



Everything you wanted to know about *helping voters*, but were afraid to ask

Produced by the League of Women Voters of Dane County, February 2023



Welcome to *Everything you wanted to know about helping voters but were afraid to ask*. The purpose of this training is to present basic information on voter registration and photo ID, practice using the information and give you more confidence when engaging with voters.

You should have the following handouts:

- a handout of the powerpoint slides
- a packet of activity sheets in plastic sleeves
- misc. handouts with a registration form on top

Please also be sure to sign-in on the attendance sheet.

(During sign-up, have participants set up location wifi)/

Helping Wisconsin Voters

- **Eligibility to vote**
- Registration and proof of residence
- Acceptable voter ID
- Engaging with the voter
- Appropriate behavior and communication



This training will address 5 topics to help you become an effective volunteer:

- Eligibility to vote
- Voter registration and proof of residence
- Acceptable voter ID
- Engaging with the voter, and
- Appropriate behavior and communication

We'll start with eligibility to vote.

Registering to Vote - WHEN

- **Up to 20 days before election**
Online, by mail, clerk's office (in Madison, any city agency including public libraries)
- **Up through Friday before election**
Clerk's office and absentee voting locations
- **Election Day**
Your polling place



The next registration concept is **when** can you register.

1. Up to 20 days before an election, you have several options - online, by mail, or at the clerk's office. In Madison, you can also register at any city agency, including Madison libraries.
2. Up through Friday before an election, your choices narrow. You can register at the clerk's office or at any in-person absentee voting location. Please note that the Wisconsin Election Commission currently allows in-person absentee voting through Sunday before an election although many municipal clerks stop in-person absentee voting on that Friday.
3. And on election day, there is still registration at your polling place.

Registering to Vote - HOW

1. Online
2. Paper form with proof of residence



Finally, there is the concept of **how** voters can register. There are 2 options. The first option is online registration. For an online registration, the voter completes their registration from start to finish at the MyVote website. At no point in the process does the voter need to fill-in or submit a paper form, **and** the voter does not need to submit proof of residence. The second option is a paper registration which the voter can complete in 2 different ways. The voter can use a paper form from the start or the voter can begin the registration process at the MyVote website, fill in their information online but then print out a paper copy of the registration form to submit to the municipal clerk. A critical difference between an online registration and a paper registration is that for a paper registration, the voter must take the additional step to submit proof of residence with their paper registration form. We will discuss all of these options in greater detail in this training.

How to Register - Online (OVR)

Things you can do at MyVote.wi.gov

- Online Voter Registration
- Polling Place
- Voting History
- Elected Officials
- Request an Absentee Ballot
- Sample Ballot



Registering online: All steps completed at MyVote website

Let's look at the first way that you can register which is online. The acronym for online voter registration is OVR. You can register online at the MyVote website. Everyone should become familiar with this very informative website. It's not just for registering but provides other valuable information - your polling place, voting history, and your elected officials. You can also request an absentee ballot and view a sample ballot at the MyVote website.

Registering online means that the voter is able to complete **all** steps of the registration process from start to finish at the MyVote website. After proceeding through the required screens, the voter is registered and no additional actions are required. Voters who are not eligible to do an online registration may use the MyVote system to start and partially complete their registration. We'll tell you more about this option later in the training.

Record for online OVR video only: We'll tell you more about this option later in this module.

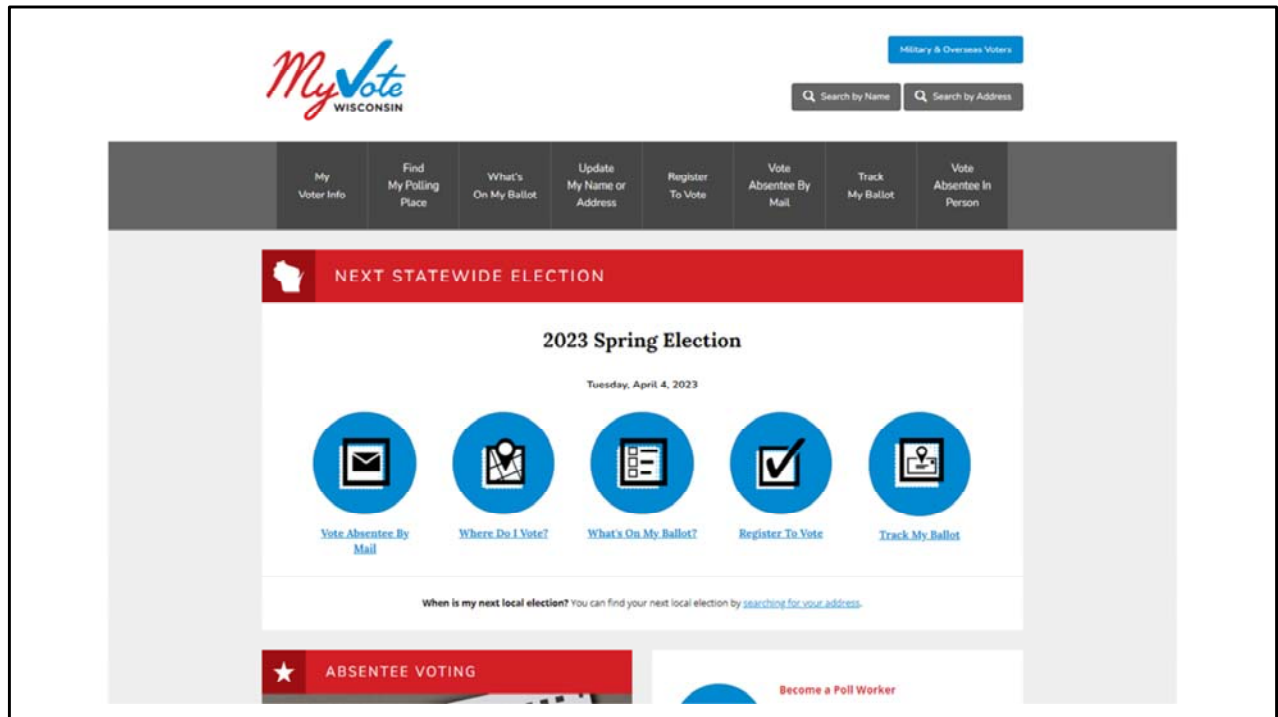
How to Register - Online (OVR)

