



## Everything you wanted to know about *helping voters*, but were afraid to ask

Produced by the League of Women Voters of Dane County, July 2018



Welcome to *Everything you wanted to know about helping voters but were afraid to ask*. All of you have attended the Voter Education Ambassador training offered by the Madison City Clerk. The VEA training covers a great deal of information, and you may feel a bit overwhelmed and not know where to start when doing voter outreach. The purpose of this training is to review the basic information on voter registration and photo ID covered by the Madison city clerk, practice using the information and give you more confidence when engaging with voters.

You should have the following handouts:

- a handout of the powerpoint slides
- a packet of activity sheets in plastic sleeves
- misc. handouts with a registration form on top

Please also be sure to sign-in on the attendance sheet.

(During sign-up, have participants set up location wifi)/

## Helping Wisconsin Voters

- **Eligibility to vote**
- Registration and proof of residence
- Acceptable voter ID
- Engaging with the voter



We'll discuss 4 topics to help you become an effective volunteer:

- Eligibility to vote
- Voter registration and proof of residence
- Acceptable voter ID
- Engaging with the voter

We'll start with eligibility to vote.

## Eligibility to Vote

- US citizen
- At least 18 years old
- Resident for 10 days
- If convicted of a felony, complete terms of sentence, including probation & parole



Who is eligible to vote in Wisconsin? The voter must be

- a US citizen
- at least 18 years of age by election day
- must have lived at their current address for 10 consecutive days prior to the election,
- And, if convicted of a felony, must have completed the terms of their sentence including probation and parole. This is called being “off paper.”

## Helping Wisconsin Voters

- Eligibility to vote
- **Registration and proof of residence**
- Acceptable voter ID
- Engaging with the voter



We'll now look closely at voter registration procedures and proof of residence.

## Registering to Vote - WHO

1. New voter in WI
2. Changed name
3. Moved



There are 3 basic concepts in voter registration - who needs to register, when to register and how to register. Let's start with who needs to register to vote. First, new voters in Wisconsin. New voters are people who are not currently registered to vote in Wisconsin, either brand new voters as well as voters who have moved from another state where they were registered. The next group of voters who need to register (or re-register) are voters who have changed their name since the last time they voted. And the last group of voters are those who have moved since the last time they voted.

# Registering to Vote - WHEN

- **Up to 20 days before election**  
Online, by mail, clerk's office (in Madison, any city agency including public libraries)
- **Up to Friday before election**  
Clerk's office and absentee voting locations
- **Election Day**  
Your polling place



Next, when can you register.

1. Up to 20 days before an election, you have several options - online, by mail, or at the clerk's office. In Madison, you can also register at any city agency, including Madison libraries.
2. Up to Friday before an election, your choices narrow. You can register at the clerk's office or at any absentee voting location. In Madison, we have in-person absentee voting at all Madison libraries
3. And on election day, there is still registration at your polling place.

## Registering to Vote - HOW

1. Online
2. Paper form with proof of residence



Finally, how can people register? There are now 2 options - online registration and registering on paper. If you register on paper you must show proof of residence

# How to Register - Online (OVR)

## Things you can do at MyVote.wi.gov

- Online Voter Registration
- Polling Place
- Voting History
- Elected Officials
- Request an Absentee Ballot
- Sample Ballot



Let's look at the first way that you can register - online. The acronym is OVR for online voter registration. You can register online at the MyVote website. Everyone should become familiar with this very informative website. It's not just for registering but provides other valuable information - your polling place, voting history, and your elected officials. You can also request an absentee ballot and view a sample ballot at the MyVote website.

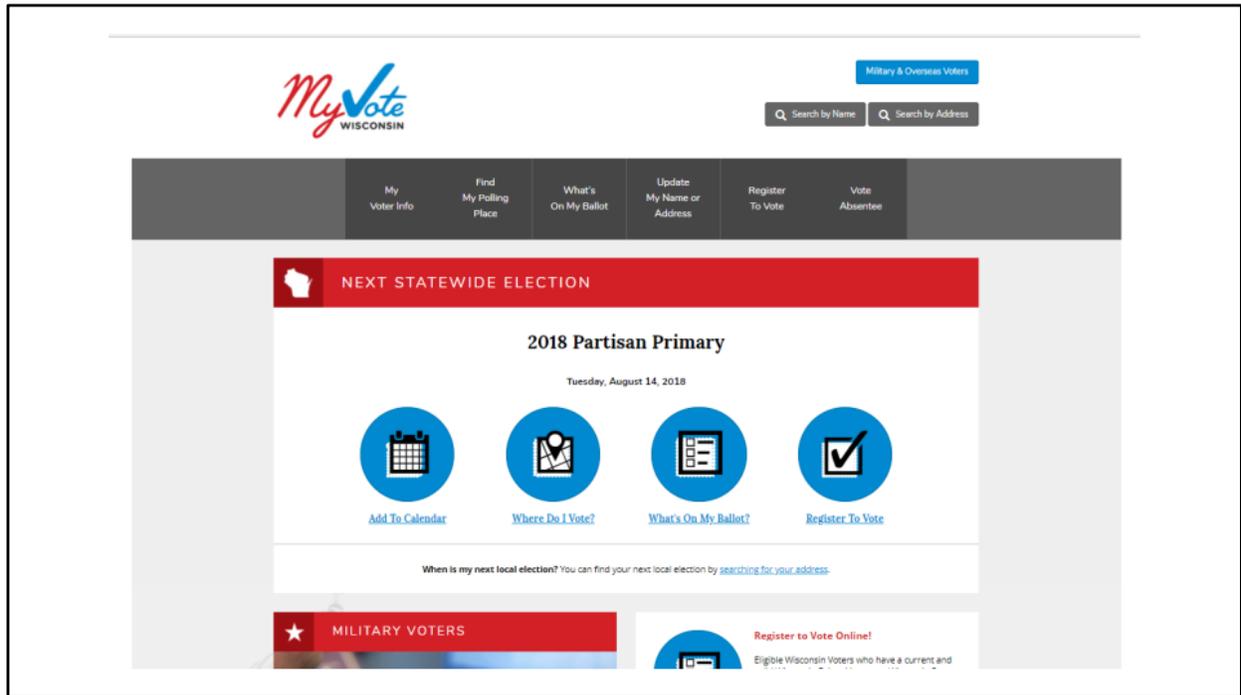
## How to Register - Online (OVR)

- Must have a valid unexpired Wisconsin driver license or Wisconsin DOT-issued ID card
- Name, DOB & address used for registration must match the name, DOB and address at DMV
- Available to the voter up to 20 days before an election

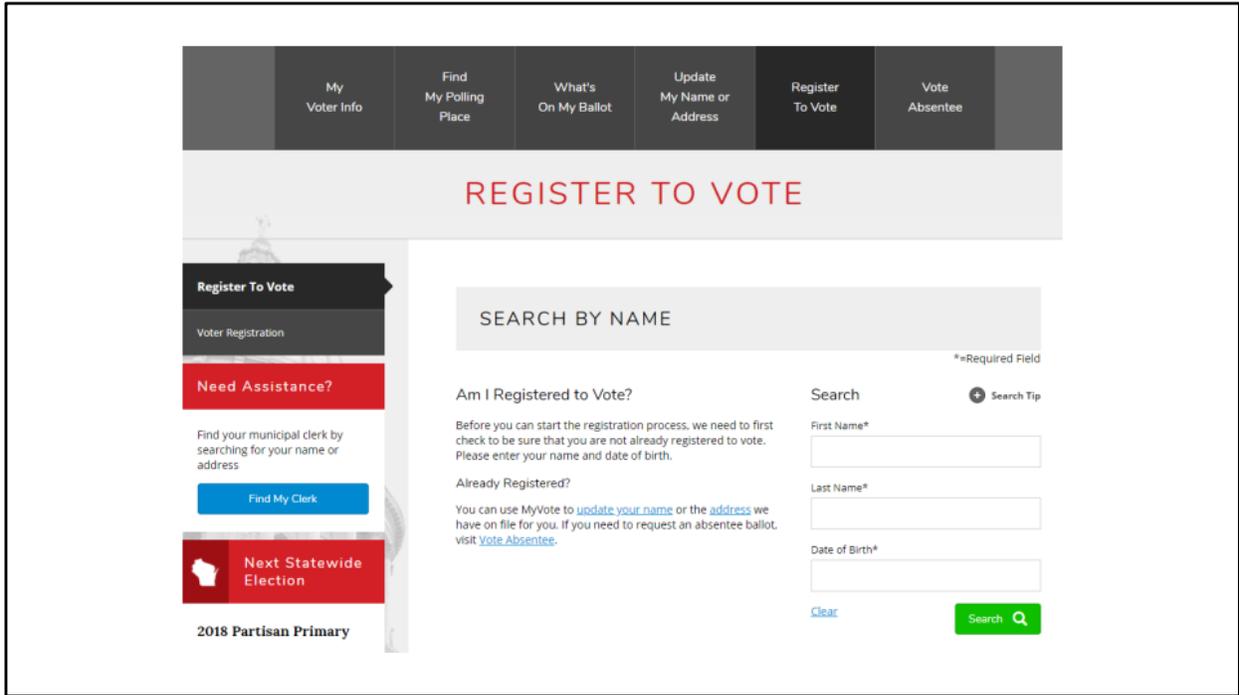


There are certain requirements for registering online. First you must have a valid unexpired WI driver license or DOT issued ID card. Second, the voter's name, DOB and address used for registration must match the name, DOB and address on record at the DMV.

Also, remember online registration, along with mail-in registration and registering at a registration event, is available to voters only up until 20 days before an election.



