

Example of A Complete Certificate—5 STEPS

OFFICIAL ABSENTEE BALLOT APPLICATION/CERTIFICATION	
<i>(Official Use Only) If the voter has met or is exempt from the photo ID requirement. Municipal or Deputy Clerk initial here: CJ</i>	
Note: With certain exceptions, an elector who mails or personally delivers an absentee ballot to the municipal clerk at an election is not permitted to vote in person at the same election on Election Day. Wis. Stat. §6.86(6).	
Voter: Please complete steps 1 through 5 below, in the presence of your witness.	
1 Place your voted ballot inside the envelope and seal it. Do not use tape or glue.	
2 Complete the section below if not completed by the clerk. Provide your VOTING address.	
Date of Election (month, day, year)	County
11/8/2022	Brown
CITY OF GREEN BAY—WARD 50	12345678
BS 02	12345678
SMITH, JANE JEAN	70000000
123 LIBRARY STREET	REGULAR
GREENBAY, WI 54301	
City	Zip Code
WI	
Official use only:	Ward # District (if applicable) Voted in clerk's office <input type="checkbox"/>
3 Sign and date this section.	
CERTIFICATION OF VOTER (Required)	
I certify, subject to the penalties for false statements of Wis. Stat. § 12.60(1)(b), that I am a resident of the ward of the municipality in the county of the state of Wisconsin indicated hereon, and am entitled to vote in the ward at the election indicated hereon; that I am not voting at any other location in this election; that I am unable or unwilling to appear at the polling place in the ward on election day, or I have changed my residence within the state from one ward to another later than 28 days before the election. I certify that I exhibited the enclosed ballot, unmarked, to the witness, that I then in the presence of the witness and in the presence of no other person marked the ballot and enclosed and sealed the ballot in this envelope in a manner that no one but myself and any person providing assistance under Wis. Stat. § 6.87(5), if I requested assistance, could know how I voted. I further certify that I requested this ballot.	
X <u>Jane Smith</u>	<u>10/30/22</u>
▲ Signature of Voter ▲ (All voters must sign.)	Today's Date
REQUIRED OF MILITARY AND OVERSEAS VOTER ONLY: I further certify my birth date is: _____/_____/_____	
4 Have your witness sign and write their address below.	
CERTIFICATION OF WITNESS (signature and address of witness are required)	
I, the undersigned witness, subject to the penalties for false statements of Wis. Stat. § 12.60(1)(b), certify that I am an adult U.S. Citizen and that the above statements are true and the voting procedure was executed as stated. I am not a candidate for any office on the enclosed ballot (except in the case of an incumbent municipal clerk). I did not solicit or advise the voter to vote for or against any candidate or measure. I further certify that the name and address of the voter is correct as shown.	
1. <u>Julie Smith</u>	
▲ Signature of ONE adult U.S. citizen witness▲	
2. <u>1234 Kentucky Ave, Green Bay, WI 54304</u>	
▲ If witnesses are Special Voting Deputies, both must sign. ▲	
▼ Address of witness or addresses of both SVDs ▼	
1. <u>1234 Kentucky Ave, Green Bay, WI 54304</u>	
2. _____	
Provide house number and street name or fire number and street name, city, state and zip code. OR If your rural address does not include a house number/fire number and street name, provide rural route number and box number, city, state and zip code.	
CERTIFICATION OF ASSISTANT (if applicable) - assistant may also be witness	
I certify that the voter named on this certificate is unable to sign his/her name or make his/her mark due to a physical disability and that I signed the voter's name at the direction and request of the voter.	
X _____	
▲ Signature of Assistant ▲	
5 Mail back your ballot. Allow 4-5 days for delivery to ensure your ballot is received by Election Day. Ballots received after Election Day will NOT be counted.	

←1. Check for the clerk's initials

←2. This is your voter information

←3. voter signs and dates

←4. witness signs here

IMPORTANT

←5. Witness writes

HOUSE NUMBER (& APT)

STREET

CITY STATE ZIP

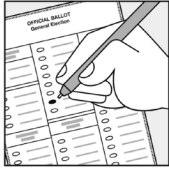
←if someone helped you, that person signs here

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Uniform Instructions for Wisconsin Absentee Voters

Confirm the envelope from your clerk contains your ballot and the envelope you'll use to return your ballot.

- 1 Read and follow the instructions on your ballot. Mistakes may prevent your votes from being counted.
- 2 You must vote your ballot in the presence of an adult witness:



- Start by showing the witness your unmarked ballot.
- Mark your ballot in the presence of your witness.
- Your witness must confirm that you are the one completing your ballot but, because voting is a private activity, your witness cannot tell you who or what to vote for and cannot see the choices you make on your ballot.

