

Quick Guide to Election Day Registrations

Revised 3/2021

The Badger E-Poll Book software allows you to register a voter on Election Day and check in as a voter at the same stop. **REMEMBER – Garbage in = Garbage out! Take your time and enter accurately – This is where the scanner may be helpful in expediting the entering of voter information.**

1. Verify Voter is in Correct Ward/Polling Place

- ✓ Find the voter in WisVote if able through a regular voter search.
- ✓ You can also use the Street Listing to verify the address
- ✓ You can also check the Alpha List if they say they are registered but are not coming up on the book. Sometimes there are typos in the name or spaces where there shouldn't be.

2. Ask voter to state name

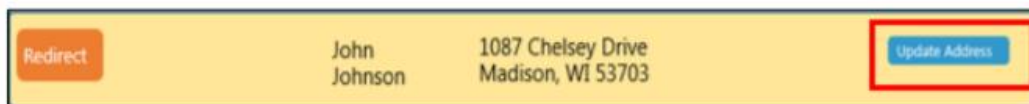
- ✓ Voters must state their name, even if they reside in your own household. Election observers need to be able to hear the voter names.
- ✓ Confidential voters (found at the very end of the poll book) are the only exception to this rule; they will show you a card issued by the Clerk's Office instead. Because of stalking or domestic abuse, we cannot release confidential voter names to anyone, not even observers.

3. Ask voter to state address

- ✓ Voters must state their address, even if they reside in your own household. Election observers need to be able to hear the address.
- ✓ Confidential voters are the only exception; they will show you a card issued by the Clerk's Office instead. Because of stalking or domestic abuse, we cannot release confidential voter addresses to anyone, not even observers.

4. Find voter in poll book

- ✓ In the Last Name field, search for the voter by typing his/her last name (2-3 characters at a time). Results will begin to appear as search criteria is entered.
- ✓ If results appear and the row is highlighted orange, confirm the voter's previous address matches the results and select "Update Address"



- ✓ If no results are found or the original address is NOT familiar with the voter, select "None of these are my voter – Continue to Election Day Registration"

None of these are my voter -
Continue to Election Day Registration

5. Ensure Voter has appropriate proof of residence documentation No POR = No Registration = No ability to vote

- ✓ If voter presents a document for which you do not have an abbreviation, it isn't an acceptable document. **We may only accept:**
A – Affidavit on letterhead from agency providing services to the homeless

B – Bank or credit union statement

C – Care facility contract or intake document

G – Government document or government check (including UW, public schools)

H – Certified housing list from College (student listed on the certified housing list will show you a student ID card)

P – Paycheck or paycheck direct deposit statement

R – Residential lease, effective on Election Day

S – Student ID with a college fee statement issued within last 9 months

T – Real estate tax bill or receipt for this year or the previous year

U – Utility bill issued within the past 90 days

W – Wisconsin driver license or Wisconsin ID card (unexpired)

6. Compare name and address on document to the registration form

- ✓ If voter has changed their name, the name change does not become effective for voting purposes until the voter has updated their name with an agency that can issue an acceptable form of voter ID.
 - * A voter registering a name change still needs to complete the entire form.
- ✓ According to the state, hyphenated names conform. For example, a voter registering with the last name Witzel-Behl may use proof of address (and ID) with a last name of Witzel or a last name of Behl.

7. Discreetly check voter name against ineligible voter list (1” white binder)

- ✓ If on ineligible list, contact Chief Inspector to initiate voter challenge procedure.
- ✓ If not on the ineligible list, proceed with entering the voter information to complete registration.

8. Enter Voter Information as prompted on the screen

- ✓ By scanning the ID, the voter's information will auto-populate – you will still need to confirm for accuracy but it will save some time.
- ✓ The address should populate in a drop-down menu when entered properly.
- ✓ Enter addresses in the following format: ##### STREET AVE (LN, ST, CT)
- ✓ Verify the voter's eligibility by turning the screen around and asking them to answer the six YES or NO eligibility questions
- ✓ Finish entering voter data as required/requested. We are asking for a phone or email in case we need to update their record for any reason
- ✓ Have the voter verify the information on the REVIEW page. Edit if necessary or “Continue to Step 6”.
- ✓ The voter signs the yellow box completing the voter registration and continuing to check in.