Let's take a look at the MyVote website so you are familiar with the online registration process. The voter starts by clicking on the Register to Vote tab.



On the next screen, the voter types in their name and DOB to access their own record to find out their current registration status.

## SEARCH BY NAME

\*=-Required Field

**You are not registered to vote**

We did not find any registered voter in the system that matches the information you entered. Would you like to register to vote?

[Register to Vote](#)

MyVote is unable to find the name and birthdate you entered. When searching again, try entering:

- Variations of your first name
- No spaces or special characters (For instance, if your last name is O'Neil, try entering ONEIL.)
- 01/01/1900 as your birthdate (Some voter registration records do not have a birthdate, so 01/01/1900 is entered as the default.)

If you are still unable to find your record and believe that you are registered to vote, please [contact your municipal clerk](#).

If you are a military voter, you do not need to register.

[Military Voters](#)

**Search** [Search Tip](#)

First Name\*

Last Name\*

Date of Birth\*

[Clear](#) [Search](#)

One of two pages will open. This page will open if the voter is not registered to vote in Wisconsin. The voter clicks on the Register to Vote button to proceed to register online.

SEARCH BY NAME

\*=-Required Field

Registered Voter Found

**Mary E Johnson**

**Status:** Registered

**Current Address:** 7803 Mary Vail Trail, Menomonee WI 53052

**Is this you?** If this is not you, you must first [register to vote](#)

Search  Search Tip

First Name\*

Last Name\*

Date of Birth\*

[Clear](#)

This is the alternative page that will open if the voter is currently registered to vote in Wisconsin. It shows the voter's name and address as they appear in the state registration database. The voter can now choose to update their name and/or address. Please note that updating your name or updating your address is the same as re-registering to vote.

Let's follow an example of a voter who has moved since the last time they voted and needs to re-register to update their address; they will click on the Update Name or Address button.

**What you will need** | Am I eligible to vote? | Update my Address | Review and certify my registration | Print or save my registration | Mail or deliver my registration

### Step 1: What you will need

There are two ways to register to vote on this site :

1. **Online** : To register to vote online, only voters with a valid, unexpired Wisconsin Driver License or Wisconsin State ID Card may use this site to register to vote. You will need your Wisconsin Driver License or Wisconsin State ID Card Number in order to register to vote online. You will also need to match the name, date of birth, and address on file with the Wisconsin DMV in order to register to vote online. If a match cannot be made with the Wisconsin DMV, you will still be able to register to vote by printing, signing and mailing your registration form along with proof of residence to your municipal clerk.

Need to update your address with the Wisconsin DMV? You will need to have a current address on file with the Wisconsin DMV before you can register to vote online. [Update your address with the Wisconsin DMV here.](#)

2. **Mail/Delivery** : Eligible Wisconsin voters who do not have a current, valid Wisconsin Driver License or Wisconsin State ID Card may complete the voter registration form and mail or deliver their form to their [Municipal clerk](#) along with a [proof of residence document](#). Instructions on how to register using this process and where to mail/deliver your registration form will be provided.

[Continue to Step 2](#)

The next page that opens has information that reminds the voter about the requirements to use the online registration system.

- the voter must have a valid unexpired WI DL or state ID to use the site.
- and the voter’s name, DOB and address on file with the WI DMV must match the name, DOB and address they will use to register.

Remember in our example, the voter is re-registering because their address has changed. If the voter has already changed their address at the DMV, they can proceed to the next step in the online registration process. But if the voter has not yet changed their address with the DMV, this page has a link that takes the voter directly to the DMV website to change their address. When the voter clicks on “Update your address with the Wisconsin DMV here,” they will be leaving the MyVote website, and navigating to the DMV website. Once they have updated their address in the DMV system, the voter will need to reenter the MyVote website, to restart the registration process.

# DMV Website

## Change your residence address online

Online services  
Vehicles  
Titles  
Plate guide  
Special plates  
Motor carriers  
DMV customer service centers  
Forms  
Drivers

This online system will allow you to change your Wisconsin residence and/or mailing address for your Wisconsin driver license/ID and vehicle license plates/registration. If you would like a driver license or identification card that shows your new address, you will need to apply for a duplicate driver license or identification card online or visit a DMV customer service center and pay the required fee.

You will not be able to use this online system if:

- You hold a Commercial Driver License (CDL) or a Commercial Learner Permit (CLP) that has not expired. Customers who hold a valid CDL or CLP are required to obtain a new driver license with their current address on it. You may be eligible to apply for a duplicate online. The online duplicate system will allow you to change your address and request a new license in one step. If you are not eligible to apply online, please visit a DMV customer service center. You will need to show your Social Security card, Federal Medical card (if applicable) and pay the fee for a duplicate.

To use this online system, you must enter the following:

- Your Wisconsin driver license number or Wisconsin identification card number
- The last four digits of your social security number, and
- Your date of birth

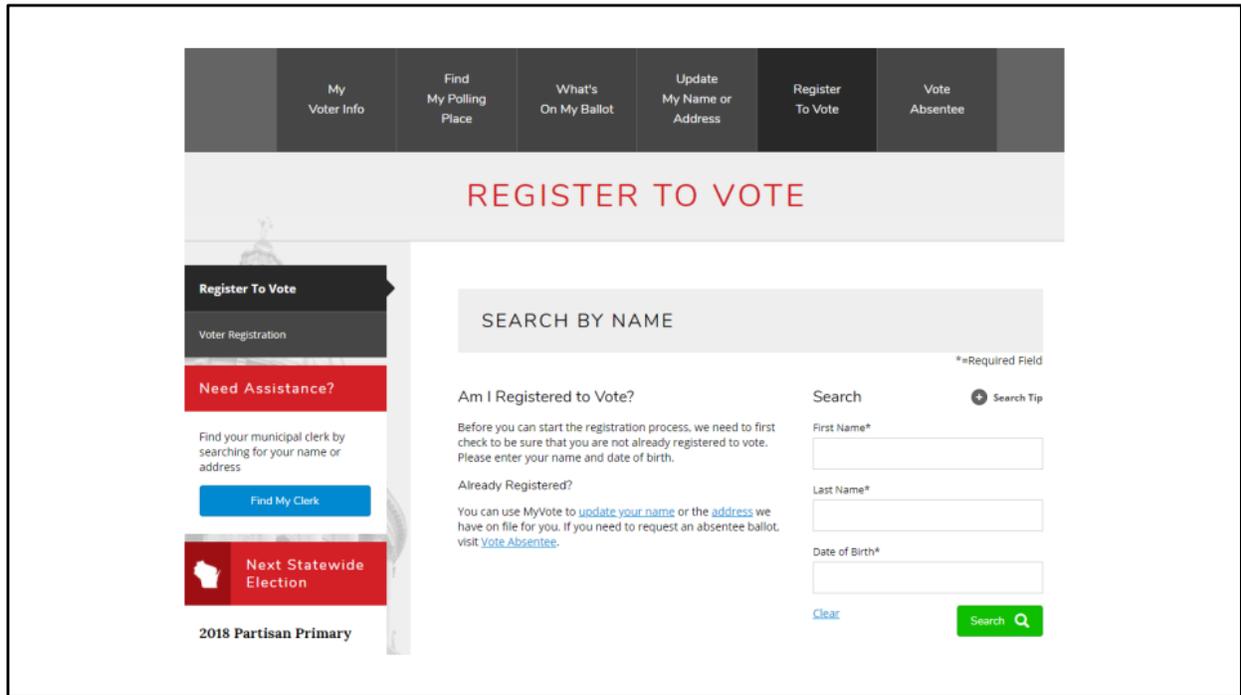
If you do not wish to enter this information online, download Address Change Notice [MV3058](#). Complete and mail to the address listed on the form.

**This service may not be available on Sundays from 6 a.m.-9 a.m. due to regular system maintenance.**



Questions?  
Email Wisconsin DMV email service  
Phone

This is the page in the DMV system that opens so the voter can change their address. Clicking on “Start Now” leads the voter through a series of questions, resulting in their address being changed in the DMV system. Please note that changing the address in the DMV system does not automatically change the voter’s address in MyVote. The voter must re-enter the online system in MyVote to continue the process of changing their address for voter registration purposes.



After the address has been updated in the DMV system, the voter can return immediately to the Register to Vote page in MyVote to begin the registration process again. The voter re-enters their name and DOB.

The screenshot shows a multi-step registration process. At the top, a progress bar contains six steps: 'What you will need' (green with a checkmark), 'Am I eligible to vote?' (white with a green border), 'Update my Name', 'Update my Address', 'Review and certify my registration', 'Print or save my registration', and 'Mail or deliver my registration'. Below the progress bar, the text '\*-Required Field' is visible. The main heading is 'Step 2: Am I eligible to vote?' followed by the instruction 'Please verify that you are eligible to register:'. The questionnaire consists of six questions, each with radio buttons for 'Yes' and 'No', and a 'More Information' link with a plus icon. The questions are: 'Are you a United States Citizen?\*', 'Will you be at least 18 years old at the time of the next election?\*', 'Do you have a WI driver license or a WI state identification card?\*', 'Will you have resided at your current residential address for at least 10 consecutive days prior to the next election, with no present intent to move?\*', 'Are you currently serving a sentence for a felony conviction, including probation, parole, or supervision?\*', and 'Are you otherwise disqualified from voting?\*. At the bottom left is a blue 'Previous' link, and at the bottom right is a grey 'Continue to Step 3' button.

What you will need | Am I eligible to vote? | Update my Name | Update my Address | Review and certify my registration | Print or save my registration | Mail or deliver my registration

\*-Required Field

Step 2: Am I eligible to vote?