- Must have a valid unexpired Wisconsin driver license or Wisconsin DOT-issued ID card
- Name, DOB & address used for registration must match the name, DOB and address at DMV
- Must be 18 years of age
- Available to the voter up to 20 days before an election

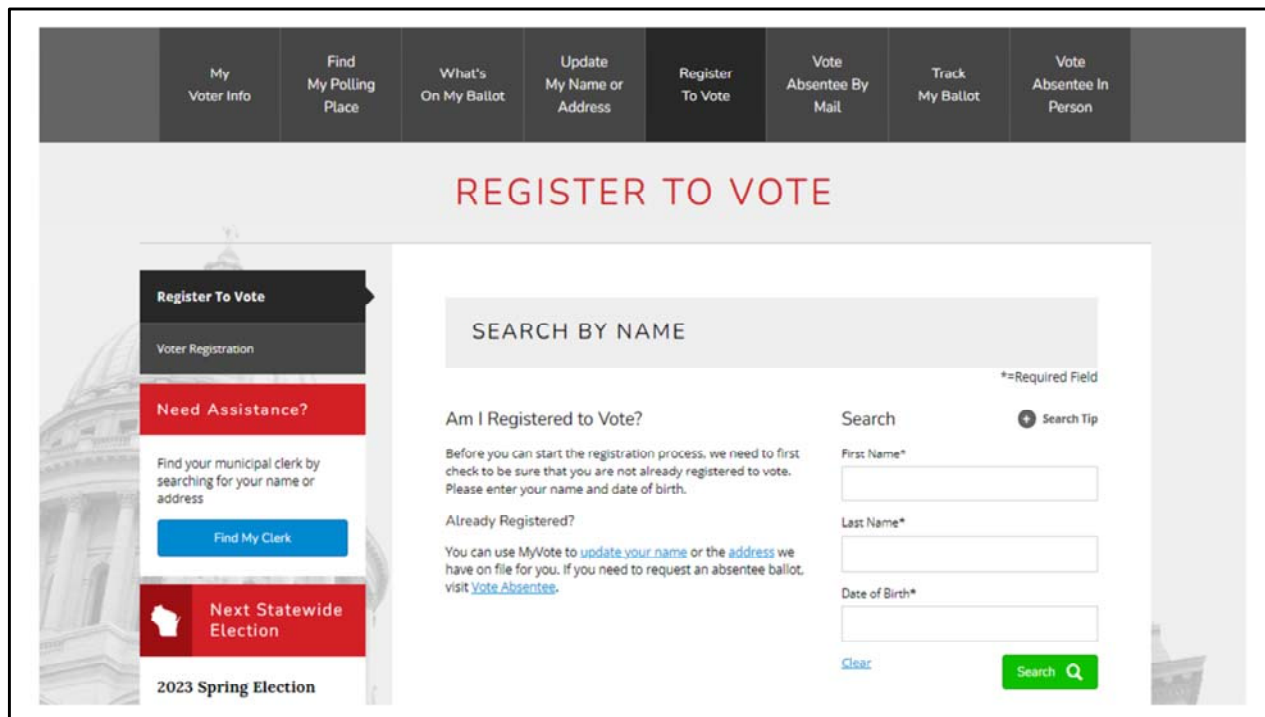


To complete an online registration, voters must meet certain requirements. First the voter must have a valid unexpired WI driver license or DOT issued ID card. Second, the voter's name, DOB and address used for registration must match the name, DOB and address on record at the DMV. Finally, the voter must be 18 years of age to complete their registration from start to finish on MyVote. As mentioned previously, voters who do not meet these requirements, may still use the MyVote system to start and partially complete their registration.

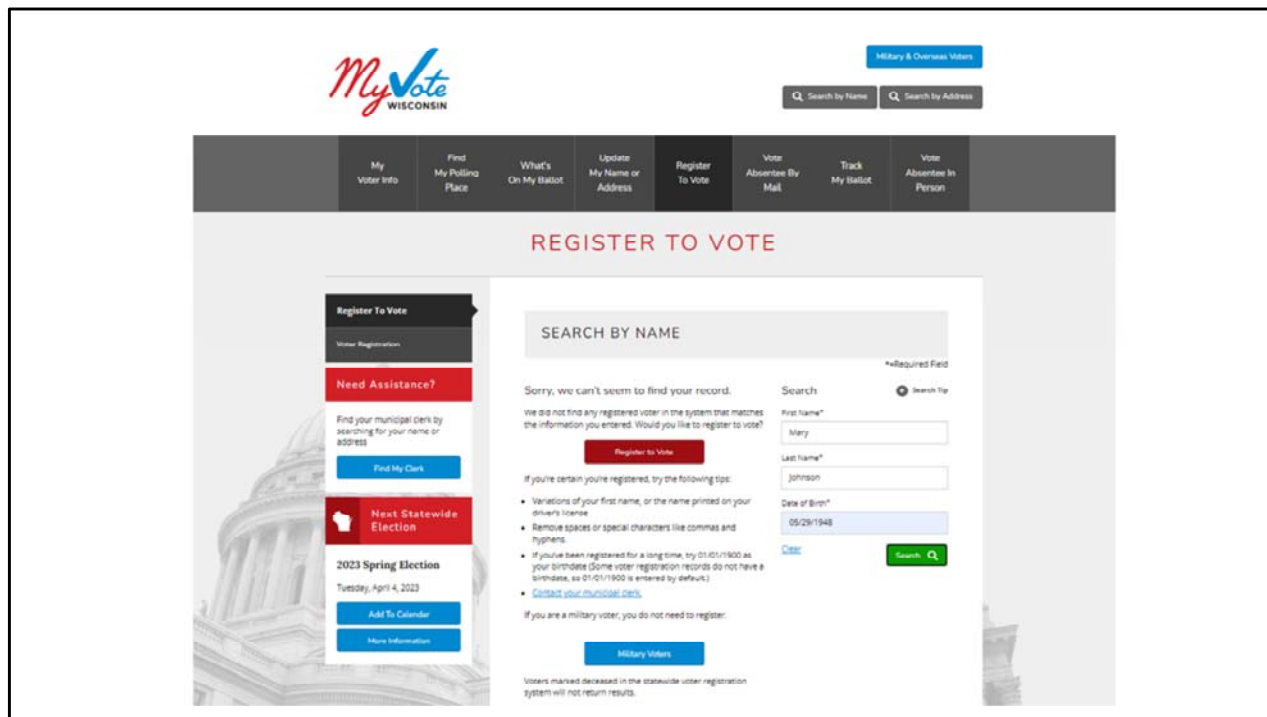
Remember, online registration, along with mail-in registration and registering at a registration event, is available to voters only up until 20 days before an election.



