

# Quick Guide to Provisional Ballots

Review this document before working at the provisional ballot station.

Revised 4/2022

**Only 2 situations allow a Provisional Ballot (NO OTHER EXCEPTIONS):**

- \* While registering to vote on Election Day, is unable or unwilling to provide the license or state ID number of a WI DL or ID that is unexpired.
- \* If a voter is unable or unwilling to provide an acceptable form of Photo ID

1. Assign the voter a provisional voter number. **(DO NOT CHECK VOTER IN TO THE BADGER E-POLL BOOK – this is a manual process)**
2. Write provisional voter number on a small provisional ballot envelope.

**PROVISIONAL BALLOT CERTIFICATE**  
Ballot under Wis. Stat. § 6.97

*Voter: Complete the information below and sign the certification in the presence of an election inspector who must also sign. Official Use Only:*

Date of Election (month/day/year)	County	<b>PV # 1</b>
Municipality (check type and list name) Town <input type="checkbox"/> Village <input type="checkbox"/> City <input type="checkbox"/> of	Ward #	Voter must supply the following information to the municipal clerk no later than 4:00 p.m. on the Friday following the election in order for this ballot to be counted:

3. Indicate on provisional ballot envelope the reason this is provisional: either the voter did not have acceptable ID, or the voter needs to provide a Wisconsin driver license number for their voter registration application.
4. Write election date on provisional ballot envelope.  
Ask voter to write name and address on the envelope.  
Ask voter to write date of birth and answer citizenship question.

**PROVISIONAL BALLOT CERTIFICATE**  
Ballot under Wis. Stat. § 6.97

*Voter: Complete the information below and sign the certification in the presence of an election inspector who must also sign. Official Use Only:*

Date of Election (month/day/year) <b>11/3/2020</b>	County	<b>PV #</b>
Municipality (check type and list name) Town <input type="checkbox"/> Village <input type="checkbox"/> City <input type="checkbox"/> of	Ward #	Voter must supply the following information to the municipal clerk no later than 4:00 p.m. on the Friday following the election in order for this ballot to be counted:
Name (Last, First, Middle) including suffix <b>Fannie Lou Hamer</b>		
Street Address – include street number or fire number and name of street, or rural route and box number <b>301 Registration Lane</b>		<input checked="" type="checkbox"/> WI Driver License number
City, State, Zip <b>Janesville WI 53548</b>	Phone Number, including area code	<input type="checkbox"/> Photo I.D.
Date of Birth (month/day/year) <b>1/1/1990</b>	Are you a citizen of the United States? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	

7. Document the provisional ballot on the Provisional Ballot Reporting Form found in your accordion folder (this goes in the end of night documents with the Provisional Ballots and envelopes).
  - ✓ Document the name and address of the voter.
  - ✓ Document the provisional voter number.
  - ✓ Indicate whether this is a pre-registered voter or an Election Day registration.
  - ✓ Indicate the reason this ballot is provisional.
  - ✓ Document voter's contact information so Clerk-Treasurer's Office and can offer the voter help obtaining an ID and getting ballot counted.

8. Stamp “Section 6.97” and write the provisional voter number on the back of the provisional ballot. This is not a secret ballot.

**PV#**   1    
**Section 6.97**

9. Issue ballot to the voter. Instruct the voter to mark the ballot in the nearest voting booth, seal the ballot in the blue envelope, and then return to the provisional table.

10. When voter returns, instruct voter to sign the envelope.

<b>CERTIFICATION OF VOTER</b>			
<small>I certify, subject to the penalties of §.12.13(3)(g), Wis. Stats., that I am a qualified elector of the ward and municipality in the county of the state of Wisconsin indicated above. I am eligible to vote in this ward at the election today. I understand that if I fail to submit the required information listed above to my municipal clerk no later than 4:00 p.m. on the Friday following the election, my ballot may not be counted.</small>			
<u>Fannie Low Hamer</u>	<u>4/5/2022</u>	<u>E. Official</u>	<u>4/5/2022</u>
<small>Signature of Voter</small>	<small>Date</small>	<small>Signature of Election Inspector</small>	<small>Date</small>
<small>GAB-123   Rev 2011-12   Government Accountability Board, P.O. Box 7984, Madison, WI 53707-7984   608-261-2028   web: gab.wi.gov   mail: gab@wi.gov</small>			

11. Sign the envelope as the election inspector.

12. Give voter the blue Provisional Voter handout about how to get ballot counted.

13. Place provisional ballot certificate envelope in the large blue Wisconsin Inspectors’ Certificate of Provisional Ballots envelope.