



Poll Book Inspector



Overview & Purpose

Verify voter's identity using your acceptable photo ID guide, and provide them with a ballot to cast their vote. Accuracy is key:

- Ensuring voter has not returned an Absentee Ballot
- Issuing the correct ballot for the ward in which the voter resides
- Ensuring voter numbers are recorded in both poll books
- Voter Signature required
- Maintaining a balanced record of voter numbers issued and ballots cast

Materials & Supplies

- Binder with Acceptable Photo ID guide, supplemental poll book forms, number sheet for reconciling and other instructional information
- Signature Poll Book
- NON-Signature Poll Book
- Number Pads
- Unmarked Ballots
- Additional supplies - I Voted stickers, pens, rulers etc.

Acceptable Photo ID

Valid Photo ID is required by Poll Book inspectors in order to receive a ballot

Does Wisconsin have Voter ID cards?

- ★ No, anyone with a valid Wisconsin issued driver's license or ID card already has the photo ID they need to vote

What Can be used as a Photo ID?

The following are acceptable for voting purposes, and can be unexpired or expired after the LAST general election. (General Elections are in November of even years)

- ★ Wisconsin DOT issued license, even if driving privileges are revoked
- ★ Wisconsin DOT issued ID card
- ★ Military ID card issued by U.S. Uniformed Services
- ★ U.S. passport book or card

The following are also acceptable for voting purposes

- ★ Certificate of Naturalization, issued within the last two years
- ★ ID card issued by federally recognized Indian tribe in Wisconsin
- ★ Paper receipt from Wisconsin DOT for license (valid 45 days from date issued)
- ★ Wisconsin DMV ID petition Process Photo Receipt (valid for 60 days)
- ★ Veteran Affairs ID card (must be unexpired or have no expiration date)
- ★ Wisconsin Accredited University or College ID that contains all of:
 - Date issued
 - Signature of student
 - Expiration date (can be used even if expired but must have a separate document proving current enrollment like tuition receipt).

What to look at on the Photo ID?

- ★ Elector's Photograph - it must reasonably resemble the elector. Do NOT make comments about the electors appearance
- ★ Elector's Name - it must conform to the name on their voter registration or in the poll book. Does not mean it must be identical. Example:
 - Bob conforms to Robert
 - Rose-Smith conforms to Rose and Smith
- ★ Expiration Date - It must not be expired BEFORE the last General Election. (General Elections are held in November of even years)

Are there ID's that **CANNOT** be used?

- ★ State or Federal government employee ID
- ★ Out of state driver license or ID card
- ★ Any Employee ID or badge
- ★ Membership or organization ID
- ★ Certificate of citizenship
- ★ Airline or airport issued ID
- ★ Homeland Security Trusted Traveler card

Are there ID's that can be used but do **NOT** contain a photo?

- ★ Citation or notice of intent to revoke a driver license dated within 60 days prior to the election. If a voter's license has been taken by law enforcement, they can provide documentation indicating such to vote without the actual photo ID
- ★ Wisconsin DOT issued card without a photo issued to those with a religious objection to being photographed

Is there anyone who does **NOT** need to provide a photo ID?

- ★ Confidential electors. They have presented the Clerk with a document indicating they have a safe at home order. They only need to provide their Confidential Voter card with serial number

Voting Procedure - Poll Book Inspectors

Voter approaches your table.