Let's take a look at the MyVote website so you are familiar with the online registration process. The voter starts by clicking on the Register to Vote tab.



On the next screen, the voter types in their name and DOB to access their own record to find out their current registration status. The voter's name should be written the same way it appears on their Wisconsin driver license or DOT issued ID.



One of two pages will open. This page will open if the voter is not registered to vote in Wisconsin. The voter clicks on the Register to Vote button to proceed to register online.

SEARCH BY NAME

*Required Field

Registered Voter Found

Mary E Johnson

Status: Registered

Current Address: 7803 Mary Vail Trail, Menomonee WI 53052

Update Name or Address

Request Absentee Ballot

Is this you? If this is not you, you must first [register to vote](#)

Search + Search Tip

First Name*

Last Name*

Date of Birth*

[Clear](#) Search


This is the alternative page that will open if the voter is currently registered to vote in Wisconsin. It shows the voter's name and address as they appear in the state registration database. The voter can now choose to update their name and/or address. Please note that updating your name or updating your address is the same as re-registering to vote.

Let's follow an example of a voter who has moved since the last time they voted and needs to re-register to update their address; they will click-on the Update Name or Address button.

SEARCH BY NAME

*Required Field

Registered Voter Found

 **Mary E Johnson**

Status: Registered


Current Address: 7803 Mary Vail Trail, Menomonee WI 53052

What would you like to update?

[Update My Name](#)

[Update My Address](#)


[Update My Name and Address](#)

Search  Search Tip

First Name*

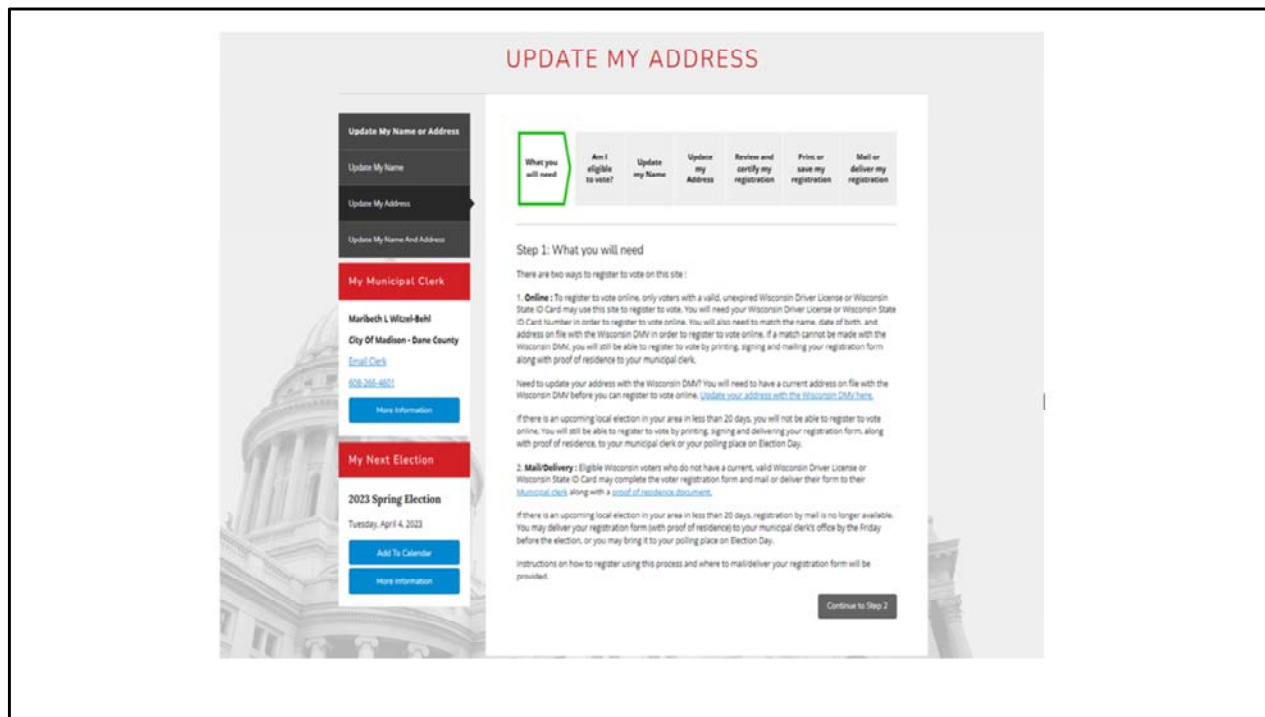
Last Name*

Date of Birth*

[Clear](#) [Search](#) 

Is this you? If this is not you, you must first [register to vote](#).

On the next screen, the voter in our example will select the button - Update My Address.

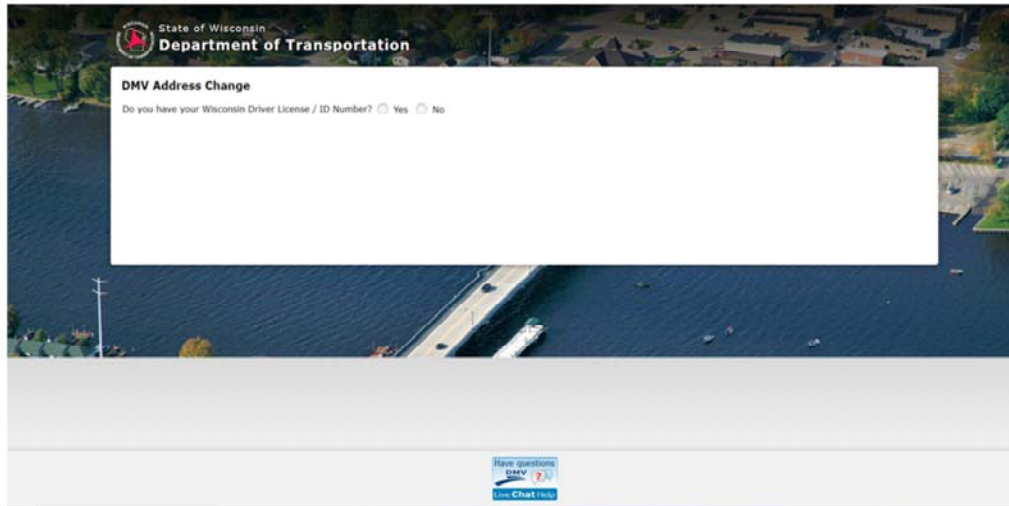


The next page that opens has information that reminds the voter about the requirements to use the online registration system.

