



Wisconsin Elections Commission

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DATE: For the June 10, 2020 Commission Meeting

TO: Wisconsin Elections Commission

FROM: Meagan Wolfe, Administrator

SUBJECT: Voter Mailing Proposal

Background

The Commission directed staff to prepare a draft voter information mailer to be sent to approximately 2.7 million Wisconsin voters on or before September 1, 2020. The Commission approved sending the mailer to all registered Wisconsin voters (with the exception of those on “Movers” status) who do not already have an application on file. A statewide mailing will ensure that consistent information on all opportunities and methods for voting are sent to every voter in all communities across the state who have not already chosen to vote absentee by mail. Voters would receive a mailing containing three pieces:

- Voter information mailer
- Absentee Application designed specifically for this mailer
- A pre-addressed, business reply return envelope to the WEC (no postage required by voter)

Proposed Design

The proposed design consists of one double-sided, full-color page attached to this memorandum as Exhibit A. The attached page is a design and concept approval for the Commission’s review and feedback. Based on Commission feedback on the elements and content of the mailing, WEC staff will continue to refine the mailing and conduct usability testing. Because of the very quick turnaround, there has not yet been enough time to conduct usability testing on the mailing, but WEC staff recommends that this document go through additional voter usability testing before being sent. Over the years, clerks and voters have reported a great deal of confusion over third-party efforts to provide voter registration and absentee ballot request information. These mailings can often be confusing to voters or are missing important instructions like how to provide photo ID. These usability mistakes can lead to voters thinking they have submitted a valid application when in fact they have not. WEC staff believes it is extremely important to avoid these pitfalls by conducting additional testing on the mailer.

Also included as part of the mailer is an absentee ballot request form that has been customized for this mailing. Unlike the voter registration application, there is no requirement for a prescribed absentee request form in state statutes. The statutes only provide that voter must make the request in writing (requests cannot be made over the phone), the voter must be registered, and the voter must provide a photo ID with the request in most instances. The absentee request form does not require a signature and must contain enough

Wisconsin Elections Commissioners

Ann S. Jacobs, chair | Marge Bostelmann | Julie M. Glancey | Dean Knudson | Robert Spindell | Mark L. Thomsen

Administrator
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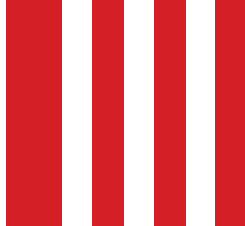
information for a clerk to find and verify the voter's registration record before issuing the ballot. The WEC does maintain an Absentee Ballot Request form, known as the EL-121. This form includes information and instructions for all types of absentee voting, including in-person, temporarily hospitalized, and special voting deputy voting. The full form would be confusing for a voter making a request by mail. The customized form that is attached was created for this mailing only and unnecessary fields have been eliminated so only information on making the request for a by mail ballot is available. These changes also allow the use of more space to emphasize the need for photo ID. It also allows the mailing to focus specifically on the applicable dates and deadlines associated with the November 2020 election.

WEC staff would like to use the attached drafts as a road map for the mailer. If the Commission agrees on the content elements, then WEC staff can continue to adjust the design and presentation of those elements based on usability feedback. DOA printing and distribution continues to indicate it needs 10 weeks of lead time to ensure all mail pieces can go out at one time and by September 1. Therefore, usability testing and adoption of a final design will need to occur no later than June 19.

Recommended Motion

The Commission adopts the elements of the draft mailer and directs staff to continue usability testing to refine the design to be finalized no later than June 19. Prior to June 19, WEC staff will provide the final mailer to the Commissioners. If a Commissioner requests a meeting to discuss any of the refinements to the mailer, a special meeting will be held no later than June 19.

Wisconsin Elections Commission
212 East Washington Ave, 3rd Floor
Madison, WI 53703



Joe Voter
1234 Cindy Lane
Columbus, WI 09876



You Have Three Ways to Vote in the Election on November 3, 2020



OPTION 1

Voting at the polls

You can cast your ballot at your polling place on Election Day. Polls are open from 7 a.m. to 8 p.m. on November 3. To find your polling place, visit myvote.wi.gov or call XXX-XXX-XXXX.