- Election Inspector: "Do you have your photo ID?"
- Voter presents their ID, verify it is valid & acceptable
- Election Inspector: "Please state your name and address outloud"
 - There is absolutely no avoiding this step. They may use an interpreter, they may use pen and paper, but they must certify their name and address
 - If the voter is a friend, family member or spouse, they are still required to state their name & address outloud. Observers must be able to hear this process

- Each poll book inspector locates the voter in both books (sig. & non-sig.)
 - Take care to view the voter above & below to ensure there isn't a Senior / Junior in the same household, or a similar name
 - Be sure the address matches what the voter stated (it does NOT need to match the photo ID)
 - Use a ruler to indicate the line where the voter needs to sign
- Voter signs in the box next to their name
- Tear off the next voter number from the pad & record the number next to voters name in each book Retrieve the ballot. **Both inspectors** verify it's the correct ward & initial the ballot

Official Ballot
Nonpartisan Office and Referenda
April 4, 2023

are voting on Election Day, your ballot must be initialed by two (2) election inspectors. If you are voting absentee, your ballot must be initialed by the municipal clerk or deputy clerk. Do not write on the ballot without initials. (See end of ballot for initials.)

Referendum

To vote in favor of a question, fill in the oval next to "Yes," like this: ●

To vote against a question, fill in the oval next to "No," like this: ○

State of Wisconsin Referendum

QUESTION 1:

Conditions of release before conviction. Shall section 8 (2) of the constitution be amended to read: "The conditions of release before conviction shall be determined by the court." (See end of ballot for details.)

Official Ballot
Nonpartisan Office and Referenda
April 4, 2023
for
City of Kenosha W 1
Municipality and ward number(s)

Ballot issued by _____

Initials of election inspectors _____

Absentee ballot issued by _____

- The voter does NOT get the ballot until they've signed the signature poll book. Provide instructions and direct them to the voting booths

Notations in the Poll Book

6	Joseph Vena	ABSENTEE RETURNED
7	Alexander Ventura	HAVE YOU MOVED?
8	Kristy Alyssa Vign	ABSENTEE RETURNED
9	Natasha Olga Villalobos	ABSENTEE RETURNED
10	Alan R Victor	ABSENTEE ISSUED

Absentee Returned They do not get a ballot

Have you Moved? Wisconsin Elections Commission has received information the voter may have moved. Ask the voter if the address in the book is correct. If not, they need to register at the correct address.

Absentee Issued Use a 'stop' sticker on the blank page opposite the voters name and ask them if they've returned a completed ballot. If they have not, they may vote

Not in the Poll Book?

- ❖ Check the back of the book under the supplemental & post supplemental
- ❖ Make sure the name isn't backwards (First, Last rather than Last, First)

Still not in the Poll Book? → Update Registration

1. Recently changed their name (married, divorced or other)
 2. Recently moved & have not updated their address
 3. First time voter, or just turned 18
 4. Is new to the City of Kenosha
- ★ In each of these circumstances, a voter MUST complete a voter registration form before receiving a ballot

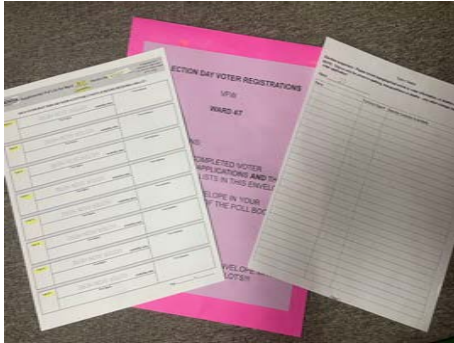
Registration Process - Poll Book Inspectors

- ★ Double check the ward number on the application to verify they are at the right table
- ★ If they are updating their name or address, they should complete section 6 so that their current voter record will be updated with the new information
- ★ Check EDR for completeness:
 - Items frequently missed: Date of Birth (some people put today's date), voter signature, incorrect expiration date for WIS-DOT ID
- ★ **Verify the Proof of Residence Section is complete:**
 - the POR type is Circled
 - There is an issuing entity notated - WE Energies, US Bank, WIS-DOT etc.
 - Today's date in the 'Date completed' section
 - Registrar signed in the 'Official's Signature' section