Please verify that you are eligible to register:

Are you a United States Citizen?\*

Yes No More Information

Will you be at least 18 years old at the time of the next election?\*

Yes No More Information

Do you have a WI driver license or a WI state identification card?\*

Yes No More Information

Will you have resided at your current residential address for at least 10 consecutive days prior to the next election, with no present intent to move?\*

Yes No More Information

Are you currently serving a sentence for a felony conviction, including probation, parole, or supervision?\*

Yes No More Information

Are you otherwise disqualified from voting?\*

Yes No More Information

[Previous](#) [Continue to Step 3](#)

And eventually navigates to this page where the voter responds to questions to determine their eligibility to vote. Assuming the voter is eligible, they continue to the next step.

✓  
What you  
will need

✓  
Am I eligible  
to vote?

Update my  
Address

Review and  
certify my  
registration

Print or save  
my  
registration

Mail or  
deliver my  
registration

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**Step 3: Update my Address**

**Current Address**

Street Address\*

Apartment/Unit Type  Apartment/Unit Number

City\*  Zip Code\*

**Prior Address**

**7803 Mary Vail Trail  
Menomonee Falls 53052**

**I have one of the following voter statuses:**

As a member of the military, you do not need to register to vote. Please provide your information as part of an absentee ballot request. [Provide your information now](#)

I live in permanently overseas with no intent to return to the United States.

**Please enter your contact information (optional):**

Email Address

Phone

On this page the voter enters their new address which they have already updated with the DMV.

What you will need
  Am I eligible to vote?
  Update my Address
  Review and certify my registration
  Print or save my registration
  Mail or deliver my registration

**Step 4: Review and certify my registration**

**Am I eligible to vote?**

Are you a United States Citizen? **Yes** [Edit](#)

Will you be at least 18 years old at the time of the next election? **Yes** [Edit](#)

Do you have a WI driver license or a WI state identification card? **No** [Edit](#)

Will you have resided at your current residential address for at least 10 consecutive days prior to the next election, with no present intent to move? **Yes** [Edit](#)

Are you currently serving a sentence for a felony conviction, including probation, parole, or supervision? **No** [Edit](#)

Are you otherwise disqualified from voting? **No** [Edit](#)

**Contact Information**

Current Address: **123 Main St Apt 75, Madison, WI, 53706** [Edit](#)

Email: [Edit](#)

Phone: [Edit](#)

Interested in being a poll worker? **No** [Edit](#)

Accommodations needed at the polling place? [Edit](#)

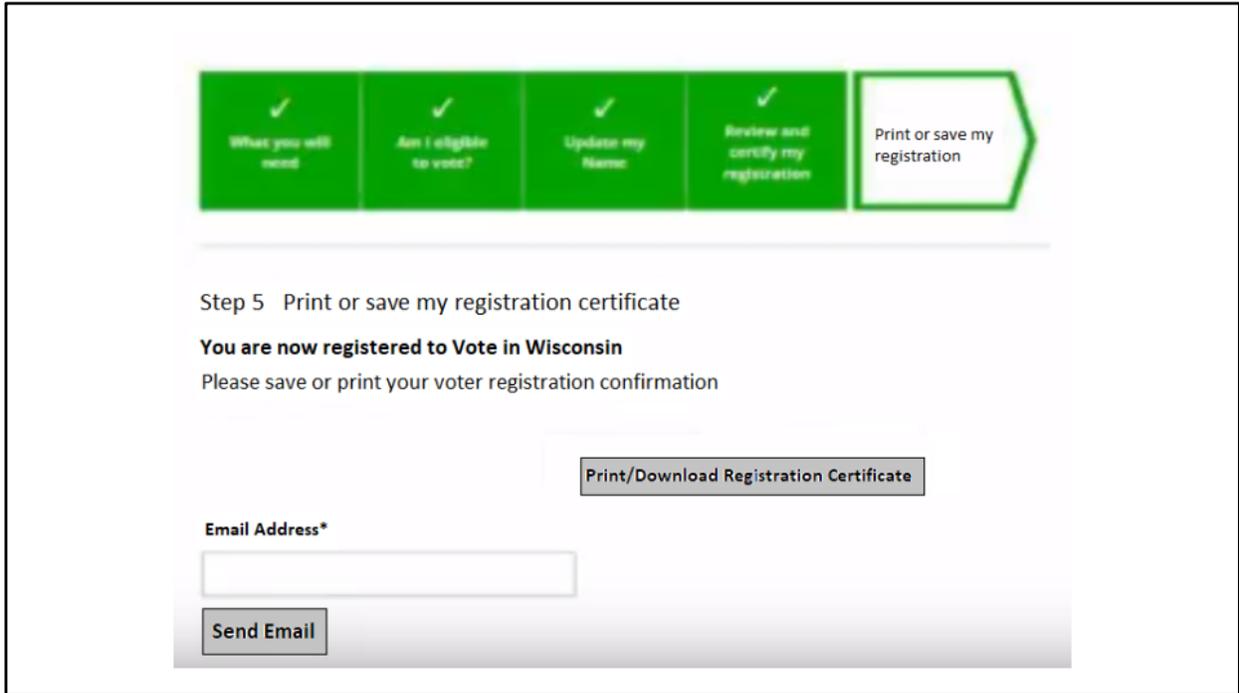
**Verification**

I hereby certify, to the best of my knowledge, that I am a qualified elector, a U.S. citizen at least 18 years old or will be at least 18 years old at the time of the next election, having resided at the above residential address for at least 10 consecutive days preceding this election with no present intent to move, I am not currently serving a sentence including probation or parole for a felony conviction, and not otherwise disqualified from voting. I certify that all statements on this form are true and correct. If I have provided false information I may be subject to imprisonment under State and Federal laws.

I certify that the above information is true and correct.\*

[Previous](#) [Continue to Step 5](#)

On the next page the voter reviews their responses for accuracy and they have an opportunity to make any necessary changes. The voter then reads the verification statement at the bottom and certifies the truth and correctness of the information they have provided by checking the box at the bottom of the screen.



The image shows a registration process progress bar with five steps. The first four steps are completed and highlighted in green: 'What you will need', 'Are I eligible to vote?', 'Update my Name', and 'Review and verify my registration'. The fifth step, 'Print or save my registration', is currently active and highlighted in white with a green border. Below the progress bar, the text reads 'Step 5 Print or save my registration certificate' and 'You are now registered to Vote in Wisconsin'. It also says 'Please save or print your voter registration confirmation'. There are two buttons: 'Print/Download Registration Certificate' and 'Send Email'. Below the 'Send Email' button is an input field for 'Email Address\*'.

What you will need ✓

Are I eligible to vote? ✓

Update my Name ✓

Review and verify my registration ✓

Print or save my registration

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Step 5 Print or save my registration certificate

**You are now registered to Vote in Wisconsin**

Please save or print your voter registration confirmation

Print/Download Registration Certificate

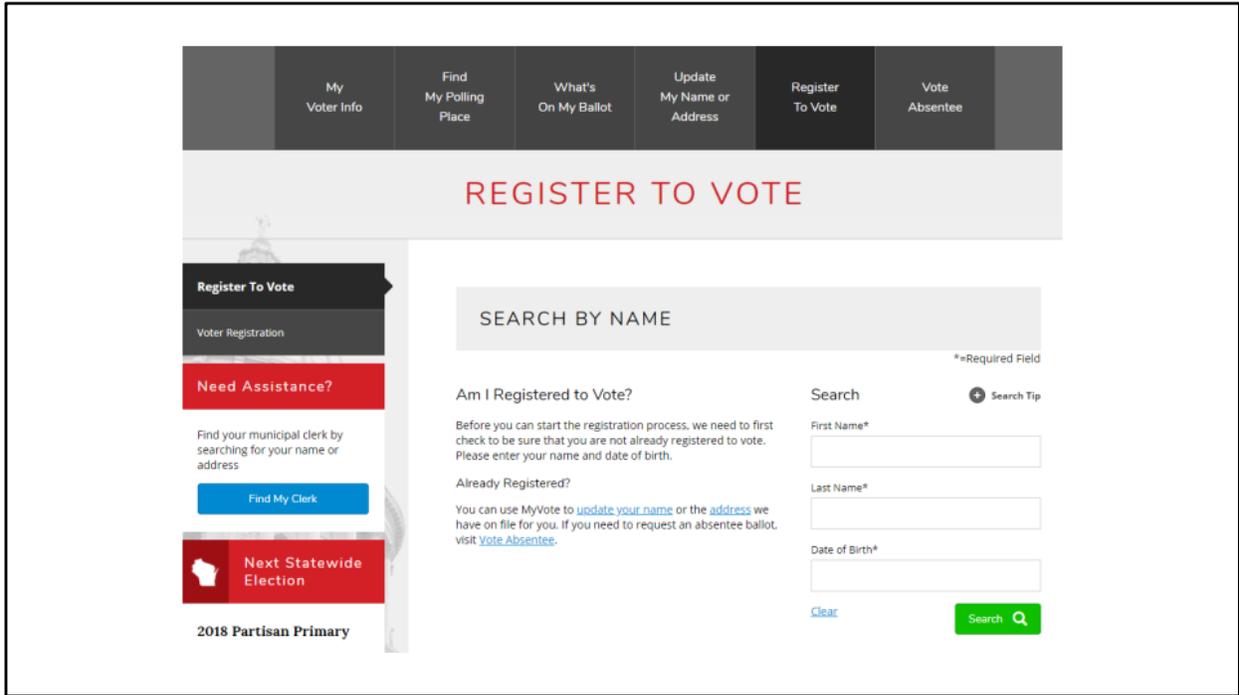
Email Address\*

Send Email

After certifying their registration, the voter proceeds to the confirmation page which lets the voter know they are registered to vote. They have the option to download or print a registration certificate or request that a copy of the registration certificate be emailed to them.

