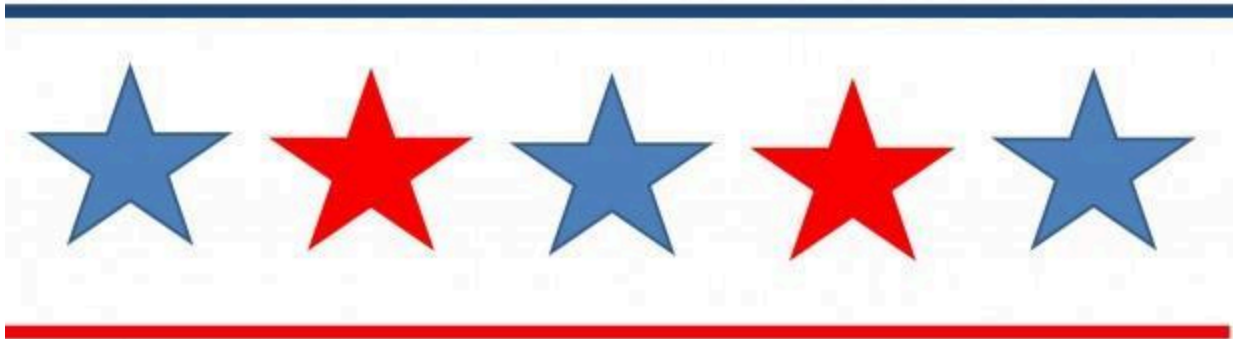




Registrar



Overview & Purpose

Assist voters who need to complete an Election Day Registration (EDR) and ensure the following are true:

- Voter is at the correct polling location
- Voter is NOT currently registered
- Voter is NOT on the Ineligible Voter List
- Voter has a valid proof of residency (POR)

Materials & Supplies

- Tablet - Access www.myvote.wi.gov to locate the correct ward & verify registration
- Polling Location Address List - contains the addresses for all residents that will vote at that polling location
- Acceptable Photo ID & Proof of Residence Guides - use this to ensure they have a valid proof of residency document
- Blank EDR's
- Sample completed EDR - use this to make sure the voter completed all sections of the form, and you have completed the POR verification section properly

Be Courteous

- ★ All voters deserve courteous attention while exercising their right to vote
- ★ Not all disabilities are visible, if an individual requests assistance, trust that it is necessary
- ★ Be considerate of the extra time it may take for someone to get things done
- ★ Support animals must be admitted into all buildings & do NOT require documentation to prove they are support animals
- ★ Greet a visually impaired person by letting them know who & where you are
 - If offering walking assistance, allow them to take your arm & tell them if you're approaching steps, inclines or declines.
- ★ If someone is using a mobility aid, only offer assistance if requested (do not push a wheelchair unless asked to do so)
- ★ Speak directly to the person who has a disability, rather than to the companion who is with them
- ★ Always speak calmly, slowly and directly to a person who is hard of hearing. Facial expressions, gestures and body movements help in understanding. Do not shout in a person's ear. If necessary, use paper & pen to communicate
- ★ You can assist a voter with filling out a registration form. If they're unable to sign, you can sign for them & then sign as their assistant
- ★ Use a ruler as a signature guide if a voter needs assistance
- ★ State & Federal laws permit voters with disabilities to be accompanied & receive assistance by another person in the voting booth

Wrong Municipality?

- If a voter gives an address that isn't on your Address list, they may live in another municipality
- Using MyVote on the tablet will provide the correct polling location information
- **Village of Pleasant Prairie**
 - Village Hall - 9915 39th Ave. | 262-694-1400
- **Town & Village of Somers**
 - Village Hall - 7511 12th St. | 262-859-2822

Reasons to 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

- ★ Verify the voter is not already registered
- ★ Verify the voter is not on the ineligible Voter list
- ★ Provide voter with EDR form & instructions - Complete sections 1-9
- ★ If voter has a WIS-DOT issued ID or License, but does not have the number, they can access it here:



[www.https://trust.dot.state.wi.us/ecdl/home.do](https://trust.dot.state.wi.us/ecdl/home.do)

- ★ 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
- ★ If they require an assistant, the assistant must sign the VOTER's name on the voter signature line & their own name on the assistant signature line
- ★ 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
- ★ **Complete the Proof of Residence Verification - Use your POR Guide**
 - Circle the POR type
 - Write the issuing entity - WE Energies, US Bank, WIS-DOT etc
 - Enter the last 2, or 4 digits of the document

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- Enter the today's date in the 'Date completed' section
 - Sign in the 'Official's Signature' section
 - Write the ward number in the lower corner AND in pink highlighter over the entire form

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

Acceptable Photo ID

Registrars can verify the DL number on the EDR, but do not need to see a valid photo ID in order to register. Valid Photo ID will be 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 I use 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



Revised: July 2024