OPTION 2

In-person voting by absentee ballot

You can cast an absentee ballot in person before Election Day. Contact your municipal clerk's office to learn more about your community's early voting options, locations and hours of operation. To find your clerk, visit myvote.wi.gov or call the Wisconsin Elections Commission.



OPTION 3

Voting absentee ballot by mail

You can request an absentee ballot at myvote.wi.gov. You can also make your request by mail, using the included request form and postage-paid envelope. To learn more, turn to the next page.

To learn more about public health and elections, visit our website, <https://elections.wi.gov/covid-19>

MAKE SURE YOUR VOTER REGISTRATION IS UP TO DATE

You must be registered to vote, and your name and address must be current, before you can vote in person or request an absentee ballot. Register or update your registration online at myvote.wi.gov. You can also register to vote by mail, in person at your municipal clerk's office, or at your polling place on Election Day. Every option has its own deadline. Visit myvote.wi.gov or call XXX-XXX-XXXX to learn more.

NEED ASSISTANCE? WE'RE HERE TO HELP.

Visit myvote.wi.gov or call XXX-XXX-XXXX (TTY 1-800-947-3529) for assistance.

Para obtener información en Español, llama (XXX) XXX-XXXX o visita myvote.wi.gov/es-es/

(continued on other side)



Requesting an Absentee Ballot

Visit myvote.wi.gov to request your absentee ballot online. It's easy, especially when you use a mobile device.

STEP 1

Visit
MyVote.wi.gov



STEP 2

Click
Vote Absentee



STEP 3

Fill out your name
and date of birth

A search form with three input fields labeled "First Name*", "Last Name*", and "Date of Birth*", each with a red asterisk indicating a required field. The form is enclosed in a red border.

No internet? No problem.

Don't have easy access to the internet? Use the enclosed absentee ballot request form and postage-paid envelope to make your request. Here's how:

- ✓ Fill out the enclosed request form.
- ✓ Get a copy of your acceptable photo ID.
- ✓ Mail your completed form and the photocopy of your photo ID in the enclosed envelope as soon as possible. It must arrive by October 29.

Don't wait. Request your absentee ballot today.

It takes time to receive an absentee ballot, and you'll need to arrange for a witness to sign your return envelope. **The deadline to request an absentee ballot is October 29.**

YOU NEED A PHOTO ID TO VOTE

No matter how you cast your vote, most voters will need to show an acceptable photo ID, like a Wisconsin driver license or state ID card, US passport or Veterans ID card. Your photo ID does not need your current address. Visit bringit.wi.gov to see a complete list of acceptable photo IDs and learn how to get a photo ID for free if you don't have one.

- ★ **At the polls or clerk's office**
Just show your ID to receive your ballot
- ★ **Requesting an absentee ballot online**
Upload a picture of your photo ID. It's easy when you use a mobile device.
- ★ **Requesting an absentee ballot by mail**
Include a picture or copy of your photo ID with your application.

ARE YOU INDEFINITELY CONFINED?

Some voters may have a difficult time getting to the polls due to age, illness, infirmity, or disability. If this applies to you, certify your status by checking "indefinitely confined" on the enclosed application. Wisconsin law exempts indefinitely confined voters from the requirement to provide a photo ID when requesting an absentee ballot by mail.



Wisconsin Absentee Ballot Request



- ⓘ A photo ID is required to request an absentee ballot.
- ⓘ To receive a ballot, this request must be received by your municipal clerk no later than October 29, 2020.
- ⓘ If you have questions while completing this request, please contact us at (xxx) xxx-xxxx.