<b>CERTIFICATE OF VOTER REGISTRATION</b>	
<b>Wisconsin Online Voter Registration</b>	
<p>The following voter has registered to vote online using the State of Wisconsin Elections Commission's website MyVote.wi.gov. The voter information listed below has been entered into the statewide voter registration system WisVote. The voter should appear on the poll book for the polling place listed below. This certificate can be used as proof that the voter is registered. The voter's information matched the information on file with the Wisconsin DMV. The voter does not need to provide additional proof of residence, and the voter does not need to provide a signed voter registration form.</p>	
<b>Voter's Polling Place:</b>	
<b>Ward Number:</b>	City of Madison - Ward 74
<b>Municipality:</b>	<b>STATE OF WISCONSIN</b>
<b>County:</b>	Dane County
<p>To Wisconsin Election Officials, this is to certify that the voter listed below has completed the online voter registration application using the State of Wisconsin's online voter registration system and said elector should be permitted to cast his or her vote for the election to be held on: 2/21/2017</p>	
<b>Voter's Name:</b>	Johnson, Mary E
<b>Voter's Street Address:</b>	123 Main St Apt 75
<b>Voter's City, State, Zip:</b>	Madison, WI 53708
<b>Voter Registration #:</b>	700188534
<b>Date of Voter Registration:</b>	

The registration certificate, shown here in partial view, serves as proof of registration and can be taken to the polls to confirm the voters registration. That completes our first example where the voter has re-registered by updating their address.



The other example for registering that we'll look at is a voter re-registering to update their name. In this second example, the voter will start on the first registration screen in MyVote as they did in our first example.

✓ What you will need	✓ Am I eligible to vote?	Update my Name	Review and certify my registration	Print or save my registration	Mail or deliver my registration
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**Step 3: Update my Name**

**Current Name**

If you have a Wisconsin Driver License or Wisconsin State ID card, you must enter your name exactly as it appears on your card.

First Name\*  Middle Name\*  Last Name\*

I don't have a middle name

**Prior Name**

**Mary E Wilson**

Have you recently changed your name? If you need to update your name with Wisconsin DMV, [Please click here](#) 

**I have one of the following voter statuses:**

As a member of the military, you do not need to register to vote. Please provide your information as part of an absentee ballot request. [Provide your information now](#)

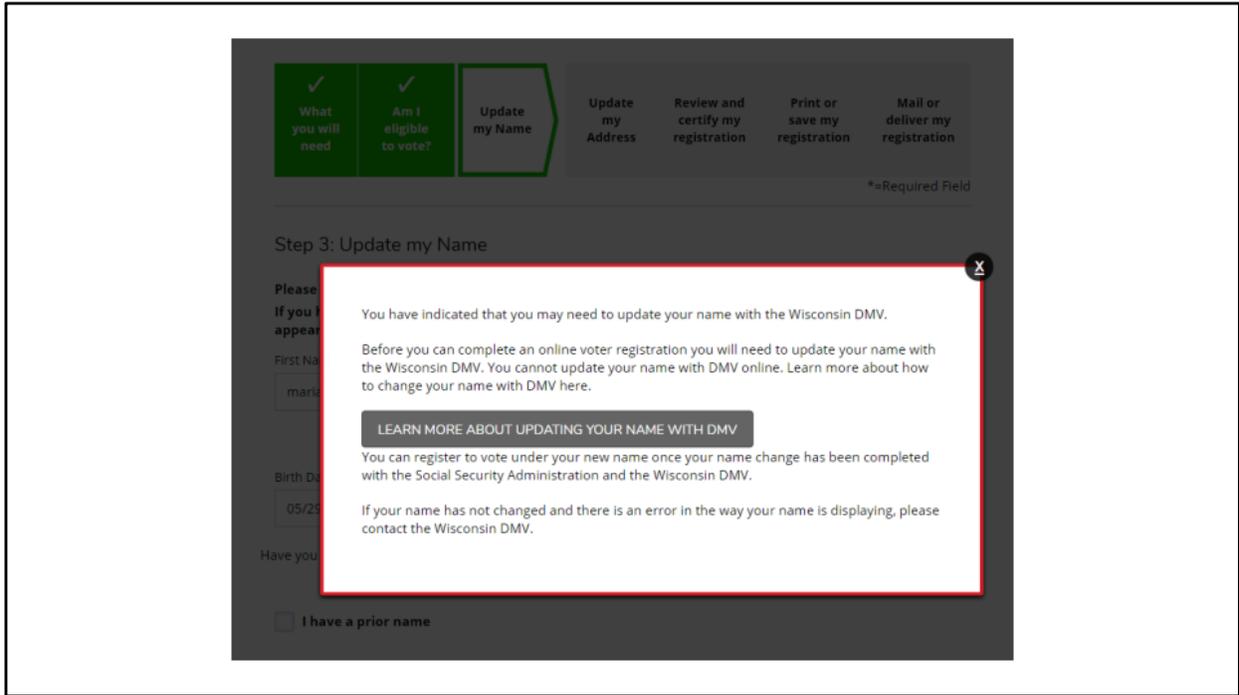
I live in permanently overseas with no intent to return to the United States.

**Please enter your contact information (optional):**

Email Address

Phone

The voter eventually navigates to this page where they can update their name. As in a change of address, the voter cannot change their name online at **MyVote** until they have changed their name in their DMV record. Notice there is a link regarding changing one's name at the DMV website.



When the voter clicks on the link however, the voter is not taken to the DMV website. That is because the voter must appear in person at the DMV to change their name. They cannot update their name with the DMV online. This page provides information about how to update one's name at the DMV.

✓ What you will need	✓ Am I eligible to vote?	Update my Name	Review and certify my registration	Print or save my registration	Mail or deliver my registration
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**Step 3: Update my Name**

**Current Name**

If you have a Wisconsin Driver License or Wisconsin State ID card, you must enter your name exactly as it appears on your card.

First Name\*  Middle Name\*  Last Name\*

I don't have a middle name

**Prior Name**

**Mary E Wilson**

Have you recently changed your name? If you need to update your name with Wisconsin DMV, [Please click here.](#)

**I have one of the following voter statuses:**

As a member of the military, you do not need to register to vote. Please provide your information as part of an absentee ballot request. [Provide your information now](#)

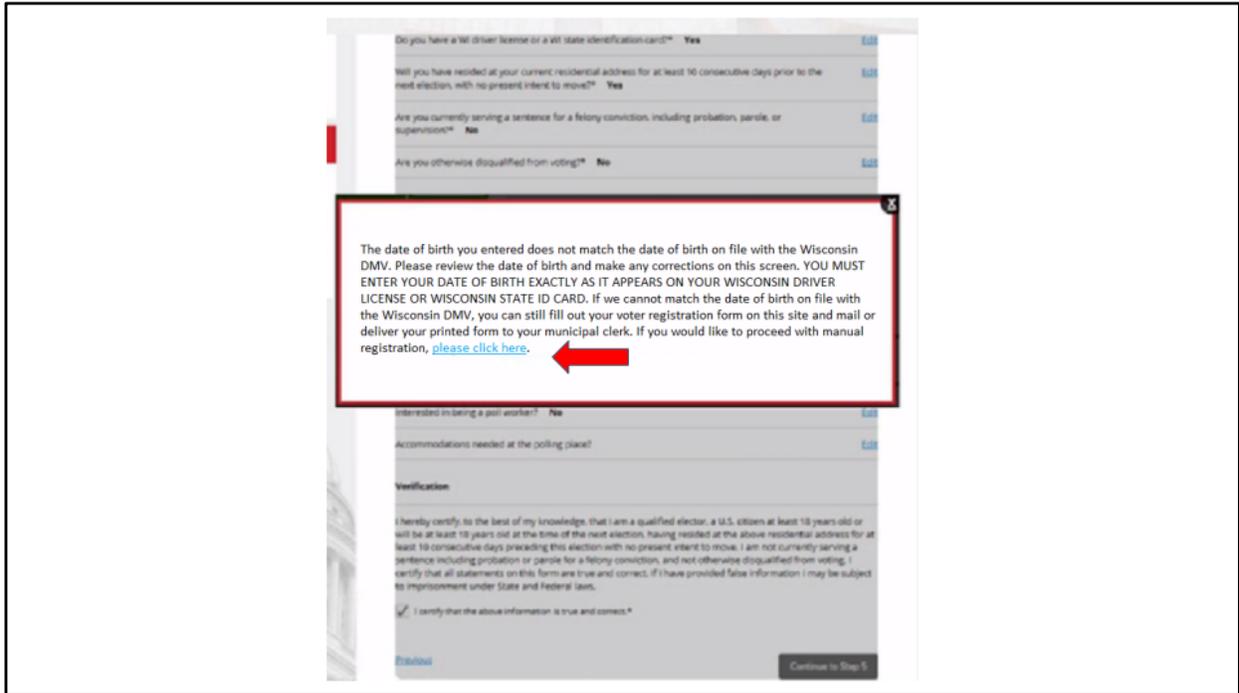
I live in permanently overseas with no intent to return to the United States.

**Please enter your contact information (optional):**

Email Address

Phone

In our example, let's assume the voter has already gone to the DMV and updated their name so they are able to complete this screen with their new and old names, and then proceed to complete their online registration.



When everything matches up with the DMV record including name, DOB and address, the voter will see the confirmation page which we saw previously. If everything does not match up, the voter will see an error message, indicating there has been a problem matching the DMV record. There are different error messages. Some explicitly explain the error; others error messages do not. If there's an error message, the voter will be unable to complete the online registration. An alternative is provided however. By clicking on the link in the error message, the voter is returned to the registration process where they can print out a paper copy of the form which includes their personal information that they entered online. The voter must then follow the procedures for submitting a paper registration form which we'll discuss in a few minutes.

