

VOTING BY ABSENTEE BALLOT

Any qualified elector who is unable or unwilling to appear at the polling place on Election Day may submit a request to vote an absentee ballot to their municipal clerk. A qualified elector is any U.S. citizen who:

- will be 18 years of age or older on Election Day.
- has resided in the ward or municipality where they wish to vote for at least 28 consecutive days before the election.

The elector must also be registered to vote to receive an absentee ballot. Proof of identification must be provided before an absentee ballot may be issued*.

Making application to receive an absentee ballot by mail

Contact your municipal clerk and request that an application for an absentee ballot be sent to you for the primary or election or both. You may make written application to your municipal clerk for an absentee ballot by mail, by fax, by email or at MyVote.wi.gov. Or you may apply in person at the clerk's office during the In-Person Absentee Voting period listed below.

Your written request must include:

1. your voting address within the municipality where you wish to vote
2. the address where the absentee ballot should be sent, if different from the address above
3. your signature
4. a copy of your photo identification*

The deadline for making application to receive an absentee ballot by mail is:

5:00 p.m. on the fifth day before the election, (insert actual date of deadline)**.

*Voters who are indefinitely confined due to age, illness, infirmity, or disability may not be required to provide photo ID. If this applies to you, contact the municipal clerk regarding deadlines for requesting and submitting an absentee ballot.

**Special absentee voting application provisions apply to electors who are indefinitely confined, in the military, hospitalized, or serving as a sequestered juror. If this applies to you, contact the municipal clerk regarding deadlines for requesting and submitting an absentee ballot.

Voting an absentee ballot in person

You may also request and vote an absentee ballot in the clerk's office or other specified location during the days and hours specified for casting an absentee ballot in person.

(Insert: Name of municipal clerk; telephone number)
(address of clerk's office or alternate location for applying for and casting absentee ballots)
(clerk's days and hours of availability for receiving absentee ballot applications)

The first day to vote an absentee ballot in the clerk's office is:

(Insert date and time in-person absentee voting will begin in your municipality)

The last day to vote an absentee ballot in the clerk's office is:

(Insert date and time in-person absentee voting will cease in your municipality)

(Note: This may be no later than the Sunday before the election.)

No in-person absentee voting may occur on the day before the election. The municipal clerk will deliver voted ballots returned on or before Election Day to the proper polling place or counting location before the polls close on (insert date of primary or election). Any ballots received after the polls close will not be counted.

(Note: The Type E Notice is published by the municipal clerk on the 4th* Tuesday before each primary and each election held in the municipality. If a weekly paper is used for publication, the notice is published in the closest preceding issue to the 4th* Tuesday before each primary and each election. If a municipality chooses to post this notice in lieu of publication, the notice must be posted no later than the 4th* Tuesday before the primary or the election.)

* The Type E Notice for a special primary or election for national state, county or municipal or special district office, not held concurrently with the spring or general election, is published on the 3rd Tuesday preceding the primary or election. Wis. Stat. §§10.01(2)(e), 10.06(3)(f).