

## Uniform Instructions for Absentee Military Voters

Wisconsin Statute § 6.869 requires the development of uniform instruction for absentee voters, including means for correcting errors in marking an absentee ballot and obtaining a replacement ballot.

### **Photo Identification**

Photo identification is not required for military electors.

### **Uniform Instructions for Absentee Military Voters**

**If you have received your ballot by fax or email**, please be sure you have received and printed (if emailed) your ballot(s) and your absentee certificate. Please note the special notations within the instructions.

1. Read and follow the instructions for completing the ballot carefully. Mistakes may spoil your ballot.
2. Complete the ballot in the presence of one (1) witness. The witness cannot be a candidate at the election and must be an adult U.S. citizen. The witness must verify that the individual completed the absentee ballot, but should not view the voter's choices.
3. Refold the ballot and place inside the certificate envelope.
  - **Fax or email instruction:** If your ballot was faxed or emailed to you, fold the ballot and place inside a regular, non-window envelope.
4. Seal the envelope.
5. Complete (or verify, if clerk has provided) the elector information section on the certificate envelope. If you have moved from the address listed on the certificate envelope, contact your municipal clerk. *Do not cross out the address. Sign the certificate. One witness must sign the certificate and provide his/her address.* If the municipal clerk has already completed the elector information, the elector must still sign the certificate, and one witness must sign the certificate and provide his/her address. Return the envelope to the municipal clerk.
  - **FAX or email note:** If you received your ballot by fax or email, you will only have a certificate, not an envelope.
  - **Fax or email instruction:** Complete the certificate, sign it and have a witness sign it and provide their address. Affix the certificate (with glue or tape) to the envelope containing the voted ballot. Place the envelope with the certification attached into another, larger, envelope. Seal the envelope, address it to your municipal clerk and apply adequate postage. *You may not return the voted ballot to the clerk by fax or email.*
6. If you make an error while marking your ballot or otherwise require a replacement ballot, contact your municipal clerk immediately. You must return your original ballot and certificate envelope before a replacement ballot will be issued. An elector may request that a replacement ballot be emailed or faxed to him/her. *You may not return the voted ballot to the clerk by fax or email.*

➤ For military voters *not away* from their residence serving active duty: No replacement ballots are mailed, emailed or faxed after the 4<sup>th</sup> day preceding Election Day. Return the replacement ballot (in the certificate envelope) postmarked no later than Election Day. The ballot must be received no later than 4:00 p.m. on the Friday after the election.

➤ For military voters *away* from their residence serving active duty:

**Any Election that Contains a National Office:** Requests for replacement ballots must be received no later than 5:00 p.m. on Election Day. No replacement ballots may be mailed, emailed or faxed after Election Day. Return the ballot (in the certificate envelope) to the municipal clerk by Election Day in time for distribution to the polling place, or mail the ballot postmarked no later than Election Day. Ballots postmarked by Election Day and received no later than 4:00 p.m. on the Friday after the election will be counted.

**All Other Elections:** Requests for replacement ballots must be received no later than 5:00 pm on the 4<sup>th</sup> day before the election. No replacement ballots are mailed, emailed or faxed after the 4<sup>th</sup> day preceding Election Day. Return the replacement ballot (in the certificate envelope) to the municipal clerk by Election Day in time for distribution to the polling place, or mail the ballot postmarked no later than Election Day. Ballots postmarked by Election Day and received no later than 4:00 p.m. on the Friday after the election will be counted.

State Election Official Contact Information:

Wisconsin Government Accountability Board

Fax: 608-267-0500

Email: [gab@wi.gov](mailto:gab@wi.gov)

Local Election Official Contact Information:

LeAnne Addy, City Clerk

City of Hudson

Fax : 715-386-0804

Email : [cityclerk@ci.hudson.wi.us](mailto:cityclerk@ci.hudson.wi.us)