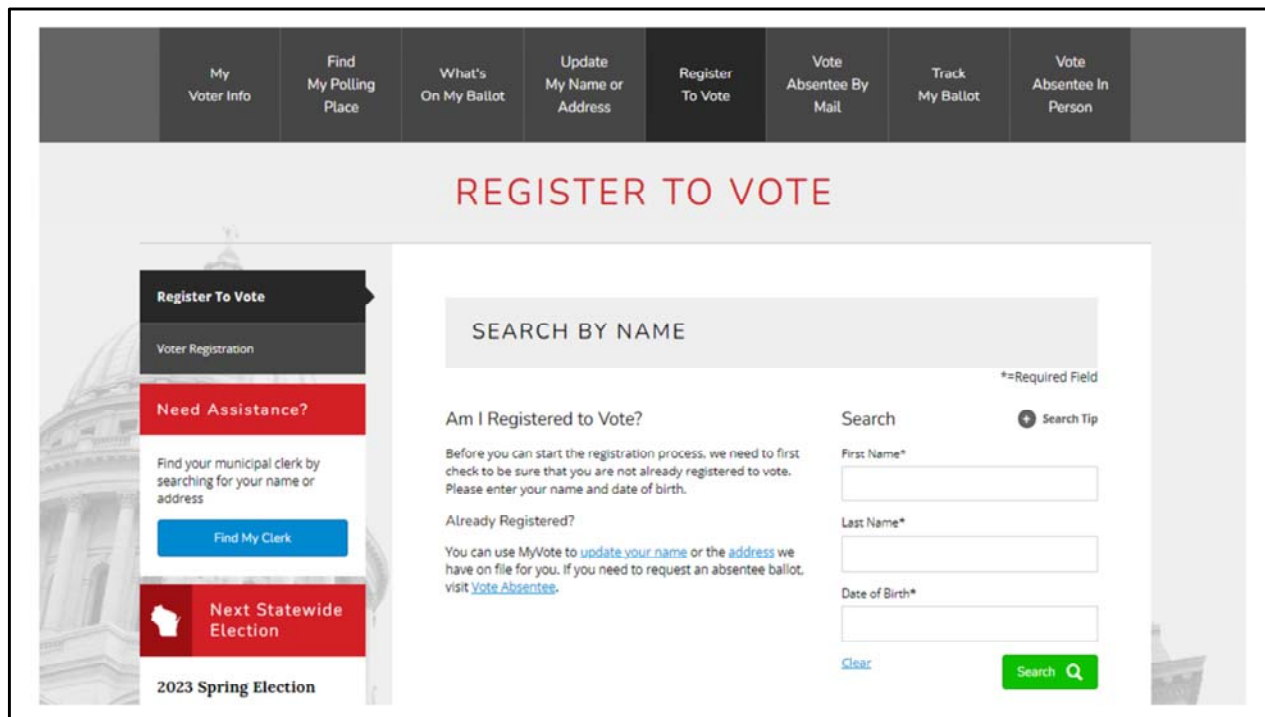
- the voter must have a valid unexpired WI DL or DOT issued ID to use the site.
- and the voter's name, DOB and address on file with the WI DMV must match the name, DOB and address they will use to register.

Remember in our example, the voter is re-registering because their address has changed. If the voter has already changed their address at the DMV, they can proceed to the next step in the online registration process. But if the voter has not yet changed their address with the DMV, this page has a link that takes the voter directly to the DMV website to change their address. When the voter clicks on "Update your address with the Wisconsin DMV here," they will be leaving the MyVote website, and navigating to the DMV website. Once they have updated their address in the DMV system, the voter will need to reenter the MyVote website, to restart the registration process.

DMV Website



This is the page in the DMV system that opens so the voter can change their address. The voter proceeds through a series of questions, resulting in their address being changed in the DMV database. Please note that changing the address in the DMV system does not automatically change the voter's address in MyVote. The voter must re-enter the online system in MyVote to continue the process of changing their address for voter registration purposes.



After the address has been updated in the DMV system, the voter can return immediately to the Register to Vote page in MyVote to begin the registration process again. The voter re-enters their name and DOB.

The screenshot shows a multi-step registration process. At the top, a progress bar contains six steps: 'What you will need' (green with a checkmark), 'Am I eligible to vote?' (green with a question mark), 'Update my Name', 'Update my Address', 'Review and certify my registration', 'Print or save my registration', and 'Mail or deliver my registration'. Below this, the page title is 'Step 2: Am I eligible to vote?'. The instruction reads 'Please verify that you are eligible to register:'. There are six questions, each with radio buttons for 'Yes' and 'No', and a 'More Information' link:

- Are you a United States Citizen? Yes No [More Information](#)
- Will you be at least 18 years old at the time of the next election? Yes No [More Information](#)
- Do you have a WI driver license or a WI state identification card? Yes No [More Information](#)
- Will you have resided at your current residential address for at least 28 consecutive days prior to the next election, with no present intent to move? Yes No [More Information](#)
- Are you currently serving a sentence for a felony conviction, including probation, parole, or supervision? Yes No [More Information](#)
- Are you otherwise disqualified from voting? Yes No [More Information](#)

At the bottom left is a [Previous](#) link, and at the bottom right is a 'Continue to Step 3' button.

And eventually navigates to this page where the voter responds to questions to determine their eligibility to vote. Assuming the voter is eligible, they continue to the next step.

Step 3: Update my Address

Current Address

Street Address*
123 Main St

Apartment/Unit Type
APT

Apartment/Unit Number
75

City*
Madison

Zip Code*
53704

Prior Address

**7803 Mary Vail Trail
Menomonee Falls 53052**

I have one of the following voter statuses:

As a member of the military, you do not need to register to vote. Please provide your information as part of an absentee ballot request. [Provide your information now](#)

I live in permanently overseas with no intent to return to the United States.

