

5. **UTILITIES:** RESIDENT agrees to pay all utilities and/or services based upon occupancy of the premises except _____.

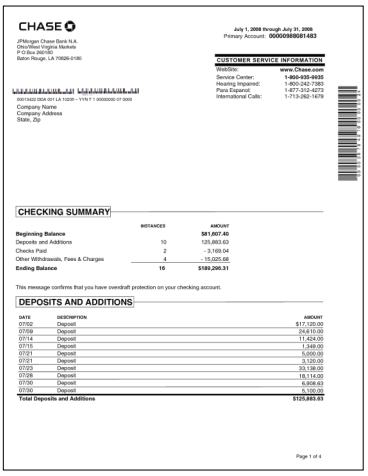
6. **OCCUPANTS:** Guest(s) staying over 15 days without the written consent of OWNER shall be considered a breach of this agreement. ONLY the following individuals and/or animals, AND NO OTHERS shall occupy the subject residence for more than 15 days unless the expressed written consent of OWNER obtained in advance _____.

7. **PETS:** No animal, fowl, fish, reptile, and/or pet of any kind shall be kept on or about the premises, for any amount of time, without obtaining the prior written consent and meeting the requirements of the OWNER. Such consent if granted, shall be revocable at OWNER'S option upon giving a 30 day written notice. In the event laws are passed or permission is granted to have a pet and/or animal of any kind, an additional deposit in the amount of $_____ shall be required along with additional monthly rent of $_____ along with the signing of OWNER'S Pet Agreement. RESIDENT also agrees to carry insurance deemed appropriate by OWNER to cover possible liability and damages that may be caused by such animals.

Student ID & Fee Receipt



Bank Statement

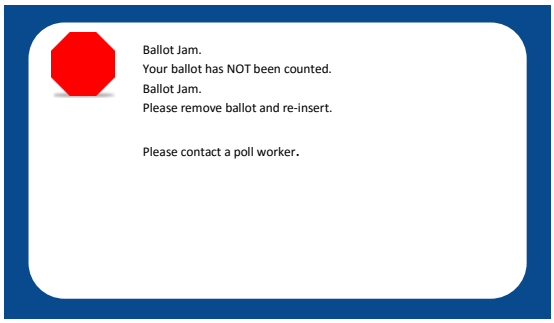
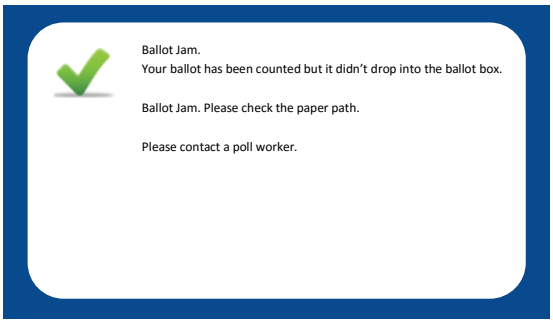


Ballot Jam (A Ballot That Was Counted)

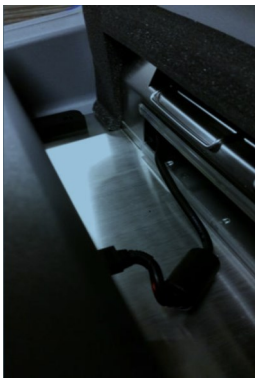
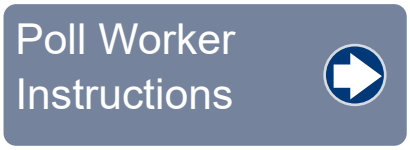
Ballot Jams

The Chief Inspector should ***IMMEDIATELY*** notify the Election Commission whenever a ballot jam cannot be cleared or the DS200 will not accept ballots. The Election Commission will dispatch a Voting Machine Technician to assist with resolving the problem.

