VOTER REGISTRATION
You may be assigned to assist voters who need to complete an Election Day Registration (EDR) application before casting a ballot.

It is very important to review applications to ensure that they are complete and legible.

You will write the acceptable proof of residence in the assigned box, assign the ward #, then sign your name and date. **By signing your name and dating the application you are stating that all information has been entered and is correct.**
Voter Registration Binder:

- Voter registration applications
- Acceptable proof of residence
- Address list
- Ineligible voter list
- Provisional voter instructions
There are several types of voters who need to complete a Voter Registration Application

Here are a few examples:

- Voter has not participated in recent elections, and their voter record has been deactivated
- Voter has changed their name or address and needs to update their voter record
- Voter is new to the City of Kenosha
- Voter recently turned 18 years of age
Wisconsin Voter Registration Application

Qualifications

- Are you a citizen of the United States?
- Will you be at least 18 years old on or before Election Day?
- Are you currently serving a sentence including incarceration, parole, probation, or extension of supervision as a felony offender?

Your Name

Last Name: Smith
First Name: Jane
Middle Name: Lynn

About You

Date of Birth: 9/14/1970
Phone Number: (262) 1053-4020
Email Address: Kenosha@gmail.com

The Address Where You Live

City/Town/Village: Kenosha
Mailing Municipality: ____________
Street Address: 1177 Sample St.
City/State/Zip: Kenosha, WI 53140

Your Mailing Address

If different from above

Full Name on Previous Registration
Full Address on Previous Registration (if known)

Identification

- Have you ever received and issued a Wisconsin Driver License or ID Card?
- Do you have a valid Wisconsin Driver License or ID Card?

Proof of Residency

- Are you a military or permanent overseas voter?

Signature and Certification

By signing below, I hereby certify that, to the best of my knowledge, I am a qualified elector, having resided at the above residential address for at least 10 consecutive days immediately preceding this election, that I have no present intent to move, and that I have not voted in this election. I also certify that I am not otherwise disqualified from voting and that all statements on this form are true and correct. I have provided false information, I may be subject to fine or imprisonment under state and federal laws.

X Jane Smith
Signature
Today's Date

Assistant

X

Signature

Volunteer Certification (if applicable)

- Certified Voter Registration Volunteer

Additional instructions on reverse.
PROOF OF RESIDENCE

ABOUT PROOF OF RESIDENCE:

- Proof of residence must include the voter’s current name and address
- If the voter is registering at the Clerk’s office or their polling place, they may show proof of residence on an electronic device (phone, IPad)
WHAT CAN BE USED AS PROOF OF RESIDENCE?

- A valid, unexpired, Wisconsin Driver License
- A valid, unexpired Wisconsin State ID Card
WHAT CAN BE USED AS PROOF OF RESIDENCE?

Utility bill (last 90 days)

- Water
- Gas
- Electric
- Phone
- Cable
- Internet
WHAT CAN BE USED AS PROOF OF RESIDENCE?

- Bank or Credit Union statement
- Paycheck
- Real estate tax bill from current or previous year
- Residential lease (not acceptable by mail)
- College ID, with fee statement
- Government issued identification card, document or license
WHAT CAN BE USED AS PROOF OF RESIDENCE?

- Credit Card Statements (Chase, Target, Wal-Mart, CITI, AM Express, etc.)
- Mortgage Loans Statements (from a Bank or Credit Union)
WHAT CAN BE USED AS PROOF OF RESIDENCE?

- Contract or intake document by a residential care facility that occupant resides at the facility
- Homeless voters only (A letter from an agency that provides services to the homeless that identifies and describes the person’s location)

*This is not a complete list of documents that qualify as Proof of Residence. Contact the WEC (Wisconsin Election Commission)
www.elections.wi.gov
PROOF OF RESIDENCE

NOT ACCEPTED AS PROOF OF RESIDENCE?

- Doctor Bill/Statement
- Hospital Bill/Statement
- Car and Health Insurance
- Bank Checks
- Passport (no address listed)
- Junk Mail
- Library Card
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.
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).
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
ACCEPABLE PHOTO ID

UNIVERSITY / COLLEGE / TECH
+ ENROLLMENT VERIFICATION

WI STATE ID CARD

TRIBAL ID

WI DRIVER LICENSE

U.S. UNIFORMED SERVICES

CERTIFICATE OF NATURALIZATION

VALID WITHOUT PHOTO

U.S. PASSPORT

VETERAN AFFAIRS
<table>
<thead>
<tr>
<th>Voter Numbers Issued (from poll books) &amp; supplemental</th>
<th>=</th>
<th>Number of Ballots Issued (from machine tape)</th>
</tr>
</thead>
<tbody>
<tr>
<td>(from poll books)</td>
<td></td>
<td>(from machine tape)</td>
</tr>
</tbody>
</table>
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

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**Total number of voters (last voter number from each poll book)**
- Ward 1: 100
- Ward 2: 50
- Ward 3: 100

**Total of ballots cast (result tape total paper sheets)**
- Ward 1: 100
- Ward 2: 50
- Ward 3: 100

**Total**
- 250

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**Inspectors’ Statement**

The undersigned election inspectors, certify the following is a true and correct statement for an election held in Ward(s) 1, 2, 3 of the City of Kenosha, County of Kenosha, State of Wisconsin, on the 4th day of August, 2016.

**Total Paper Sheets**

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**Chief/Election Inspectors: Complete Yellow Highlighted Sections**

Figure 1. Inspectors’ Statement form.

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**Certification of Chief Inspector**

Figure 2. Certification of Chief Inspector form.

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**DO NOT SEAL IN BALLOT BAG!**
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”.
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
**CONTACT INFORMATION**

**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