Please enter your contact information (optional):

Email Address

Phone

On this page the voter enters their new address which they have already updated with the DMV.

Step 5: Review and certify my registration

Am I eligible to vote?

Are you a United States Citizen? Yes [Go](#)

Will you be at least 18 years old at the time of the next election? Yes [Go](#)

Do you have a WI driver license or a WI state identification card? No [Go](#)

Will you have resided at your current residential address for at least 28 consecutive days prior to the next election, with no present intent to move? Yes [Go](#)

Are you currently serving a sentence for a felony conviction, including probation, parole, or suspension? No [Go](#)

Are you otherwise disqualified from voting? No [Go](#)

My Name

Current Name: [Go](#)

Date Of Birth: [Go](#)

Contact Information

Current Address: [Go](#)

Email: [Go](#)

Phone: [Go](#)

Interested in being a poll worker? No [Go](#)

Accommodations needed at the polling place? [Go](#)

Verification

I hereby certify, to the best of my knowledge, that I am a qualified voter, a U.S. citizen at least 18 years old or will be at least 18 years old at the time of the next election, having resided at the above residential address for at least 28 consecutive days preceding this election with no present intent to move. I am not currently serving a sentence including probation or parole for a felony conviction, and not otherwise disqualified from voting. I certify that all statements on this form are true and correct. If I have provided false information I may be subject to punishment under State and Federal laws.

I certify that the above information is true and correct.*

[Previous](#) [Continue to Step 6](#)

On the next page the voter reviews their responses for accuracy and they have an opportunity to make any necessary changes. The voter then reads the verification statement at the bottom and certifies the truth and correctness of the information they have provided by checking the box at the bottom of the screen.

What you will need ✓

Am I eligible to vote? ✓

Update my Name ✓

Review and certify my registration ✓

Print or save my registration

Step 5 Print or save my registration certificate

You are now registered to Vote in Wisconsin

Please save or print your voter registration confirmation

Print/Download Registration Certificate

Email Address*

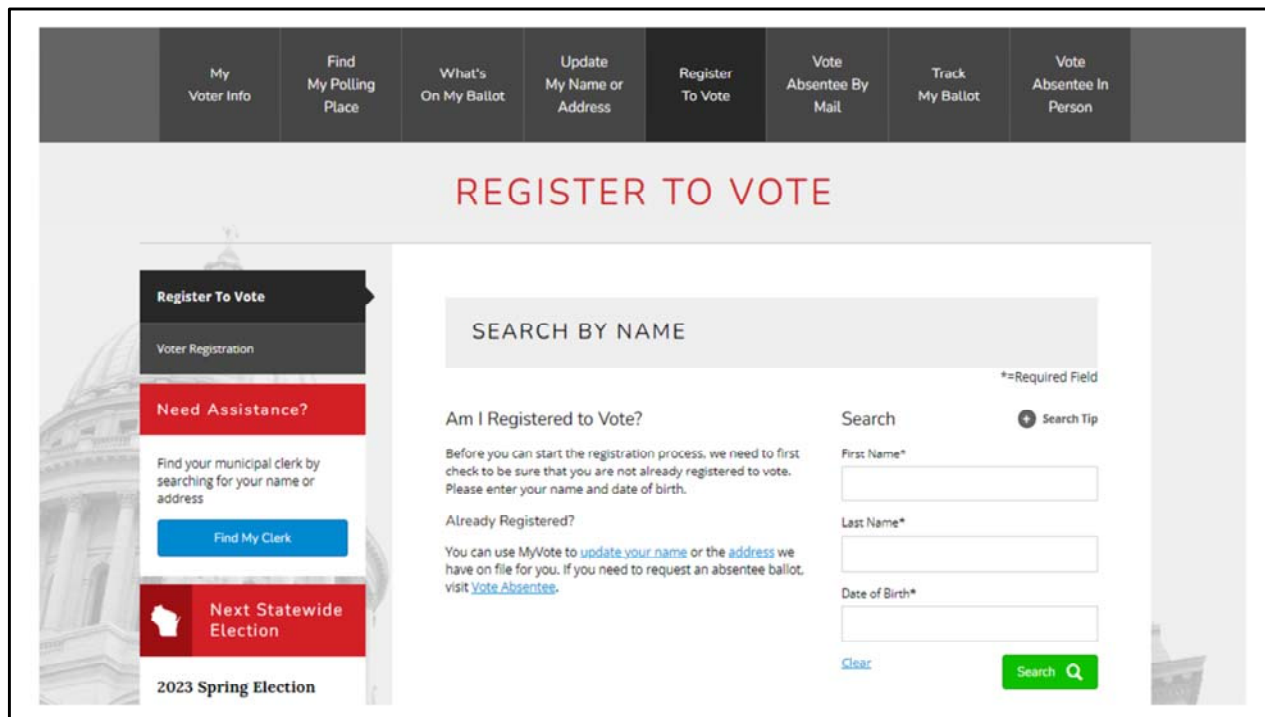
Send Email

After certifying their registration, the voter proceeds to the confirmation page which lets the voter know they are registered to vote. They have the option to download or print a registration certificate or request that a copy of the registration certificate be emailed to them.

CERTIFICATE OF VOTER REGISTRATION	
Wisconsin Online Voter Registration	
<p>The following voter has registered to vote online using the State of Wisconsin Elections Commission's website MyVote.wi.gov. The voter information listed below has been entered into the statewide voter registration system WisVote. The voter should appear on the poll book for the polling place listed below. This certificate can be used as proof that the voter is registered. The voter's information matched the information on file with the Wisconsin DMV. The voter does not need to provide additional proof of residence, and the voter does not need to provide a signed voter registration form.</p>	
Voter's Polling Place:	
Ward Number:	City of Madison - Ward 74
Municipality:	STATE OF WISCONSIN
County:	Dane County
<p>To Wisconsin Election Officials, this is to certify that the voter listed below has completed the online voter registration application using the State of Wisconsin's online voter registration system and said elector should be permitted to cast his or her vote for the election to be held on: 2/21/2017</p>	
Voter's Name:	Johnson, Mary E
Voter's Street Address:	123 Main St Apt 75
Voter's City, State, Zip:	Madison, WI 53706
Voter Registration #:	700188534
Date of Voter Registration:	

The registration certificate, shown here in partial view, serves as proof of registration. While the voter may choose to take this certificate to the polls, they are not required to do so.