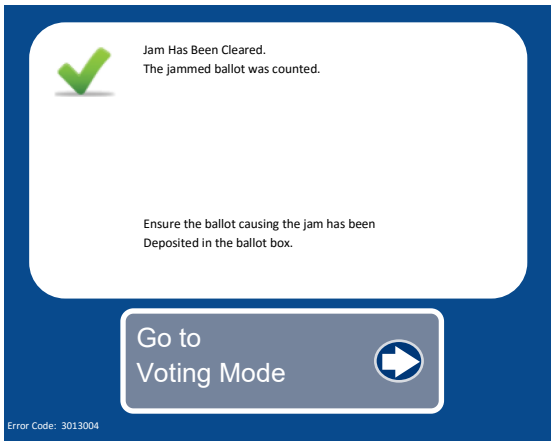
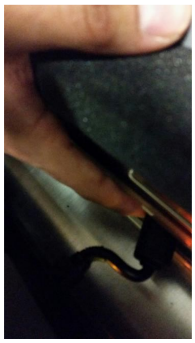
Follow the steps on this checklist to process a **Ballot Jam (A Ballot That Was Counted)**

Check	Step #	Task to complete:
	1	**Determine** the type of jam Look at the message on the screen   Regardless of whether the jammed ballot was counted or not, the DS200 will not function unless the jam is cleared
	2	On the right side of the monitor is a key lock, **Unlock** it
	3	**Once** the unit is unlocked, **access** the DS200's scanner to release **Pull** down the front part of the machine that is in front of the monitor

Ballot Jam (A Ballot That Was Counted)

	4	**Carefully** slide the scanner forward using two hands to prevent breakage of the feet ** Be sure not to move it too far forward* The jammed ballot can seen behind the scanner *IF THE JAM MESSAGE INDICATED THE BALLOT WAS "NOT COUNTED" BE CAREFUL NOT TO ALLOW THE BALLOT TO FALL IN THE BALLOT BOX*
	5	**Carefully** remove the ballot and slide it down into the bin **Remember this ballot was already counted therefore it does not need to be rescanned* 
	6	**Once** the jammed ballot is removed, click on the prompt that says "**Poll Worker Instructions"** **The beeping sound will not end and a new screen will appear* 

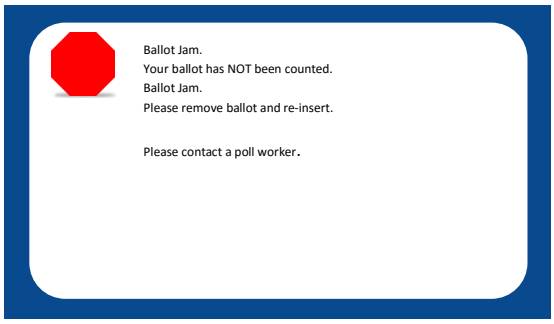
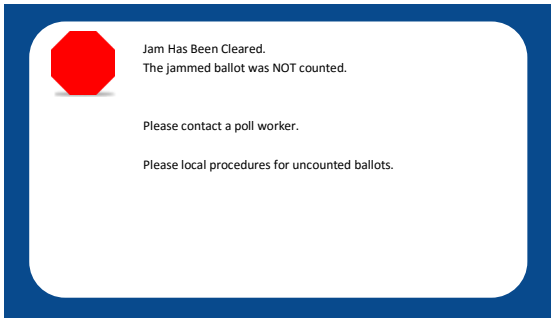
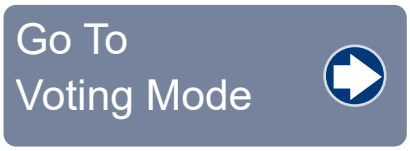
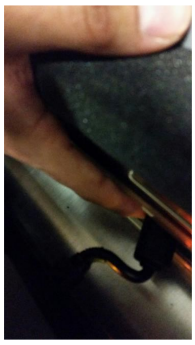
Ballot Jam (A Ballot That Was Counted)

	7	**Click** on "**Go to Voting Mode**" 
	8	**Placing the Scanner** A. **Take** the cord attached to the scanner and tuck it back into the back of the machine B. Ensure that the cord will not constrict ballots from passing through C. Slide the scanner back into place A  C
	9	**With** the scanner back in its original place, lift the front of the machine
	10	**Using** the silver key, lock in the scanner

Ballot Jam (A Ballot That Was NOT Counted)

Ballot Jams

Follow the steps on this checklist to process a **Ballot Jam (A Ballot That Was NOT Counted)**

