


# Quick Guide to Provisional Ballots


Review this document before working at the provisional ballot station.

Revised 4/2018


1. Assign the voter a provisional voter number.
2. Write provisional voter number on a small provisional ballot envelope.

PROVISIONAL BALLOT CERTIFICATION		Official Use Only:
Ballot under Section 6.97, Wis. Stats.		
Voter: Complete the information below and sign the certification in the presence of a witness who must also sign.		 <b>PV # 1</b> Voter must supply the following information to the municipal clerk no later than 4:00 p.m. on the Friday following the election in order for this ballot to be counted:
Date of Election (month, day, year)	County: DANE	
Municipality (check type and list name) Town <input type="checkbox"/> Village <input type="checkbox"/> City <input checked="" type="checkbox"/> of MADISON	Ward #	
Name (Last, First, Middle) including suffix		
Street Address – include street number or fire number and name of street, or rural route and box number		


3. Indicate on provisional ballot envelope the reason this is provisional: either the voter did not have acceptable ID, or the voter needs to provide a Wisconsin driver license number for their voter registration application.

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Voter: Complete the information below and sign the certification in the presence of a witness who must also sign.		 <b>PV #</b> Voter must supply the following information to the municipal clerk no later than 4:00 p.m. on the Friday following the election in order for this ballot to be counted: <input type="checkbox"/> WI Driver License number <input type="checkbox"/> Proof of Residence <input checked="" type="checkbox"/> Photo I.D.
Date of Election (month, day, year)	County: DANE	
Municipality (check type and list name) Town <input type="checkbox"/> Village <input type="checkbox"/> City <input checked="" type="checkbox"/> of MADISON	Ward #	
Name (Last, First, Middle) including suffix		
Street Address – include street number or fire number and name of street, or rural route and box number		
City, State, Zip		
Date of Birth (month/day/year)	Are you a citizen of the United States? Yes <input type="checkbox"/> No <input type="checkbox"/>	


4. Write election date on provisional ballot envelope.

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Ballot under Section 6.97, Wis. Stats.		
Voter: Complete the information below and sign the certification in the presence of a witness who must also sign.		 <b>PV #</b>
Date of Election (month, day, year)	County: DANE	
Municipality (check type and list name) Town <input type="checkbox"/> Village <input type="checkbox"/> City <input checked="" type="checkbox"/> of MADISON	Ward #	
Name (Last, First, Middle) including suffix		
Street Address – include street number or fire number and name of street, or rural route and box number		

5. Ask voter to write name and address on the envelope.

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Date of Election (month, day, year)	County: DANE	
Municipality (check type and list name) Town <input type="checkbox"/> Village <input type="checkbox"/> City <input checked="" type="checkbox"/> of MADISON	Ward #	
Name (Last, First, Middle) including suffix <b>Fannie Lou Hamer</b>		
Street Address – include street number or fire number and name of street, or rural route and box number <b>301 Registration Lane</b>		
City, State, Zip <b>Madison, WI 53703</b>		

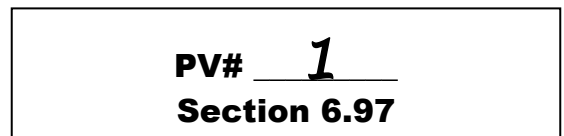
**6. Ask voter to write date of birth and answer citizenship question.**

PROVISIONAL BALLOT CERTIFICATION Ballot under Section 6.97, Wis. Stats.		
<i>Voter: Complete the information below and sign the certification in the presence of a witness who must also sign.</i>		<i>Official Use Only:</i>
Date of Election (month, day, year)	County: DANE	<b>PV #</b>  Voter must supply the following information to the municipal clerk no later than 4:00 p.m. on the Friday following the election in order for this ballot to be counted: <input type="checkbox"/> WI Driver License number <input checked="" type="checkbox"/> Proof of Residence <input type="checkbox"/> Photo I.D.
Municipality (check type and list name) Town <input type="checkbox"/> Village <input type="checkbox"/> City <input checked="" type="checkbox"/> of MADISON		
Ward #		
Name (Last, First, Middle) including suffix		
Street Address – include street number or fire number and name of street, or rural route and box number		
City, State, Zip		
Date of Birth (month/day/year) <b>1/1/1900</b>	Are you a citizen of the United States? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	

**7. Document the provisional ballot on the lilac Provisional Ballot Reporting Form found in your blue accordion folder.**

- ✓ Document the name and address of the voter.
- ✓ Document the provisional voter number.
- ✓ Indicate whether this is a pre-registered voter or an Election Day registration.
- ✓ Indicate the reason this ballot is provisional.
- ✓ Document voter’s contact information so Clerk’s Office and Dane County Voter ID Coalition can offer the voter help obtaining an ID and getting ballot counted.

**8. Stamp “Section 6.97” and write the provisional voter number on the back of the provisional ballot. This is not a secret ballot.**



**9. Issue ballot to the voter.** Instruct the voter to mark the ballot in the nearest voting booth, seal the ballot in the blue envelope, and then return to the provisional table.

**10. When voter returns, instruct voter to sign the envelope.**

CERTIFICATION OF VOTER			
<small>I certify, subject to the penalties of §.12.13(3)(g), Wis. Stats., 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.</small>			
<i>Fannie Low Hamer</i>		<i>E. Official</i>	
8/14/18		8/14/18	
Signature of Voter		Signature of Election Inspector	
Date		Date	
<small>GAB-1231 Rev 2011-12   Government Accountability Board, P.O. Box 7984, Madison, WI 53707-7984   608-261-2028   web: gab.wi.gov   mail: gab@wi.gov</small>			

**11. Sign the envelope as the election inspector.**

**12. Give voter the blue handout about how to get ballot counted.**

Point out that they can go to the nearest Madison Public Library for free assistance with sending ID to the Clerk’s Office; no need to drive downtown.

**13. Place provisional ballot certificate envelope in the large blue Wisconsin Inspectors’ Certificate of Provisional Ballots envelope.**