That completes our first example where the voter has re-registered by updating their address.



The other example for registering that we'll look at is a voter re-registering to update their name. In this second example, the voter will start on the first registration screen in MyVote as they did in our first example.

Step 3: Update my Name

Current Name

If you have a Wisconsin Driver License or Wisconsin State ID card, you must enter your name exactly as it appears on your card.

First Name* Middle Name* Last Name*

Mary E Johnson

I don't have a middle name

Prior Name

Mary E Wilson

Have you recently changed your name? If you need to update your name with Wisconsin DMV, [Please click here.](#)

I have one of the following voter statuses:

As a member of the military, you do not need to register to vote. Please provide your information as part of an absentee ballot request. [Provide your information now](#)

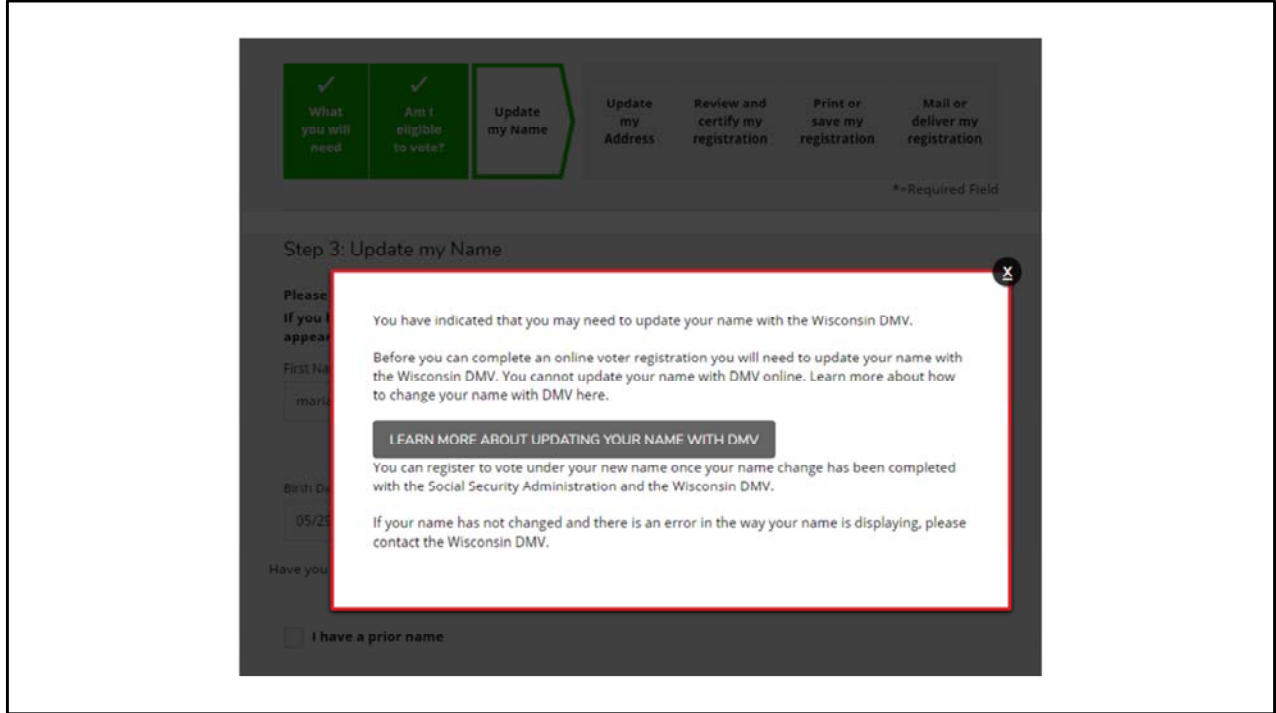
I live in permanently overseas with no intent to return to the United States.

Please enter your contact information (optional):

Email Address

Phone

The voter eventually navigates to this page where they can update their name. As in a change of address, the voter cannot change their name online at **MyVote** until they have changed their name in their DMV record. Notice there is a link regarding changing one's name at the DMV website.



When the voter clicks on the link however, the voter is not taken to the DMV website. That is because the voter must appear in person at the DMV to change their name. They cannot update their name with the DMV online. This page provides information about how to update one's name at the DMV.

Record for online OVR video only: Please note that for voting purposes, a name change is not in effect until the voter has updated their name with an agency that can issue an acceptable photo ID, typically the DMV. If the voter is updating their name with the DMV, they must first update their name with the Social Security Administration. *If the voter's name has changed but they have not yet updated their name with the Social Security Administration and the DMV, the voter continues to vote under their old name. If this voter were to need to re-register because of an address change, the voter would register using their old name.*

Step 3: Update my Name

Current Name

If you have a Wisconsin Driver License or Wisconsin State ID card, you must enter your name exactly as it appears on your card.

First Name* Middle Name* Last Name*

I don't have a middle name

Prior Name

Mary E Wilson

Have you recently changed your name? If you need to update your name with Wisconsin DMV, [Please click here.](#)

I have one of the following voter statuses:

As a member of the military, you do not need to register to vote. Please provide your information as part of an absentee ballot request. [Provide your information now](#)