This Section for Official Use Only													
Proof of Residence Type	WI DL	WI ID	UTIL	BANK/CC	PYCK	STDNT ID	GOV DOC	LSE	GOV ID	EMPL ID	RES CARE	TAX	HMLSS
Proof of Residence Issuing Entity				Proof of Residence #			Date Complete/POR Received		Election Day Voter Number				
WIS DOT / Chase Bank / WE Energies				last 4 digits			election date		from # pad				
WisVote ID # _____				<input type="checkbox"/> Submitted by Mail			X		Shannon Crolley				
Confidential Elector ID # _____				Official's Signature									
Ward	Sch District	Alder	Civ. Supr.	Ct. of App.	Assembly	St. Senate	Congress						
25													

EL-131 (REV 2020-06)

- ★ Print the voter's name & address on the supplemental form
- ★ Have the voter sign in the signature box
- ★ Issue a voter number - write it on the EDR application above the Registrar's signature. Completed EDR's and supplementals remain in the pink envelope



NOT Acceptable Proof of Residence

- Doctor Bill / Statement
- Hospital Bill / Statement
- Car or Health Insurance
- Bank Check
- Passport
- Magazine Subscription
- Bank Junk Mail
- Library Card
- Employee ID card (unless it contains the voter's name and residential address)
- Business Cards
- VOID Driver's License or ID card (has the void punch in it)

Acceptable Proof of Residence

All of the below documents must have the voter's full name & residential address on it

- Current & Valid WIS-DOT license or ID card
- Any other Wisconsin Government issued identification card or license (conceal carry, hunting license)
- Real Estate Tax Bill for the current or previous year
- Gas, electric, phone, or water bill within the past 90 days
- Bank, mortgage, home equity or credit card statement
- Paycheck or pay stub
- Check or other document issued by a government agency
- Social Service agency letterhead identifying a homeless voter, and describing the residence for voting purposes
- Residential lease effective today's date
- Intake document from a residential care facility

Unique Situations

Typos. The poll book may have typos with regards to a voter's name. Capitalization issues, transposed or missing letters etc. Record these on the 'Typos & Death' sheet. A different first name, adding a hyphenated last name or changing the last name is not considered a typo. The voter must re-register with the new name.

Death. A voter may indicate their spouse or family member has recently passed. Indicate this information on the 'Typos & Death' sheet with a brief indication on who notified you of this.

No photo ID. If a voter is unable or unwilling to present an acceptable photo ID, you must offer them the opportunity to vote on a provisional ballot. Direct them to the Chief Inspector if they wish to proceed.

Unable to sign. If a voter indicates they are unable to sign due to physical disability, the inspectors shall enter "exempt" in the signature line and have the Chief notate it in the incident log.

Challenging an Elector. Election Inspectors, Observers or other voters may challenge an electors eligibility to vote. Some reasons for a challenge include:

- Photo ID does not reasonably resemble voter
- Name in poll book does not match name on ID (in which case you can direct them to re-register)
- There is reason to believe that the elector
 - Is not a US citizen
 - Is not at least 18 years of age
 - Has moved within the last 28 days
 - Has been adjudicated incompetent by the courts
 - Is still serving probation/parole for a felony conviction
 - Has previously voted in this election

Any initiation of a challenge should include the Chief Inspector in the process.

Please remain calm, polite and helpful. Challenging a voters' right to vote is a very serious process and must be handled professionally.

Reconciling the Poll Books

The number of voters issued a ballot must always match the number of ballots put into the machine. If election inspectors periodically reconcile throughout the day, this process is much easier.

- Compare the voter numbers on each page of the poll books
- Reconcile the supplemental list of voters with EDR's
- Determine if the last number issued for both books is indeed the last number you tore from the number pad

If each poll book team does this together, you can add the numbers of voters to see if it matches with the Public Count on the machine. Your Chief Inspector can help with this.

At the end of the day, after your final reconciliation, enter the number of voters & page number of last voter on the cover of each poll book.

The Chief Inspector & the inspectors maintaining the list must sign the cover of both books.



Revised: July 2024