

IN PERSON ABSENTEE VOTING (IPAV) CHECKLIST

USE THIS CHECKLIST FOR EVERY ABSENTEE BALLOT ISSUED IN PERSON

1. PREPARE – CHECK BEFORE YOU ISSUE!

- ☐ Is the voter registered?
 - WisVote Users: If you enter a new address in WisVote, make sure to put the pin in the correct location to ensure the correct ballot style is issued
 - Reliers: for new registrations, check your addressing aids to select the correct ballot style.
- ☐ Are they on the felon list?
- ☐ Have they been adjudicated incompetent?
- ☐ What voter type are they? (Regular, military, perm overseas*, confidential, etc.?)
- ☐ Does the voter have an active absentee application on file?
- ☐ Do they have an acceptable photo ID?
 - All IPAV voters must present valid photo ID

2. ENTERING THE APPLICATION – DO NOT BEGIN IPAV MORE THAN 14 DAYS BEFORE THE ELECTION!

- ☐ Use the Vote In-Person button to enter the application in WisVote
 - Search by Voter's name OR Voter Registration Number
 - Do not change anything within the application itself
- ☐ Print the label and affix to the certificate or fill in by hand
- ☐ Initial the In-person absentee Photo ID box:

The image shows a portion of the 'Official Absentee Ballot Certificate & Application' form. It features a header with the title and a logo on the left. Below the header, there are three main sections. The first section is labeled 'CLERK OR DEPUTY >>' and 'Initial Here >>'. The second section, which is highlighted with a red box, is labeled 'In-person absentee voter showed valid POI' and has a line for initials. The third section is labeled 'Voter exempt from or met POI requirement' and also has a line for initials.

3. VOTING THE BALLOT

- ☐ Select the correct ballot style for the voter* and initial it

☐ Hand ballot and envelope to voter and instruct them to vote the ballot

- Voter may not remove the ballot from the IPAV location

Voter must have privacy to vote the ballot, but must be visible to the election official witnessing the vote

☐ Voter places voted ballot in the envelope

☐ Voter signs certificate and gives to the clerk/clerk's representative to witness

4. REVIEW AND SECURITY ON RETURN

☐ Make sure voter has signed the certificate

☐ Certificate envelope must be securely sealed

☐ Add in the presence of the voter:

☐ Witness signature

☐ Witness address (municipal office address is acceptable)

☐ Witness printed name

☐ Check for clerk initials on POI boxes

☐ Section 1 completed

☐ Secure voted ballot in a location away from the public and under lock at day's end

***Permanently Overseas voters can only vote a federal ballot**

REFER TO THE ABSENTEE VOTING SECTION OF THE ELECTION MANUAL AND
THE ABSENTEE APPLICATIONS AND BALLOTS SECTION OF THE WISVOTE MANUAL FOR MORE DETAILS.