Please complete legibly
Additional instructions on reverse

Voter Information	1	<p>provide your name and residential voting address as they appear on your Wisconsin voter record</p> <p>First Name _____ Middle Name _____ Last Name _____ Suffix (Jr. II, Etc.) _____ Street Address _____ Apt/Room # _____ City/Town/Village of _____ State _____ Zip _____</p> <p>If you are a military or overseas voter, please check the appropriate box: See additional info on back <input type="checkbox"/> Military <input type="checkbox"/> Permanent Overseas <input type="checkbox"/> Temporary Overseas</p>							
Where do you want your ballot sent?	2	<p><input type="checkbox"/> Mailing address same as above (check box and proceed to section 3).</p> <p>If you would like your ballot mailed to a different address, provide that information below:</p> <p>Street Address (or P.O. Box) _____ City/State/Country/Zip _____</p> <p style="text-align: right;">Please see the back of this form for information on receiving your ballot by email or fax.</p>							
For which election(s) do you want a ballot?	3	<p>mark only one</p> <p><input type="checkbox"/> The General Election on November 3, 2020</p> <p><input type="checkbox"/> For indefinitely-confined voters only: I certify that I am indefinitely confined due to age, illness, infirmity, or disability and request absentee ballots be sent to me automatically until I am no longer confined or I fail to return a ballot. <i>Anyone who makes false statements in order to obtain an absentee ballot may be fined not more than \$1,000 or imprisoned for not more than 6 months or both. Wis. Stat. §§ 12.13(3)(i), 12.60(1)(b)</i></p>							
Make sure you're providing a copy of acceptable photo ID	4	<p><input type="checkbox"/> Please check this box to affirm that, if required, you are providing a copy of acceptable photo ID.</p> <p>These are common types of acceptable photo ID. Check the box for the type you are including with your request:</p> <table border="1"> <tbody> <tr> <td style="width: 14%; text-align: center; vertical-align: top;"> Wisconsin driver license or state-issued ID card <input type="checkbox"/> </td> <td style="width: 14%; text-align: center; vertical-align: top;"> University, college, or tech college ID (with enrollment verification) <input type="checkbox"/> </td> <td style="width: 14%; text-align: center; vertical-align: top;"> Military ID card or photo ID issued by the Department of Veterans Affairs <input type="checkbox"/> </td> <td style="width: 14%; text-align: center; vertical-align: top;"> U.S. Passport booklet or card <input type="checkbox"/> </td> <td style="width: 14%; text-align: center; vertical-align: top;"> Certificate of Naturalization <input type="checkbox"/> </td> <td style="width: 14%; text-align: center; vertical-align: top;"> ID card issued by a federally recognized Wisconsin Tribe <input type="checkbox"/> </td> <td style="width: 14%; text-align: center; vertical-align: top;"> A receipt for a Wisconsin driver license or state-issued ID <input type="checkbox"/> </td> </tr> </tbody> </table> <p style="text-align: center;">Selfies are not an acceptable form of photo ID. Please do not include the physical original of your photo ID when returning your request.</p>	Wisconsin driver license or state-issued ID card <input type="checkbox"/>	University, college, or tech college ID (with enrollment verification) <input type="checkbox"/>	Military ID card or photo ID issued by the Department of Veterans Affairs <input type="checkbox"/>	U.S. Passport booklet or card <input type="checkbox"/>	Certificate of Naturalization <input type="checkbox"/>	ID card issued by a federally recognized Wisconsin Tribe <input type="checkbox"/>	A receipt for a Wisconsin driver license or state-issued ID <input type="checkbox"/>
Wisconsin driver license or state-issued ID card <input type="checkbox"/>	University, college, or tech college ID (with enrollment verification) <input type="checkbox"/>	Military ID card or photo ID issued by the Department of Veterans Affairs <input type="checkbox"/>	U.S. Passport booklet or card <input type="checkbox"/>	Certificate of Naturalization <input type="checkbox"/>	ID card issued by a federally recognized Wisconsin Tribe <input type="checkbox"/>	A receipt for a Wisconsin driver license or state-issued ID <input type="checkbox"/>			
Contact Information	5	<p>Please consider providing your contact information in case the WEC or your clerk need to follow up on your request (optional).</p> <p>Phone Number (_____) _____ Email Address _____</p>							
Voter Signature	6	<p><i>By signing this absentee ballot request form, I attest that the information provided is true and correct to the best of my knowledge and ability and I have not provided any false information for the purpose of obtaining an absentee ballot. Wis. Stat. §§ 12.13(3)(i), 12.60(1)(b)</i></p> <p>X _____ Voter Signature Today's Date</p>							
Assistant	7	<p><i>I certify that the application is made on request and by authorization of the named elector, who is unable to sign the application due to physical disability.</i></p> <p>X _____ Assistant Signature Today's Date</p>							

Wisconsin Absentee Ballot Request Instructions

Photo ID requirement: If you have not provided a copy of acceptable photo ID with a prior absentee ballot request, a copy of a photo ID must be attached to this request. You may submit your request and a copy of your ID by mail, fax, or email.