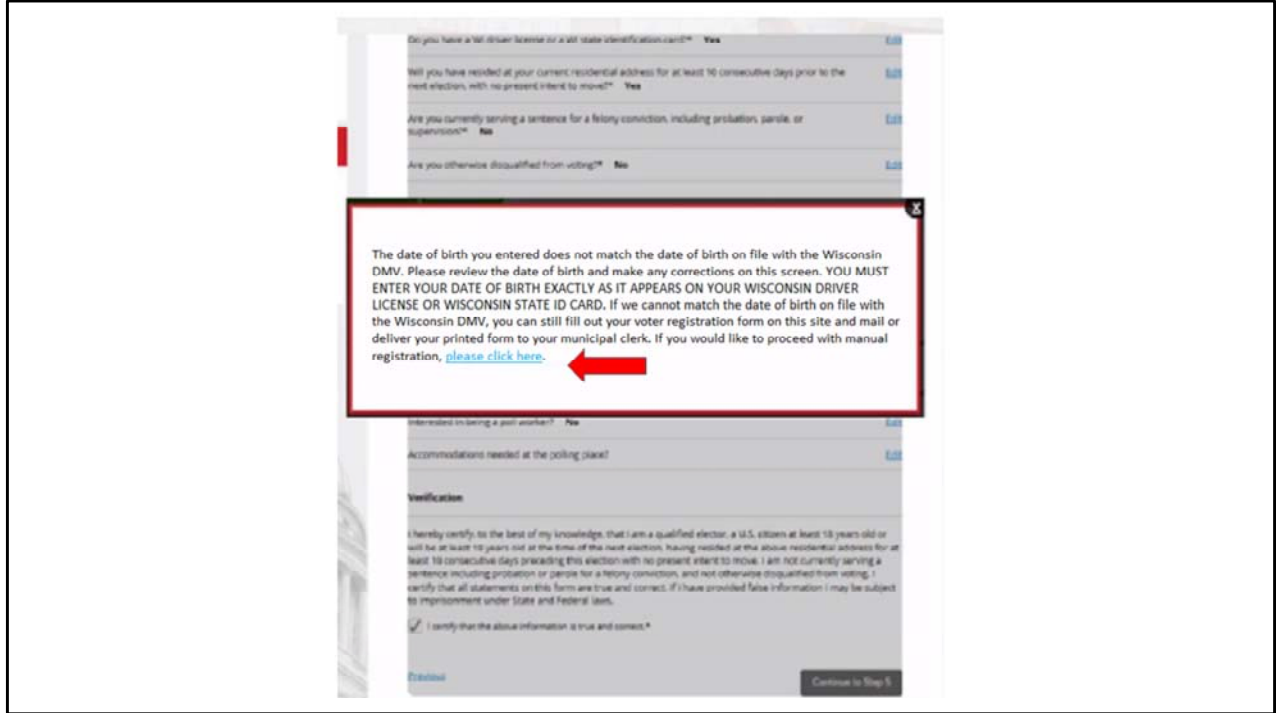
I live in permanently overseas with no intent to return to the United States.

Please enter your contact information (optional):

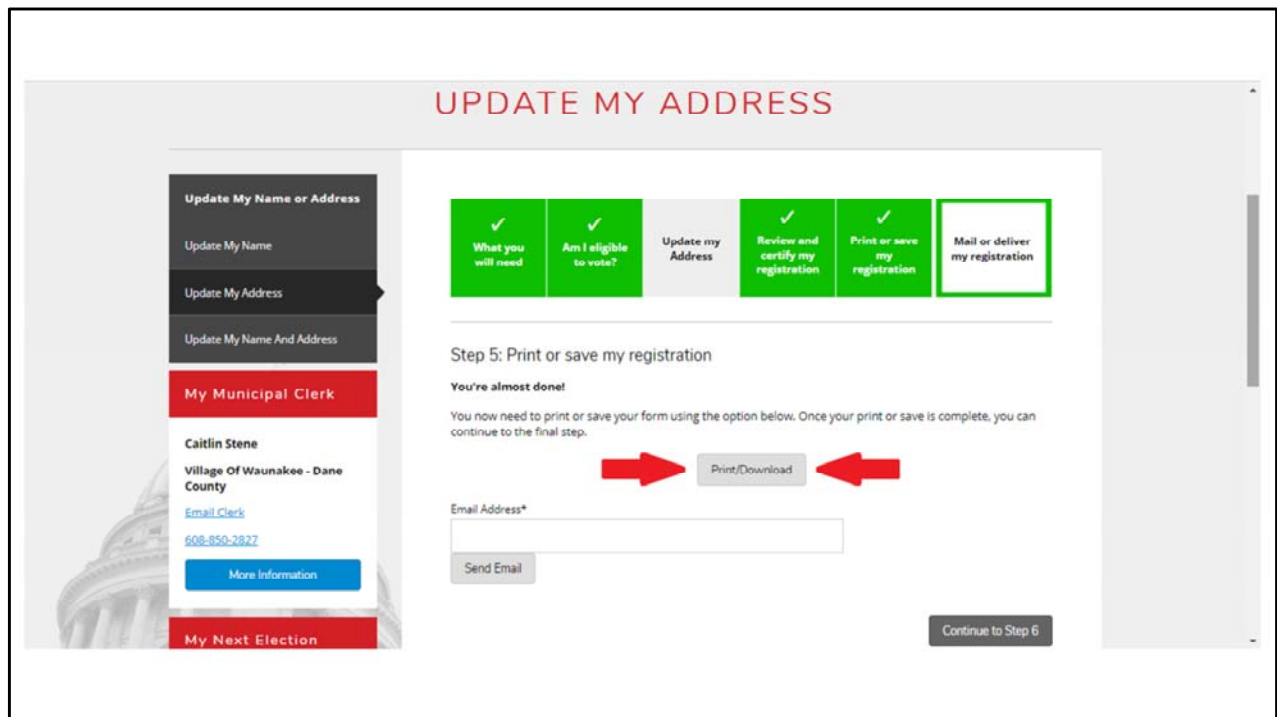
Email Address

Phone

In our example, let's assume the voter has already gone to the DMV and updated their name so they are able to complete this screen with their new and old names, and then proceed to complete their online registration.



When everything matches up with the DMV record including name, DOB and address, the voter will see the confirmation page which we saw previously. If everything does not match up, the voter will see an error message, indicating there has been a problem matching the DMV record. There are different error messages. Some explicitly explain the error; others error messages do not. If there's an error message, the voter will be unable to complete the online registration. MyVote provides an alternative for the voter however. By clicking on the link in the error message, the voter is returned to a screen where they can print out a paper copy of the form which includes the personal information they previously entered online. Thus voters who are not eligible to complete an online registration, such as those without a Wisconsin driver license or ID or who are not 18 on the day they register, may start and at least partially complete the registration process in the MyVote system.



This is the screen where the voter is returned to print out or download a paper copy of the form. When helping a voter through this step of the process, please note that the voter must **first** click the Print/Download button before clicking the Continue button. This is an unforgiving screen. If the voter fails to click Print/Download before clicking the Continue button, all of the voter's information entered up to this point in the online system will be lost and they will need to restart the online registration process from the beginning.

Once the voter has printed out a paper copy of the form, they must follow the procedures for submitting a paper registration form which we'll discuss later in this training.