# How to Register - Online (OVR)

## Advantages:

- DMV record of name and address serves as Proof of Residence - No separate proof of residence required
- No printing, signing, mailing form
- reduces data entry errors



## Disadvantage:

- Must have a valid unexpired Wisconsin driver license or Wisconsin DOT-issued ID card
- Must have access to a computer



To summarize, there are advantages and disadvantages to online registration. When the voter registers online they do not need to provide a separate proof of residence. The voter's DMV record serves as their proof of residence. Also when registering online, the voter does not need to print, sign and deliver a form to the clerk's office. The new registration information is delivered electronically. And finally, there are fewer data entry errors as the voter's information goes directly to the state database.

The disadvantages however are that the online system is available only to voters with a valid unexpired WI driver license or ID and the voter must have access to a computer.

# OVR Practice

## Updating Address

- Go to MyVote.wi.gov
- Select the *Register to Vote* tab
- Enter your name and DOB
- Select updating your address
- Proceed through the next 4 screens (through Step 4)
  - assume you've already changed your address at the DMV



**Do not proceed to Step 5 or you will  
change your registration.**

Working on your own computer/tablet, we would like you to practice using the online system. We'll have you practice registering because of a change of address. Follow the steps on the screen. Be sure to stop at Step 4. Otherwise you will change your own registration.



## Role of Registration Helper

- Helping at food pantries, registration drives etc.
  - registration not complete until processed later by municipal clerk
- Working as a poll worker or at early voting
  - registration actually completed
  - POR verified and documented
- **Online** registration completed on the spot

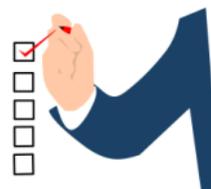


Before we look at the paper registration form itself, let's address the role of a registration helper when working with a paper registration. When you are helping a voter with a paper registration at a food pantry or during a registration drive, you are not technically completing the registration. You are assisting the voter with the complexities of the registration process, but the registration is not actually completed until the registration form and the proof of residence have been processed by the voter's municipal clerk. Your role as a registration helper is different from the role of a poll worker on election day or someone working at an in-person absentee voting location, that is during early voting. If you are employed by the clerk on election day or during early voting, you have the authority to actually complete the paper registration by verifying and documenting the voter's proof of residence as would happen in the clerk's office. Volunteer registration helpers do not have that authority. Later in the presentation, we'll look at where on the registration form poll workers document and complete the registration process. Finally, unlike helping a voter do a paper registration which has to be processed by the municipal clerk to be completed, an **online** registration is completed on the spot once the voter sees the confirmation page.

1	<input type="radio"/> New WI Voter <input type="radio"/> Name Change <input type="radio"/> Address Change	Municipality <input type="radio"/> Town <input type="radio"/> Village <input type="radio"/> City		
	County			
2	WI Driver License or WI DOT-issued ID # (Req. if not expired or cancelled)	Expiration Date	/	/
	Social Security Number - Last Four Digits (Req. if driver license or state ID is not issued, has expired, or has been cancelled)	X X X - X X -	<input type="radio"/> I have neither a WI Driver License/ ID nor a Social Security Number.	

## Who needs to register?

- New voter in Wisconsin
- Changed name
- Moved



## Municipality and County

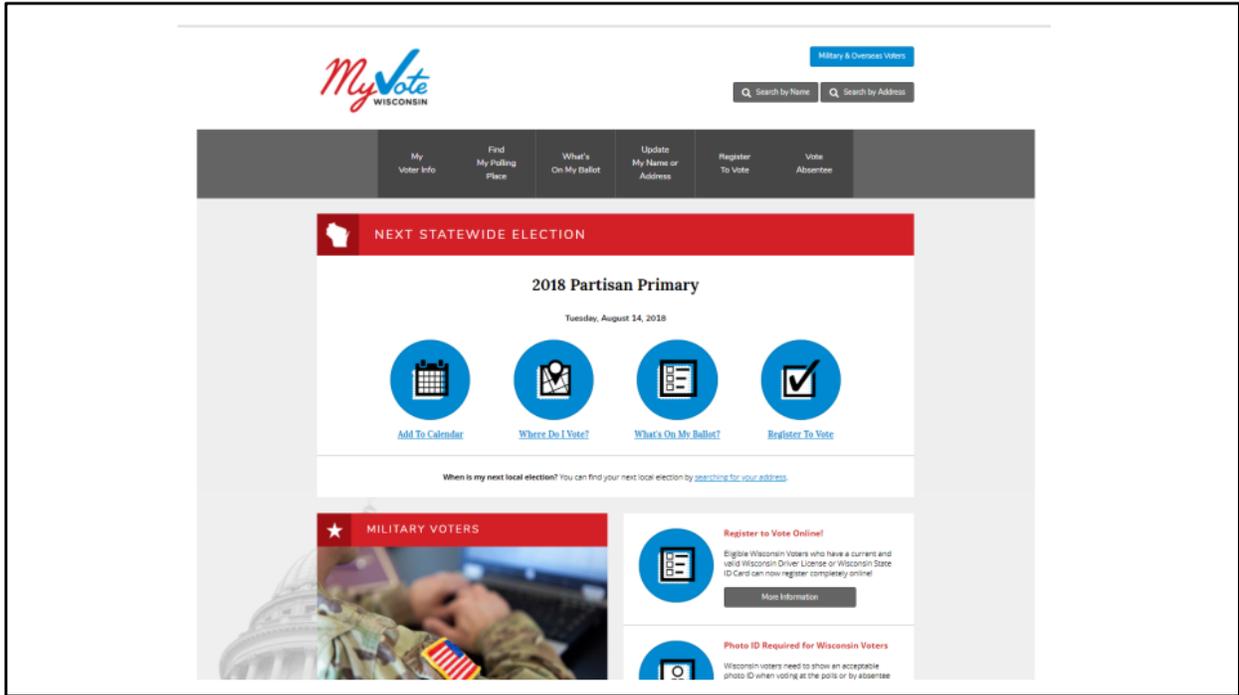
Let's take a look at the form. You have 2 copies - the standard state form and one modified by the Madison city clerk. The Madison form has stars marking the minimally required information. Other municipal clerks however may be less flexible in accepting forms with missing information. So we suggest that you have the voter complete all of the required items.

As we review the form, please follow along with a paper copy.

Let's start at the top of the form. Section 1 is where the voter indicates their reason for registering - they are a new voter in Wisconsin, they have changed their name since last voting or they have moved since they last voted. These bubbles are often missed by the voter so you may want to fill them in on the voter's behalf.

In Section 1 you also indicate the municipality (indicating town, village or city) and county where the voter lives. If the voter is not sure of the municipality or county, you can look this up in MyVote.

Handouts: State and Madison forms



Here's the page in MyVote. Click on the tab Find my Polling Place and enter the voter's address with your best guess of the municipality. The MyVote system will in most cases find the correct municipality and county. This is important because you want to submit the registration paperwork to the correct municipal clerk.

1	<input type="radio"/> New WI Voter <input type="radio"/> Name Change <input type="radio"/> Address Change	Municipality <input type="radio"/> Town <input type="radio"/> Village <input type="radio"/> City		
	County			
2	WI Driver License or WI DOT-issued ID # (Req. if not expired or cancelled)		Expiration Date / /	<input type="radio"/> I have neither a WI Driver License/ ID nor a Social Security Number.
	Social Security Number - Last Four Digits (Req. if driver license or state ID is not issued, has expired, or has been cancelled)		X X X - X X -	

- WI driver license or WI DOT-issued ID number **required** if valid & unexpired
  - include expiration date
- If no WI driver license or WI ID card, use last 4 digits of Social Security number



Returning to section 2 on the form, if the voter has a valid unexpired Wisconsin driver license or WI DOT-issued ID card, they must write the driver license or ID number along with the expiration date on the form. The driver license and ID numbers have 14 characters, starting with the first letter of the voter’s last name. If the voter does not have the driver license or ID card with them and does not know the number on the card, they will not be able to register at that time.

Voters who do not have a valid unexpired WI driver license or ID can register using the four digits of their social security number.

3	Current	Last Name		First Name	
		Middle Name		Suffix (e.g. Jr., II, etc.)	Phone #
		Date of Birth (MM/YYYY)		Email Address	
If you are a military or permanent overseas elector, fill in the appropriate circle (see instructions for definitions) <input type="radio"/> Military <input type="radio"/> Permanent Overseas					
4	Current	Residence Address: Street Number & Name			
		Apt. Number		City	State & ZIP
5	Current	Mailing Address: Street Number & Name			
		Apt. Number		City	State & ZIP

- Last name, first name, full middle name
- DOB - make sure DOB is not listed as today's date
- Phone number and email address - optional but helpful
- Address must be a physical residence - PO box cannot be a residence
- Moving within the same building requires re-registering
- Mailing address is optional

In section 3 the voter writes their last name, first name, full middle name, and date of birth. Be sure to check that the voter does not mistakenly write today's date or the current year for their date of birth. Section 3 also includes phone number and email address. This information is optional but it is very helpful if the clerk has one of these methods for contacting the voter in case there's a question about the registration. Explain to the voter that the phone number and email are optional but encourage them to provide the information. Most voters are happy to do so. You may make mistakes when helping voters complete their forms but don't let that stop you from working with them. Almost all mistakes can be corrected so that the voter will be registered. This does reinforce the need to include the voter's contact information however.