Check	Step #	Task to complete:
	1	**Carefully** remove the ballot and if baldly creased, have the voter spoil it *See page 95 on how to spoil ballots* If not badly creased, the voter can reinsert the ballot 
	2	**After** the jam has been cleared, this message appears indicating the jam has been cleared, and reminding that the ballot was not counted 
	3	**Click** on "**Go To Voting Mode**" 
	4	**Placing the Scanner** A. **Take** the cord attached to the scanner and tuck it back into the back of the machine B. **Ensure** that the cord will not constrict ballots from passing through C. **Slide** the scanner back into place A  C

Ballot Jam (A Ballot That Was NOT Counted)

	5	**With** the scanner back in its original place, lift the front of the machine
	6	**Using** the silver key, lock in the scanner

Drop-Off Sites

Aldermanic Districts 1, 2, 5, 9
Northwest Health Center
7630 W Mill Road
Milwaukee, WI 53218

Aldermanic Districts 3, 4 and 12
Frank P. Zeidler Municipal Building
841 N Broadway
Milwaukee, WI 53202

Aldermanic Districts 6 and 7
Center Street Library
2727 W Fond Du Lac Avenue
Milwaukee, WI 53210

Aldermanic Districts 8, 11, 13, 14
Zablocki Library
3501 W Oklahoma Avenue
Milwaukee, WI 53215

Aldermanic Districts 10 and 15
Department of Public Works Forestry
5230 W State Street
Milwaukee, WI 53208

Absentee Ballot Drop-Off Sites

- Atkinson Library, 1960 W Atkinson Ave
- Bay View Library, 2566 S Kinnickinnic Ave
- Capitol Library, 3969 N 74th St
- Center Street Library, 2727 W Fond du Lac Ave
- Central Library, 814 W Wisconsin Ave
- City Hall Complex, 200 E Wells Street (on east side Market St, between City Hall and Zeidler)
- East Library, 2320 N Cramer St
- Election Commission Warehouse, 1901 S Kinnickinnic Ave
- Good Hope Library, 7715 W Good Hope Rd
- Martin Luther King Library, 310 W Locust St
- Mitchell Street Library, 906 W Historic Mitchell St
- Tippecanoe Library, 3912 S Howell Ave
- Villard Square Library, 5190 N 35th St
- Washington Park Library, 2121 N Sherman Blvd
- Zablocki Library, 3501 W Oklahoma Ave

Glossary

Absentee Ballots
Ballots that are completed by voters who are often unable to go to their voting site on Election Day. Voters may complete an absentee ballot through the U.S. mail or in-person at City Hall. Absentee ballots are processed on Election Day at a central location and counted in the election results.

AutoMARK
A touch-screen and key pad machine used to mark a ballot. This machine is particularly helpful to a person who is visually or hearing impaired. Every voting site has an AutoMARK.

Auxiliary Bin (DS200 Voting Machine)
The bin at the front of the DS200 voting machine where ballots are placed in the event the DS200 is not functioning properly. This is the secure holding site until the DS200 is functioning.

Ballot Privacy Shield
A cardboard folder offered to voters to ensure privacy when transporting their ballot from a voting booth to the DS200.

Challenged Voter
A voter's qualifications to vote are subject to public challenge. The Chief Inspector makes a determination if the challenge is based on valid information. If it is, the challenger and the challenged voter complete the necessary challenge documentation. The challenged voter is still able to complete a ballot; however, the voter's ballot is marked as challenged before it is entered into the DS200.

Chief Inspector
The election worker who supervises the voting site.

Curbside Voting (CV)
The practice of delivering a ballot to an individual's vehicle for voting purposes.

District
A designated geographic area, such as an aldermanic or school board District.

DS200 Voting Machine
The machine used to count – or tabulate – ballots at a voting site on Election Day.

Election Day Voter Registration Application (EDR)
The application completed and submitted by all individuals registering to vote on Election Day.

Election Inspector
(also known as "poll worker")
The election workers at a voting site that complete the duties of Receiver, Registrar, Machine Attendant, and Greeter. Election Inspectors report to the Chief Inspector.

Electioneering
Any activity intended to influence voting at an election site on election day.

Flash Drive (or Jump Drive)
A storage device of the DS200 that records the votes from every ballot inserted and generates the election results.

GAB-104
The form that is used by Election Inspectors (primarily the Chief Inspector) to record incidents and other notable occurrences on

Glossary

Greeter
An Election Inspector assigned to greet voters as they enter the voting site and direct them to the proper tables, e.g., registration table, and answer voting procedure questions.