Who can be a witness?

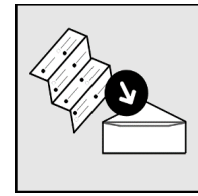
- A witness must be a U.S. Citizen who is at least 18 years old.
- For military or overseas voters, your witness must be at least 18 years old but is not required to be a U.S. Citizen.
- A witness can be a friend, spouse, family member, neighbor, etc.

Who cannot be a witness?

- A candidate on the ballot for this election.

If you're having trouble finding a witness or have questions about the witness requirement, please contact your municipal clerk or the Wisconsin Elections Commission for assistance. Contact information can be found on the back of this page.

- 3 Refold your voted ballot and place it inside of the return envelope.



- 4 Seal the envelope in the presence of your witness.

- 5 Fill out the required sections of the form on the absentee return envelope.

To make sure your ballot is counted, double check the following before you return it:



- **Your voter information:** this section is usually completed by your clerk and includes the date of the election, the county and municipality in which you are registered, your name, the address where you are registered, city, and zip code.
- **Voter Signature:** you (or your assistant) must sign in the Certification of Voter section.
- **Witness Signature and Address:** your witness must sign and provide their **full** address (street number, street name, city) in the Certification of Witness section.
- Make sure your ballot is in your envelope and make sure the envelope is sealed properly.

If any of the required information above is missing, your ballot **will not be counted**.

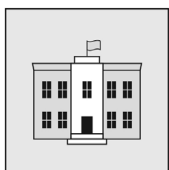
- 6 Return your ballot.



- Your ballot must be received in time to be delivered to your polling place **no later than 8:00 p.m. on Election Day**. There are a few options for returning your ballot.

You can:

- Mail it back
- Drop it off at your municipal clerk's office 100 N. Jefferson, Rm 106
- Drop it off at your central count location 100 N. Jefferson St.



- The United States Postal Service recommends mailing your ballot at least one week before Election Day. Returning a ballot from overseas may take longer.
- **Absentee ballots may not be returned by email or fax.**

Getting Assistance

If you need help reading or filling out your ballot or absentee return envelope, you may ask for assistance from anyone who is not your employer or a representative of your labor union. Your assistant may also serve as your witness. Explaining how to fill out your ballot or return envelope is not “assistance.”

With your ballot

- Your assistant must sign in the Certification of Voter Assistance section.
- Your assistant can read your ballot to you or fill out your ballot under your direction, but cannot tell you how to vote.

With your absentee return envelope

- If someone signs your absentee return envelope on your behalf, make sure they also sign in the Certification of Assistant section.
- Your assistant may also serve as your witness.

Correcting Ballot Mistakes

- If you make a mistake while marking your ballot or otherwise require a replacement ballot, contact your municipal clerk. Your municipal clerk’s contact information is listed below.
- If there is not enough time to request a replacement ballot and you have not returned your ballot, you may still vote in-person at the polls on Election Day.
- Different types of voters have different deadlines for requesting a replacement ballot. Please see below for additional details.

5:00 p.m. on the Thursday before the election

- Regular absentee voters
- Permanent overseas voters
- Temporary overseas voters

5:00 p.m. on the Friday before the election

- Military voters*
- Indefinitely confined voters

*If the ballot contains federal offices, military voters away from home may request replacement ballots until 5:00 p.m. on Election Day

Voter Photo Identification Information

- If you have received your ballot, then a copy of your photo ID is already on file or you are exempt from the requirement. You do not need to provide another copy of photo ID unless instructed by your clerk.
- If you have questions about the photo ID requirement, please contact your municipal clerk.

If you have any questions, please contact your municipal clerk for assistance.

Municipal Clerk Contact Information

Celestine Jeffreys

(Name of Municipal Clerk)

City of Green Bay

(Name of Municipality)

Phone: **920-448-3010**

Email: **vote@greenbaywi.gov**

Fax: **920-448-3016**

State Election Official Contact Information

Wisconsin Elections Commission

Help Desk: (608) 261-2028

Email: elections@wi.gov

For voter information, check out MyVote.wi.gov

Uniform Instructions for Wisconsin Absentee Voters

EL-128 | Rev 2-2022 | Wisconsin Elections Commission, P.O. Box 7984, Madison, WI 5377-7984 | (608) 261-2028 | web: elections.wi.gov | email: elections@wi.gov