Section 4 is where the voter enters their current (new) address. This address must be a physical residence. It cannot be a PO box. Confirm with the voter that there is no apartment or dorm room number if none has been listed. Moving within the same building to a new apartment or dorm room requires the voter to re-register.

Section 5 is the mailing address. This is optional information and is usually left blank

because most voters do not have a separate mailing address.

6	Previous	Last Name		First Name
		MiddleName	Suffix (e.g. Jr, II, etc.)	
7	Previous	Previous Address: Street Number & Name		
		Apt. Number	City	State & ZIP

### Registering because of a name change?

- List previous name in Section 6
- Name must first be updated with the DMV



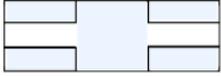
### Registering because of an address change?

- List previous address where last voted in Section 7



Section 6 is where the voter writes their previous name if they are registering because of a name change. This will be left blank if the voter has not changed their name. Remember: For voting purposes, a name change is not in effect until the voter has updated their name with an agency that can issue an acceptable photo ID, typically the DMV. If the voter is updating their name with the DMV, they must first update their name with the Social Security Administration.

Section 7 is for voters who are registering because of an address change. In this section the voter enters the previous address where they lived the last time they voted. Some voters may not remember the exact address. Providing the previous city and state is usually enough information for the clerk to locate and cancel the previous registration.

<b>8</b>	Accommodation needed at poll location (e.g. wheelchair access):	If you do not have a street number or address, use the map to show where you live. <ul style="list-style-type: none"> <li>• Mark crossroads</li> <li>• 'X' where you live</li> <li>• Use dots for landmarks</li> </ul>	<table border="1"> <tr> <td>Example</td> <td style="text-align: center;">↑</td> <td>Library</td> </tr> <tr> <td></td> <td style="text-align: center;">Marmot Road</td> <td></td> </tr> <tr> <td>High School</td> <td></td> <td style="text-align: center;">x</td> </tr> </table>	Example	↑	Library		Marmot Road		High School		x	
	Example		↑	Library									
	Marmot Road												
High School		x											
<input type="radio"/> I am interested in being a poll worker.													

- Voters with no residence address draw a diagram in section 8
- Proof of residence is still required



Section 8 has 2 parts. In the first half, voters with disabilities can indicate if they need an accommodation at their polling place. The second part of section 8 is for use by a homeless voter who wishes to register to vote. A homeless voter will not have a typical residence address to write in section 4. Instead, a homeless voter can draw a diagram in section 8, indicating where they typically return each night. The voter can write the names of the intersecting streets or indicate landmarks on the diagram. Proof of residence is still required - we'll talk about options for POR for homeless voters later in this module.

9	Please answer the following questions by filling in "Yes" or "No" 1. Are you a citizen of the United States of America? 2. Will you be 18 years of age or older <b>on or before the first election at which you will offer to vote?</b>	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Yes <input type="radio"/> No	<b>If you filled in "No" in response to EITHER of these questions, do <u>not</u> complete this form.</b>
---	---	--	--

- Only U.S. Citizens can register and vote
- Must be 18 years old by Election Day



- 17 year olds can register **by paper**

In section 9 the voter confirms 2 of the eligibility criteria to vote - are they a citizen of the United States and will they be at least 18 years of age by Election Day. The voter must answer "Yes" to both questions. You might consider pointing out these 2 questions before the voter starts filling out the form as a tactful way for non-citizens to opt out.

A 17 year old can register as long as they will be 18 by the next election, but cannot vote until they are 18. Seventeen year olds can only register by paper. They can either start with a paper form or enter information in the online system and then print out a paper copy to submit through Mail/Delivery. A seventeen year old cannot submit their registration information electronically.

10	I hereby certify, to the best of my knowledge, that I am a qualified elector, a U.S. citizen, at least 18 years old or will be at least 18 years old at the time of the first election at which I will offer to vote, having resided at the above residential address for at least 10 consecutive days immediately preceding this election, with no present intent to move. I am not currently serving a sentence including incarceration, parole, probation, or extended supervision for a felony conviction, and not otherwise disqualified from voting. I certify 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. <b>If completed on Election Day:</b> I further certify that I have not voted in this election. <b>Please sign below to acknowledge that you have read and understand the above.</b>						
11	X	Elector Signature	Today's Date	Proof of Residence Type (Official use only)	Proof of Residence Issuing Entity (Official use only)		
				Proof of Residence # (Official Use Only)	Election Day Voter # (Official Use Only)		
<b>Falsification of information on this form is punishable under Wisconsin law as a Class I felony.</b>							
12	Assistant Signature:		Assistant Address:				
Official's Signature:		Date Complete & POR Received		SRDs printed name and SRD#:			
Ward	Sch. District	Atter	Chr. Secur.	Ct. of Acc.	Assembly	St. Senate	Congress

- Voter reads eligibility criteria
- Voter signs (and dates) form, certifying that all is correct
- If unable to sign, voter can designate an assistant who signs on the voter's behalf



Section 10 describes all 4 of the eligibility criteria to vote in Wisconsin. Ask the voter to read the paragraph or explain the criteria to them before the voter signs and dates the form in section 11. When the voter signs the form, they are certifying the truth and correctness of the information they have provided and their eligibility to vote. Volunteers are not responsible for verifying that the voter is in fact eligible to vote.

The second half of section 11 is for verifying and documenting the voter's proof of residence. Earlier in the training I described the responsibilities of a poll worker registering a voter on election day. The poll worker fills in information about the proof of residence on the right hand side of section 11 and also signs and dates the form as the election official on the line under section 12. Remember, as a volunteer registration helper, you do not have the authority to verify and document the voter's proof of residence so you will leave these sections blank.

Section 12 is for a voter who is unable to sign the form because of a disability. In that situation, the voter can designate an assistant - a friend, family member or the volunteer - to sign the form on their behalf. The assistant signs the form and writes

their address in section 12. Section 12 is completed only when an assistant signs the form for the voter because the voter is unable to do so. A volunteer helper does not sign in Section 12 if they are helping the voter with the registration form in a general way.

## Tips for Completion

- Legal document - must be legible
  - Completed by voter or volunteer
- Check for accuracy and completeness
- Ask colleague to double-check
- Avoid creating extra work for clerk's staff



Finally, some general tips for completing a paper registration form. The registration form is a legal document that must be legible so the clerk's office staff can accurately enter the information in the state database. Either the voter or volunteer can write the information on the form. Always check the form for accuracy and completeness and if at all possible, ask a colleague to double check the form for you. The staff in the clerk's office is extremely busy. We don't want to create unnecessary work for them by submitting incomplete or error-filled forms. Finally, do not submit registrations from non-Madison municipalities to the Madison clerk. The Madison clerk's office will, of course, pass the forms on to the correct clerk, but they should not have to do that. It's our job to make sure the forms go to the correct clerk.

# Paper Registration Practice

Find the errors on the completed forms

1. fill in for self
2. check someone else's form
3. find errors on examples

Errors - several or none per example form

1. DL/ID number incomplete
2. no expiration date
3. DOB has current year
4. previous address blank for address change
5. # 9 not completed
6. signature and/or date missing
7. form illegible
8. previous name blank for name change
9. current address is out of state.

## Proof of Residence (POR)

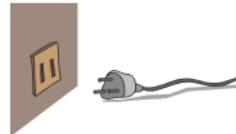
- If registering on paper, must mail or submit POR
- Single document that shows voter's current name and address
- Can be a paper or electronic document
- (For Madison residents) May be sent via email to [POR@cityofmadison.com](mailto:POR@cityofmadison.com)
  - last name, first name in subject line



When a voter registers on paper, they must submit proof of residence. Proof of residence is a single document that shows the voter's current name and current address. It can be a paper or electronic document. The proof of residence must be submitted with the registration form to the voter's municipal clerk. City of Madison residents have a unique option for submitting proof of residence via email. The Madison city clerk has set up an email account dedicated to receiving proofs of residence. The voter either takes a screenshot of an electronic document or a photo of a paper document and sends it to [POR@cityofmadison.com](mailto:POR@cityofmadison.com). The voter's last name, first name are written in the subject line.

# Acceptable Proof of Residence

- Valid unexpired WI driver license or DOT-issued ID card (or receipt)
- Utility bill (last 90 days)
  - Water
  - Gas
  - Electric
  - Phone – landline or cellular
  - Cable
  - Internet



There are only certain types of documents that are acceptable as proof of residence. Here's the list:

- A valid unexpired WI driver license or state issued ID card.
- An unexpired receipt obtained when applying for a WI driver license or state ID
- A utility bill issued within the last 90 days. This includes any type of utility - water, gas, electric, cable, internet or phone - either landline or cellular,.



# Acceptable Proof of Residence

## Residential lease

- Not acceptable for registrations by mail
- Care facility residents may use care facility contract or intake document



A current residential lease in effect on the day of the registration. A residential lease however, does not count as proof of residence if submitted by mail. Voters in a care facility can use the facility contract or an intake document with the voter's name and the address of the facility as proof of residence.

# Government Document Examples

- Any government web page with the voter's name and address
- Fishing license
- Ticket/citation
- Social Security
- Food Share Wisconsin
- Medicare/Medicaid
- Public library electronic system - voter's account page
- Correspondence from Native American tribe in WI
- Bartender license
- Public high school transcript, report card, or schedule
- Document from the University of WI or WI Tech Colleges
- Automobile registration



Any government issued check or document may be used. There are many examples as shown on this screen and this list is not an exhaustive list. Any of these documents and others are acceptable as POR if presented as a single document with the voter's current name and current address.