Jump Drive
See "Flash Drive."

Late Registered Voters / List
Individuals that register to vote just prior to an election and whose names will not appear in the poll book. Late Registered Voters are issued a lime green colored "Certificate of Registration." Their names are recorded on a supplemental voter list called the "Late Registered Voter List."

Machine Attendant
The Election Inspector assigned to monitor activity at the DS200 voting machine.

Observers
Public observers of an election. All elections are open to the public.

Parameter Book
The red book provided to Election Inspectors, primarily Registrars, to determine a voter's Ward based on their registration address.

Payroll
The document that election workers are responsible for signing at the end of Election Day or at the end of their shift. The document determines the payment to an election worker.

Photo ID
A term used to describe the document a person provides on Election Day to prove identity.

Poll Book
See "Voter List."

Polling Place
See "Voting Site."

Polls or Polling
The process of conducting voting.

Proof of Residence (POR)
A term used to describe the document a person provides during an Election Day Registration as proof of their name and residence.

Provisional Ballot (PV)
A ballot completed by an individual that does not meet all of the residency requirements to vote or complete the registration process. Provisional ballots are not inserted into the DS200, but are held until the individual provides the necessary documentation no later than 4 p.m. the Friday following the election. If the documentation is provided, the voted ballot is added to the election results.

Receiver(s)
The two (2) Election Inspectors assigned to work at a Ward table and check-in ("receive") registered voters, assign voter numbers, and issue ballots.

Glossary

Reconciliation Form
A form used to determine that every voter number has been properly assigned.

Reconciliation Process
The process of ensuring that the three (3) categories of Election Day voters (Registered Voters from the poll books, Election Day Registrants, and Late Registered Voters) equal the number of pink slips given to voters as well as the number of ballots cast (DS200 tape total).

Reconstructed Ballot
A ballot that has to be completed by an Election Inspector in the event a voter's ballot is rejected by the DS200 and the voter is not present to correct the ballot. Two (2) Election Inspectors MUST be involved in the process of determining the voter's Intent - how the voter intended to vote.

Registered Voters
Individuals that were registered to vote prior to the election whose names appear on the poll books.

Registrar
The Election Inspector(s) assigned to register voters on Election Day and secure voter numbers and ballots from the Receivers.

Rejected Ballots
Ballots that are rejected by the DS200 voting machine, usually due to an error in the completion of the ballot by a voter.

Section 203
A provision of the Voting Rights Act that requires certain jurisdictions to provide bilingual election materials and language assistance in communities with limited-English proficient residents.

Spoiled Ballot
A ballot where the voter has made an error and a new ballot must be issued. Spoiled ballots (ONLY) are torn once in half (into two (2) pieces only) and placed in the "Spoiled Ballots" carrier envelope. Leftover pre-initialed ballots are also considered "spoiled ballots."

Voter (or Elector)
A person qualified to vote in the City of Milwaukee.

Voter Intent
The process for determining how an absent voter intended to vote if their ballot is rejected.

Voter List
The printed list in a black binder of all registered voters residing in a Ward. Also called a "Poll Book."

Voter List Correction Form
A form that Election Inspector – Receivers u se to record changes to be made on the Voter Lists.

Glossary

Voter Numbers (or Pink Slip Numbers)
The sequence of numbers issued to every voter receiving a ballot. (Exception: Provisional Ballots)

Voting Booth
The privacy booth where voters complete their ballots.

Voting Location Guide
A list of City of Milwaukee polling sites sorted by District and Ward.

Voting Rights Act
Federal law that prohibits any jurisdiction from denying a qualified voter the right to vote on the basis of race or color.

Voting Site
The site that all residents of a designated Ward MUST use for voting purposes.

Ward
Every address in the City of Milwaukee is assigned to a Ward. Milwaukee is divided into 327 Wards. Wards are divided by streets and are based on census population. Every Ward is assigned to a specific Voting Site and residents of that Ward may only vote at that site, unless casting an absentee ballot.

Write-In Ballots / Votes
A voter may write in the name of a person for a contest (on the “write-in” line of each contest, instead of selecting from the printed list of candidates). Only registered write-in candidates are counted.

Write-In Form
The form that must be completed at the end of Election Day for recording and tabulating the ballots with the registered write-in candidates (after reviewing ballots).