Poll book binders/sets contain:

- Two identical, alphabetical, poll lists. One is used for voter signatures (labeled “Signature Book”)
- Supplemental poll list forms
- Ward number sign to tape to front of table
- Acceptable photo ID information
- Provisional/challenge instructions
- A page to record typographical errors or deceased voters that appear on the poll list
- Envelope to put EDR (Election Day Registration) applications and supplemental lists
- Your Chief Inspector will provide you with voter number slip pad(s) and tray for used numbers.
Procedure #1 – Registered Voter (name is in poll book)

Voter:

- Announces his or her name and address
- Presents acceptable photo ID

Hi! My name is Jon Doe. My address is 625 52nd Street.
Procedure #1 – Registered Voter (name is in poll book)

Election Inspector:

- Tears off next voter number from number pad. Both workers initial the ballot.
Procedure #1 – Registered Voter (name is in poll book)

Election Inspector:

- Place the photo ID on the initialed ballot along with the voter number from the pad to allow both poll book workers to see all of the information.
- Both workers write the number on the line next to the voter information in the poll book.
Procedure #1 – Registered Voter (name is on poll list)

Election Inspector:

- Signature poll book worker directs the voter to sign the signature poll book
- Give the voter the ballot, brief instructions and direct them to the voting booth
Procedure #2 – Election Day
Registrant (completed a EDR application)

Voter:
- Presents completed EDR application
- Announces his or her name and address
- Presents acceptable photo ID

Hi! My name is Jon Doe. My address is 625 52nd Street.
Procedure #2 – Election Day Registrant (completed a EDR application)

Election Inspector:

- Tear off the next voter number from pad. Both workers initial ballot.
- On the supplemental list print the voter number, name & address, and then instruct the voter to sign the supplemental.
- Give voter the ballot, brief instructions and direct them to the voting booth.
ACCEPTABLE PHOTO ID

REQUIRED ON PHOTO ID:

- Voter’s Photograph
- Voter’s Name
- Valid Expiration Date (ID must not be expired past November 6, 2018)

A CURRENT ADDRESS IS NOT REQUIRED
PHOTO ID VERSUS PROOF OF RESIDENCE:

- Proof of Residence documents are required for voter registration and prove the voter’s address.
- Photo ID - Proof of Identification documents are required to receive a ballot and prove who the voter is.
ACCEPTABLE PHOTO ID

WHAT CAN BE USED AS PHOTO ID:

- State of Wisconsin Driver License
- State of Wisconsin ID Card
- U.S. Uniformed Service ID Card
- U.S. Passport

The expiration date for the above documents must be after the date of the last November election (11/6/18).
ACCEPTABLE PHOTO ID

WHAT CAN BE USED AS PHOTO ID:

- Unexpired WI Driver License or state ID receipt
- Certificate of naturalization issued within last 2 years.
- Unexpired ID issued by a WI accredited college or university, must contain issuance date, student signature, and expiration date within 2 years of issuance, along with proof of current enrollment
- Unexpired Veterans Affairs ID card
RECONCILING VOTERS & BALLOTS
**RECONCILING**

**Voter Numbers Issued** (from poll books) & supplemental  $=$  **Number of Ballots Issued** (from machine tape)
RECONCILING

Voter Numbers in Poll Books + Voter Numbers on Supplemental Poll List
The number of voters in each of your wards should equal the number of ballots inserted into your machine (public count).

Example: Public Count on machine is 250

Ward 1 voter numbers issued = 100
Ward 2 voter numbers issued = 49
Ward 3 voter numbers issued = 100

Total = 249 voter numbers issued

250 (ballots) – 249 (voter numbers) = 1

Off by 1
RECONCILING

Why does this happen?

- Two voters may have been issued the same number
- A number is written on the line next to the voter information in one poll book, but not the other
- A voter number was not issued to the voter
- A voter with an EDR application was not entered on the supplemental list

Number sheets are provided to assist in reconciling voter numbers. If you’ve exhausted all efforts to reconcile, make a note on the inspector’s statement.
End of Election Day

Poll books - After comparing & reconciling, enter the total number of voters and page number of last voter number on page 1 of each poll book. No need to write number of absentee voters. The page is also signed by the chief inspector and election inspectors who maintained the lists.

Last Voter Number: # 104
Page Number of Last Voter: Pg. 47
End of Election Day

Write on the Inspectors’ Statement

The number of voters assigned numbers in the poll books and on the supplemental poll lists

The number of ballots for each ward

To obtain the number of ballots cast for each ward, view the result tape. Total paper sheets is the number of ballots cast

<table>
<thead>
<tr>
<th>Ward</th>
<th>Number of Voters</th>
<th>Number of Ballots</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>100</td>
<td>100</td>
</tr>
<tr>
<td>2</td>
<td>50</td>
<td>50</td>
</tr>
<tr>
<td>3</td>
<td>100</td>
<td>100</td>
</tr>
</tbody>
</table>

Total number of voters (last voter number from each poll book)
Ward 1 100 + Ward 2 50 + Ward 3 100 = 250

Total of ballots cast (result tape total paper sheets)
Ward 1 100 + Ward 2 50 + Ward 3 100 = 250
End of Election Day

Print Results Tape

The results report prints after the ballot status accounting report.

It prints the total number of ballots cast for each ward (regular and Expressvote) right before the results.

The total number of ballots cast is listed as “Total Paper Sheets”.

To find the total number of ballots cast (ballots inserted into the machine) at the end of the election, view the “ballot status accounting report” and/or “total paper sheets” line which appears underneath each ward heading on the results tape.
Kenosha City Clerk’s Office
625 52nd Street Room 105
Kenosha, WI 53140
Telephone 262-653-4020
Fax 262-653-4023

Office Hours
Monday – Friday
8:00 a. m. - 4:30 p. m.

elections@kenosha.org
My Vote Wisconsin
myvote.wi.gov
- Verify voter registration status
  - Register to vote
  - Request an absentee ballot
- Print and mail a voter registration form with proof of residence
  - Find your polling location
  - View a sample ballot

Bring it to the Ballot
bringit.wisconsin.gov
- General voting information
  - Photo ID information
  - How to get a free state ID
  - Voter FAQ’s
THANK YOU