The following documents are acceptable photo ID

- State of Wisconsin driver license or ID card
- Military ID card issued by a U.S. uniformed service
- Photo ID issued by the federal Department of Veterans Affairs
- University, college, or technical college ID and enrollment verification
- U.S passport booklet or card
- Certification of Naturalization
- Wisconsin DOT driver license or ID card receipt
- Citation/notice to revoke or suspend Wisconsin driver license
- ID card issued by a federally recognized Indian tribe in Wisconsin

For specific information about expired documents, visit <https://bringit.wi.gov>, or contact the Wisconsin Elections Commission at (xxx) xxx-xxxx.

The voters listed below may satisfy the photo ID requirement by the following means:

- Electors who are indefinitely confined (see section 3): the signature of a witness on the Absentee Certificate Envelope.
- Military, Permanent Overseas, and Confidential Electors: exempt from the photo ID requirement.

- 1
 - Provide your **name** as you are registered to vote in Wisconsin. If applicable, please provide your suffix (Jr, Sr, etc.) and/or middle name.
 - Provide your **home address** (legal voting residence) with full house number (including fractions, if any).
 - Indicate the municipality. Use the municipality's formal name (for example: City of Ashland, Village of Greendale, or Town of Albion).
 - You may not enter a PO Box as a voting residence. A rural box without a number may not be used.
 - Please indicate if you are an active duty military voter, a permanently overseas voter, or a temporarily overseas voter.

- 1
 - A military voter is a person, or the spouse or dependent of a person who is a member of a uniformed service or the merchant marine, a civilian employee of the United State, a civilian officially attached to a uniform service and serving outside the United States, or a Peace Corp volunteer. Military voters do not need to register to vote.
 - A permanent overseas voter is a person who is a United States citizen, 18 years old or older, who last resided in Wisconsin prior to leaving the United States, is not registered at any other location and has no present intent to return. An adult child of a United States citizen who resided in Wisconsin prior to moving abroad qualifies as a permanent overseas voter. Permanent overseas voters will receive ballots for federal offices only and must be registered prior to receiving a ballot.
 - A temporary overseas voter is a person who is eligible to vote in Wisconsin and has a present intent to return. They will receive the full ballot and need to be registered to vote prior to receiving a ballot.

- 2
 - Mark the first box if you would like the ballot mailed to the address listed in section 1.
 - If you would like your ballot mailed to a different address than the address in section 1, please list this address or PO Box here.
 - If no preference is indicated, your absentee ballot will be mailed to the address you provided in section 1.
 - If you would like to receive your ballot by email or fax, please contact us at (xxx) xxx-xxxx for additional information.

- 3
 - Mark the first box if you would like to receive a ballot for the November 3, 2020 General Election.
 - Mark the second box only if you are indefinitely confined due to age, illness, infirmity, or disability and wish to request absentee ballots for all elections until you are no longer confined or until you fail to return a ballot.

- 4
 - Please confirm that you are attaching a copy of acceptable photo ID to your absentee ballot request.
 - There may be delays in receiving your absentee ballot if you do not attach a copy of acceptable photo ID to your request.

- 5
 - Consider providing your phone number or email address so the Wisconsin Elections Commission or your municipal clerk can contact you about your request if necessary.

- 6
 - By signing this absentee ballot request form, you certify and attest that the information provided is true and correct to the best of your knowledge and ability, and that you have not provided any false information for the purpose of obtaining an absentee ballot. Anyone who makes false statements in order to obtain an absentee ballot may be fined not more than \$1,000 or imprisoned for not more than 6 months or both. Wis. Stat. §§ 12.13(3)(i), 12.60(1)(b)

- 7
 - In the situation where the elector is unable to sign this form due to a physical disability, the elector may authorize another elector to sign on his or her behalf. Any elector signing an application on another elector's behalf shall attest to a statement that the application is made on request and by authorization of the named elector, who is unable to sign the application due to physical disability.