## Acceptable Proof of Residence

- College fee statement from last 9 months, with student ID
- Useful for private colleges such as Edgewood College



Another category of documents acceptable as proof of residence is a college fee statement from the last 9 months, presented with a student ID. A college fee statement with a student ID would most commonly be used by a student at a private institution such as Edgewood College. This is because a public college or university such as UW Madison is a government entity and therefore any document from UW Madison would be acceptable as proof of residence, not just a fee statement.

## Proving Address when Homeless

- Affidavit from homeless shelter or a social service agency providing services for the homeless
  - Identifies voter
  - Describes residence for voting purposes



The Salvation Army  
Dane County



Finally, there is an option for a homeless voter to provide proof of residence. The voter can use an affidavit from a homeless shelter or social service agency that identifies the voter and describes their residence for voting purposes. The WEC provides a template for the affidavit which must be on the agency letterhead. A link to the template is provided in a resources slide at the end of this presentation.

## Not Acceptable

- Insurance statement
- Medical bill (except UW Health)
- Business card
- Magazine subscription
- Expired license/ID
- Out-of-state driver license
- Junk Mail
- Post office forwarding sticker



There are also some documents and papers that voters might think they can use as proof of residence which are not acceptable. These include an insurance statement, medical bill, business card, magazine subscription, expired license or ID, an out-of-state driver license, junk mail and a post office forwarding sticker. The one exception for a medical bill is a bill from UW Health which is considered a government entity. You may wonder why some documents are acceptable while others are not. Unfortunately we do not have a guide on this from lawmakers.

Handouts:

Proof of Residence for Voter Registration - Maribeth folder (blue)

Questionable Proof of Residence

Electronic Proofs of Residence

## POR Practice

- Is it an acceptable proof of residence?
  - If yes, why?
  - If no, why not?

YES  
 NO

In pairs, review documents to determine if acceptable and if not, identify why it is not acceptable

Examples:

No

utility bill older than 90 days

out of state DL

property tax bill more than a year old

expired ID

bill from medical clinic

envelope from a government letter

Yes

bill from uw hospital

## Helping Wisconsin Voters

- Eligibility to vote
- Registration and proof of residence
- **Acceptable voter ID**
- Engaging with the voter



So far we've looked at eligibility to vote and registration and POR. We'll now look at the topic of acceptable voter IDs.

## Acceptable Voter Photo ID

- Voter must show acceptable ID to receive a ballot
- Address on ID does not matter for purposes of proving identity



Voters must show one of the acceptable photo IDs in order to receive a ballot, either on Election Day at the polls or when voting absentee. The ID does not have to have an address. If it does have an address, the address does not need to be the voter's current address.

# Acceptable Voter Photo ID

unexpired or expiring after 11/8/2016

- Wisconsin driver license
- Wisconsin photo ID issued by the DOT
- U.S. passport
- Military ID card



Let's review the acceptable IDs. There is a Wisconsin driver license, a Wisconsin photo ID issued by the DOT, a passport and a military ID card. These 4 IDs can be used if they are unexpired but also if they expired after the last general election which was November 8 2016. There's a window when these 4 IDs can be used even though they have expired.

# Voter ID vs POR

## Driver license and state ID

Voter ID	POR
Can be expired after Nov. 8 2016	Must be unexpired
Address does not need to be current	Address must be current



Don't get confused by the requirements when using a driver license or state ID as a photo ID on election day versus using them as proof of residence when registering to vote. When used as a voter ID, the driver license and ID can be expired after November 8 2016. When used as proof of residence however, the driver license and ID must be unexpired. Also, when the driver license or ID is used as a photo ID, the address on the card does not need to be the correct address. When used as proof of residence however, the address on the card must be the current address, that is the address the voter is using to register.

# Acceptable Voter Photo ID

- Certificate of Naturalization issued within last 2 years
- Unexpired Wisconsin driver license/state ID receipt
- ID card issued by a federally recognized Native American tribe in Wisconsin - unexpired or expired
- Unexpired or non-expiring Veterans Affairs ID



Other acceptable voter IDs are a certificate of naturalization issued within the last 2 years, an unexpired Wisconsin driver license or ID receipt (good for 45 days after issuance), an ID card issued by a federally recognized Native American tribe in Wisconsin - unexpired or expired, and a Veterans Affairs ID, either unexpired if it has an expiration date or a non-expiring card.

## Acceptable Voter Photo ID

- ID issued by a Wisconsin accredited university or college
  - Issuance date
  - Expiration within 2 years of issuance (can be expired)
  - Student signature & picture
  - Accompanied by proof of current enrollment



Finally, a college ID card can be used if it has certain features. Those features are an issuance date, an expiration date that is within 2 years of issuance (although the card can be expired), and the student's signature and picture. When using a student ID card as a voter ID, the student must also show proof of enrollment.

# Acceptable Voter Photo ID

- UW-Madison
  - Standard “Wiscard” - **not** acceptable
  - Free special student voter ID - **acceptable**
- Madison College
  - Standard “ONECARD” - **not** acceptable
  - Free special student voter ID - **acceptable**
- Edgewood College
  - ID Card - **acceptable**



The standard UW Madison student ID card - the Wiscard - is not acceptable for use as a voter ID. A free special student voter ID can be obtained at the Wiscard office at Union South. The Madison College “ONECARD” is also not acceptable as a voter ID however students can get a special voting ID at a Madison College Student Life Office. The standard ID card issued by Edgewood College is acceptable so no special voting ID is needed.

## Acceptable Voter Photo ID

### Can be expired or unexpired

Wisconsin driver license Wisconsin DMV-issued photo ID card U.S. military ID card U.S. passport	<b>Unexpired or expired after date of the last November (general) election</b>
ID card issued by a federally recognized Native American tribe in Wisconsin	<b>Any date – unexpired or expired</b>
Veterans Affairs ID card	<b>Unexpired or has no expiration</b>
A photo ID card issued by a Wisconsin accredited college, university or technical college	<b>Issued not earlier than two years before the date of an election at which it is presented; can be expired</b>

For all of the acceptable IDs, there is wide variation in the issuance and expiration dates. A handout in your packet - Voter Photo ID: Acceptable Expiration/Issuance Dates to Vote - provides specific information. On the first side of the handout are ID cards that can be used whether expired or unexpired.

Handout: Making It Clear - Table 2

## Acceptable Voter Photo ID

### Cannot be expired

Certificate of naturalization	Issued not earlier than two years before date of the election at which it is presented
Wisconsin DMV-issued driver license receipt* Wisconsin DMV-issued photo ID receipt*	Issued not earlier than 45 days before date of the election at which it is presented
Citation or notice of intent to revoke or suspend a Wisconsin DMV-issued driver license	Issued not earlier than 60 days before the date of the election at which it is presented

On the second side are ID cards that can be used only if unexpired. And for some, it also matters how long ago the cards were issued. It's important for you to be familiar with these variations so they can advise voters correctly.

# Free ID from the DMV

## Documents needed

- proof of identity
- proof of name and DOB
- proof of citizenship
- proof of WI residency



## Documents missing?

- ID petition process

For help getting an ID: Voter ID Hotline, 608-285-2141



Voters who do not have one of these acceptable voter IDs can get a free ID at the DMV that can be used for voting. There is no separate special voting ID. There is one standard ID that everyone gets.

To get the ID, the voter must present documents proving personal information in 4 areas: proof of identity, proof of name and DOB, proof of citizenship and proof of WI residency. To get the free ID, the voter must give up their out-of-state driver license or ID.

If a voter is missing some or all of these documents, the DMV offers the ID petition process in which the DMV researches the voter's personal information in order for the voter to obtain an ID.

If a voter needs help getting an ID - whether collecting the documents, getting a ride to the DMV or advocacy help from a volunteer - they can call the Voter ID Coalition Voter ID hotline. The voter can call the hotline or you can call with the voter's name and phone number on the voter's behalf.

## Helping Wisconsin Voters

- Eligibility to vote
- Registration and proof of residence
- Acceptable voter ID
- **Engaging with the voter**



Finally we'll discuss strategies for helping voters get ready to vote. How do you engage the voter to complete the registration process and confirm they have an acceptable ID?

# Helping Voters with Registration



## Helping Voters with Registration and Photo ID

What to ask	How to help	Next steps
Are you registered to vote at your current address?	Check registration status at <a href="https://myvote.wi.gov">myvote.wi.gov</a> under <b>My Voter Info</b>	If registered at current address, confirm voter has an acceptable photo ID. If not registered, proceed to next question below.
Do you have a <b>valid unexpired</b> WI driver license or state ID?	Confirm expiration date with voter.	If no, proceed to <b>Mail/Delivery</b> directions. If yes, proceed to next question below.
Have you updated your name with the DMV if your name has changed since the last time you voted?	Direct voter to DMV website on how to change name – <a href="https://tinyurl.com/DMVchanges">https://tinyurl.com/DMVchanges</a>	If no, voter can • go to DMV office to update name or • vote using old name* If yes or not applicable, proceed to next question below.
Have you updated your address with the DMV if your address has changed since the last time you voted? (new address not required to be on driver license/ID card)	Direct voter to DMV website on how to change address - <a href="https://tinyurl.com/DMVchanges">https://tinyurl.com/DMVchanges</a>	If no, voter can update address at DMV website. If yes or not applicable, proceed to Online Voter Registration (OVR) below.

