



**LEAGUE OF WOMEN VOTERS®
OF DANE COUNTY, INC.**

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UW-Madison Students – Voting by Mail -- Requesting an Absentee Ballot

Voters who are registered in Wisconsin can request an absentee ballot for a specific election, or for any or all elections in a calendar year. Absentee ballots can be requested at [MyVote.wi.gov](https://myvote.wi.gov). This method gets processed faster than other methods.

An alternative method for requesting an absentee ballot is through your municipal clerk. Contact information for your clerk can be found at <https://myvote.wi.gov/en-us/MyMunicipalClerk>.

If your voting address is in the City of Madison, you can request an absentee ballot by sending an email to voting@cityofmadison.com. Be sure to include your name, address at which you are registered to vote, the address to which the ballot should be sent, and a copy or picture of your voter ID.

The absentee ballot comes to you with directions and a postage-paid return envelope. Follow the directions carefully, to avoid having your absentee ballot rejected for technical reasons.

Almost all Wisconsin voters must present an acceptable ID when they request a ballot, either with an absentee request, during early voting, or on Election Day.

Providing voter ID with your absentee request

Your first absentee ballot request must be accompanied by a copy of your photo ID.

- If you are requesting the ballot at [MyVote.wi.gov](https://myvote.wi.gov), the web site will prompt you to upload an image of your acceptable ID.
- If you are requesting the absentee ballot by email to your municipal clerk, include an image of your ID with the request.

Subsequent absentee ballot requests will not require your voter ID. However, if you move, you must re-register to update your address, and then you will need to include your ID with your next request.

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A list of acceptable ID's and information on expired ID's is at bringit.wi.gov/do-i-have-right-photo-id, and include a Wisconsin driver license or a passport.

The standard Wiscard and out-of-state driver licenses are **NOT** acceptable.

Student voter ID card

Plastic version: You can get a free student voter ID card at the [Wiscard office](#) any time they are open. Simply present your Wiscard at the office. This plastic voter ID meets all the specifications, including showing your signature.

A pdf version of your student voter ID can be downloaded at VoterID.wisc.edu. See the two-minute [explanatory movie](#). This pdf can also be accessed through your MyUW, via a link on the VOTING tile.

In person voting: If you use the pdf version to vote **in person**, either at early voting or on Election Day, you must print it out and sign it.

Mail voting: If you use the pdf version to request a **mail** absentee ballot, you must add your signature using one of these two methods.

1. To electronically sign it, use the sign tool in the top menu of Adobe Acrobat DC. Click on SIGN, then click on FILL AND SIGN, and then select the pen icon. Next, use the mouse to drop the signature into the blank signature box, and then use the file menu to save the pdf with the signature. Then upload the signed pdf when prompted while requesting the mail ballot at MyVote.wi.gov.
2. Print the pdf, write in your signature, take a picture of the ID, and then upload the signed picture when prompted while requesting the mail ballot at MyVote.wi.gov.

If your student voter ID is expired, you can download a fresh copy at VoterID.wisc.edu. Or you can use the expired ID if you also include proof of enrollment when you request an absentee ballot or vote on Election Day. Examples of proof of enrollment are the document from go.wisc.edu/verify, a class list, a fee receipt, or the ASM bus pass for the current semester. For the bus pass, Send an image of the side that has your name.

Deadlines: Request your ballot soon enough so that there is time to mail it back. In order to be counted, it must be received by your municipal clerk by Election Day. The U.S. Postal Service recommends allowing one week to mail it back.

Voting in Person: For City of Madison voters, early voting and registration will usually be on campus for two weeks before the election. See go.wisc.edu/VoteEvents. For Election Day registration and voting, find your assigned polling place at MyVote.wi.gov.