\* update to process name change before election

Mail/Delivery & OVR registration can be completed up to 20 days before an election.	Direct voter to MyVote website to complete voter registration through Mail/Delivery ( <a href="https://myvote.wi.gov/en-us/">https://myvote.wi.gov/en-us/</a> ) or provide paper copy of registration application
	Check completed form for accuracy and completeness including voter's signature
	Confirm voter has appropriate proof of residence - <a href="https://tinyurl.com/WI-POR">https://tinyurl.com/WI-POR</a>
	Determine with voter how they will submit registration application and proof of residence:
	<ul style="list-style-type: none"> <li>• Voter takes application and proof of residence to clerk's office (<b>City of Madison residents</b>, take to library or any City of Madison office)</li> <li>• Voter mails application and copy of proof of resident to clerk's office (<b>City of Madison residents</b>, send a photo or screen shot of proof of residence to <a href="mailto:POR@cityofmadison.com">POR@cityofmadison.com</a>. The subject of the email message is the voter's last name, first name)</li> <li>• Volunteer takes or mails application and copy of proof of residence to clerk</li> </ul>
	<ul style="list-style-type: none"> <li>• Determine whether voter has acceptable photo ID (other than WI driver license or state ID).</li> <li>• If yes, remind voter to bring it to the polls</li> <li>• If no, get name and phone number for follow-up for getting ID at the DMV (Voter ID Hotline 608-285-2141)</li> </ul>
	<ul style="list-style-type: none"> <li>• Direct voter to MyVote website to complete voter registration - <a href="https://myvote.wi.gov/en-us/">https://myvote.wi.gov/en-us/</a></li> <li>• Remind voter to bring photo ID to the polls</li> </ul>

3/25/18

The LWVDC created the document, Helping Voters with Registration and Photo ID, as a guide to help volunteers engage with voters to get ready to vote. The top table contains a series of questions to help the voter determine how they will register - online or by paper. Once that determination has been made, the bottom table contains directions for how to proceed through the rest of the registration process.

Handout - Helping Voters with Registration - Maribeth folder (green)

# Helping Voters with Registration

What to ask	How to help	Next steps
Are you registered to vote at your current address?	Check registration status at <a href="https://myvote.wi.gov">MyVote.wi.gov</a> under <b>My Voter Info</b>	If registered at current address, confirm voter has an acceptable photo ID. If not registered, proceed to next question below.
Do you have a <b>valid unexpired</b> WI driver license or state ID?	Confirm expiration date with voter.	If no, proceed to <b>Mail/Delivery</b> directions. If yes, proceed to next question below.
Have you updated your name with the DMV if your name has changed since the last time you voted?	Direct voter to DMV website on how to change name – <a href="https://tinyurl.com/DMVchanges">https://tinyurl.com/DMVchanges</a>	If no, voter can · go to DMV office to update name or · vote using old name* If yes or not applicable, proceed to next question below.
Have you updated your address with the DMV if your address has changed since the last time you voted? (new address not required to be on driver license/ID card)	Direct voter to DMV website on how to change address - <a href="https://tinyurl.com/DMVchanges">https://tinyurl.com/DMVchanges</a>	If no, voter can update address at DMV website. If yes or not applicable, proceed to Online Voter Registration ( <b>OVR</b> ) below.

\*If unable to process name change before election

In the top table, the first column lists the questions to determine how the voter will register. The far right column has possible answers with related next steps. The middle column has suggestions for how to help the voter in responding to the question.

- The first question is - Are you registered to vote at your current address? If the answer is Yes, there's no need to proceed with the registration process. The volunteer should however, confirm that the voter has an acceptable photo ID. If the voter answers No, that is they are not registered at their current address, you proceed to the second question
- Do you have a valid unexpired WI driver license or state ID? If the voter answers No, you know they will not be able to register online and you proceed to the Mail/Delivery (or paper registration) directions in the bottom table. However, if the voter answers Yes (that is they have an unexpired WI driver license or state ID), you know the voter may be able to use the online system and you proceed to the next question
- Have you updated your name with the DMV if your name has changed since the last time you voted? If the voter answers No (that is, their name has changed since the last time they voted and they have not yet updated it with

- the DMV), you won't be able to proceed further with the registration because as we discussed, the voter must appear in person at the DMV to change their name. They cannot update their name with the DMV online. If the voter answers Yes (that is, their name has changed since the last time they voted and they have updated their name with the DMV) or the name change question is not applicable to the voter, you proceed to the next question
- Have you updated your address with the DMV if your address has changed since the last time you voted? If the answer is No, the voter can proceed to the DMV website to change their address. Once their address has been updated with the DMV you can proceed to the OVR directions in the bottom table. Or if the voter's answer to the question was Yes, that is, their address has changed and they previously updated it with the DMV, you can also proceed to the OVR directions in the bottom table.

Please remember that changing the address in the DMV system does not automatically change the voter's address in MyVote. The voter must enter or re-enter the online system in MyVote to continue the process of changing their address for voter registration purposes.

When you are interacting with a voter, your conversation will hopefully be natural and more fluid than this series of questions. This series of questions however, gives you an outline as to how the conversation can generally proceed.

# Helping Voters with Registration

Mail/delivery & OVR registration can be completed up to 20 days before an election.		Direct voter to <a href="https://myvote.wi.gov/en-us/">MyVote</a> website to complete voter registration through Mail/Delivery ( <a href="https://myvote.wi.gov/en-us/">https://myvote.wi.gov/en-us/</a> ) or provide paper copy of registration application
		Check completed form for accuracy and completeness including voter's signature
		Confirm voter has appropriate proof of residence - <a href="https://tinyurl.com/WI-POR">https://tinyurl.com/WI-POR</a>
	<b>Mail/Delivery</b>	Determine with voter how they will submit registration application and proof of residence: <ul style="list-style-type: none"> <li>• Voter takes application and proof of residence to clerk's office (<b>City of Madison residents</b>, take to library or any City of Madison office)</li> <li>• Voter mails application and copy of proof of resident to clerk's office (<b>City of Madison residents</b>, send a photo or screen shot of proof of residence to <a href="mailto:POR@cityofmadison.com">POR@cityofmadison.com</a>. The subject of the email message is the voter's last name, first name)</li> <li>• Volunteer takes or mails application and copy of proof of residence to clerk</li> </ul>
		<ul style="list-style-type: none"> <li>• Determine whether voter has acceptable photo ID (other than WI driver license or state ID).</li> <li>• If yes, remind voter to bring it to the polls</li> <li>• If no, get name and phone number for follow-up for getting ID at the DMV (Voter ID Hotline 608-285-2141)</li> </ul>
<b>OVR</b>	<ul style="list-style-type: none"> <li>• Direct voter to <a href="https://myvote.wi.gov/en-us/">MyVote</a> website to complete voter registration - <a href="https://myvote.wi.gov/en-us/">https://myvote.wi.gov/en-us/</a></li> <li>• Remind voter to bring photo ID to the polls</li> </ul>	

The bottom table has 2 parts - steps for registering on paper and steps for registering online. For either option, the steps described in this table are permissible only during the open registration period - up to 20 days before an election.

Registering on paper (or mail/delivery as it is referred to in MyVote) has 5 basic steps.

- The voter can start with a paper form provided by the volunteer. Or the voter can enter information in the MyVote system, but rather than submitting the information electronically, the voter prints out a paper form as we discussed previously.
- Once the form has been completed, the volunteer checks it for accuracy and completeness including the voter's signature.
- The volunteer's next task is to discuss with the voter the proof of residence they plan to submit with the form.
- Once proof of residence has been decided on, the volunteer and voter decide how the registration form and proof of residence will be submitted. The voter can mail or submit the documents to the clerk or the volunteer can

submit them on the voter's behalf. For city of Madison residents, there are unique submission options. In addition to submitting documents to the clerk's office, documents can be submitted at any Madison public library or Madison city office. For proof of residence, as mentioned earlier, City of Madison residents can send a photo or screenshot of their proof of residence via email to **POR@cityofmadison.com**.

- The last step in the process is to confirm that the voter has an acceptable photo ID to present on Election Day. If the voter has an acceptable ID, remind the voter to bring it with them to the polls. If the voter does not have an acceptable ID and needs help getting one, refer the voter to the Voter ID Hotline or call the Hotline on the voter's behalf.

Registering online (or OVR) is the second option and has many fewer steps.

- The volunteer directs the voter to the MyVote website to complete the online voter registration process.
- As mentioned previously, there is no separate step for signing the form
- or determining proof of residence. The voter's updated name and/or address in the DMV system serves as proof of residence for purposes of registration.
- Finally, no arrangements are needed to submit documents to the clerk since the information was submitted electronically.

And again, the last step is always to confirm that the voter has an acceptable ID. With online registration, we already know the voter has an acceptable ID since they needed to have a Wisconsin driver license or Wisconsin ID to complete the registration in MyVote. Remind the voter to bring their ID to the polls on Election Day.

# Helping Voters with Registration

Role play



# Resources

## Statewide

- MyVote: MyVote.wi.gov
- Wisconsin Elections Commission (WEC): <http://elections.wi.gov/voters>
- WEC Help Desk for technical assistance: 608 261-2028
- WEC Training Video - Online Voter Registration for Former SRDs and Interested Registration Drive Participants - <http://elections.wi.gov/node/4868>
- Template for homeless voter affidavit: <https://tinyurl.com/homelessletter>

## Dane County

- League of Women Voters of Dane County (LWVDC): <https://www.lwvdanecounty.org>
- Madison City Clerk: 608-266-4601; <https://www.cityofmadison.com/clerk>
- Dane County Voter ID Coalition: <http://www.voteridwisconsin.org/home>

## Volunteer Opportunities

- Madison City Clerk: [cityofmadison.com/voteroutreach](http://cityofmadison.com/voteroutreach)
- Voter ID Coalition: [voteridwisconsin.org/calendar](http://voteridwisconsin.org/calendar)

- Resources on this page for future reference and getting help
- We've created 4 video modules out of this powerpoint which are posted on the LWVDC website. In addition, the powerpoint with notes are also posted.
- pink slip with websites for outreach opportunities
- You'll be getting an evaluation by email. Please complete it so we can improve this workshop.