Record for online OVR video only: Once the voter has printed out a paper copy of the form, they must follow the procedures for submitting a paper registration form which is discussed in the Paper Registration and Proof of Residence module.

How to Register - Online (OVR)

Summary

- DMV record of name and address serves as proof of residence; no separate proof of residence required
- No printing, signing, mailing form
- reduces data entry errors



To summarize, there are many advantages to the MyVote online registration system.

- When the voter registers online they do not need to provide a separate proof of residence. The voter's DMV record serves as their proof of residence.
- Also, the voter does not need to print, sign and deliver a form to the clerk's office. The new registration information is delivered electronically.
- Finally there are fewer data entry errors as the voter's information goes directly to the state database.

There are voters unfortunately who are not eligible to complete their voter registration in its entirety online. These voters however, can use the MyVote system to start and partially complete their registrations, resulting in fewer data entry errors.

Voters who do not have access to a computer, can continue to complete their registrations using just a paper form which we'll describe in the next section of

the training.

Record for online OVR video only: Voters who do not have access to a computer, can continue to complete their registration using just a paper form which is described in the paper registration and proof of residence module.

OVR Practice

Updating Address

- Go to MyVote.wi.gov
- Select the *Register to Vote* tab
- Enter your name and DOB
- Select updating your address
- Proceed through the next 4 screens (through Step 4)
 - assume you've already changed your address at the DMV



**Do not proceed to Step 5 or you will
change your registration.**

Working on your own computer/tablet, we would like you to practice using the online system. We'll have you practice registering because of a change of address. Follow the steps on the screen. Be sure to stop at Step 4. Otherwise you will change your own registration.

How to Register - Paper

- Two ways to complete paper registration
 - Mail/Delivery (printed out from OVR)
 - Registration application form
- Requires
 - Voter's signature
 - Proof of Residence (POR)
 - Deliver or mail to the clerk

The image shows a sample of a Wisconsin Voter Registration Application form. The form is titled "Wisconsin Voter Registration Application" and includes sections for "Qualifications", "Your Name", "About You", "The Address Where You Live", "Your Mailing Address", "Prior Registration Information", "Identification", "Proof of Residence", "Signature and Certification", and "Assistant". It contains various checkboxes and fields for personal information, including name, address, date of birth, and signature.

Presentation video only: The second way for a voter to register is on paper. There are 2 ways to start a paper registration. As described when we discussed online voter registration, the voter can enter information in the MyVote system but then print out a paper copy of the form rather than submitting the information electronically. This is referred to as Mail/Delivery in MyVote. The second way is to just start with a paper form. In either case when using a paper form, the voter is required to sign the form, submit proof of residence and then deliver or mail the form with proof of residence to their municipal clerk. Directions for how to complete the form are on the back.

Online video only: There are 2 ways to start a paper registration. The voter can enter information in the MyVote system but then print out a paper copy of the form rather than submitting the information electronically. This is referred to as Mail/Delivery in MyVote. The second way is to just start with a paper form. In either case when using a paper form, the voter is required to sign the form, submit proof of residence and then deliver or mail the form with proof of residence to their municipal clerk. Directions for how to complete the form are on the back.

Role of Registration Helper

- Helping at food pantries, registration drives etc.
 - registration not complete until processed by municipal clerk
- Working as a poll worker or at early voting
 - registration actually completed
 - POR verified and documented
- **Online** registration completed on the spot



Before we look at the paper registration form itself, let's address the role of a registration helper when working with a paper registration. When you are helping a voter with a paper registration at a food pantry or at a voter outreach event, you are not technically completing the registration. You are assisting the voter with the complexities of the registration process, but the registration is not actually completed until the registration form and the proof of residence have been processed by the voter's municipal clerk. Except under special circumstances, your role as a registration helper is different from the role of a poll worker on election day or someone working at an in-person absentee voting location, that is during early voting. If you are employed by the clerk on election day or during early voting, you have the authority to actually complete the paper registration by verifying and documenting the voter's proof of residence as would happen in the clerk's office. Volunteer registration helpers do not have that authority except when special authorization has been approved. Later in this video (presentation), we'll look at where on the registration form poll workers document and complete the registration process. Finally, unlike helping a voter do a paper registration which has to be processed by the municipal clerk to be completed, when you help a voter with an online registration, the **online** registration is completed on the spot once the voter

sees the confirmation page.

Qualifications

Wisconsin Voter Registration Application Please complete legibly
Additional instructions on reverse Please return your completed form to
your municipal clerk

Qualifications please check each box if YOU:	1 If you cannot check every box, do NOT complete this form	<input type="checkbox"/> Are a citizen of the United States	<input type="checkbox"/> Will be at least 18 years old on or before Election Day
	<input type="checkbox"/> Have resided at the address provided below for at least 28 consecutive days prior to the election and do not currently intend to move	<input type="checkbox"/> Are not currently serving a sentence including incarceration, parole, probation, or extended supervision for a felony conviction	

Section 1:

- U.S. citizen
- 18 years old by Election Day
- Resided at address for 28 days prior to election
- Completed terms of sentence if convicted of a felony



17



Note: 17 year olds can register **only on paper**

Let's take a look at the registration form section by section. In Section 1 - Qualifications - the voter confirms their eligibility to vote in the state of Wisconsin.

- they are a citizen of the United States
- they will be at least 18 years old on or before Election Day.
- they have resided at their current address for at least 28 days prior to the election, and
- if convicted of a felony, the voter must have completed the terms of their sentence, including probation, parole or community supervision.

In this section, the voter must check every box, indicating that each statement applies to them, in order to qualify to vote. If the voter does not check every box, they should not complete the remainder of the form. They are not eligible to vote in Wisconsin.

Please note that a 17 year old can register as long as they will be 18 years of age by the next election. Seventeen year olds can only register on paper. They can either start with a paper form or enter information in the MyVote system and then print out a paper form to submit through Mail/Delivery. A seventeen year old cannot submit their registration information electronically.

Please also note that there are no exceptions to the requirement that the voter must be 18 years of age for all elections, both general and primary.

Your Name/About You

Your Name	2	Last _____ Suffix (Jr., II, etc.) _____	
		First _____ Middle _____	
About You phone number and email are optional	3	Date of Birth (MM/DD/YYYY) / /	Phone Number () _____
		Email Address _____	

Section 2:

- Last name, first name, full middle name

Section 3:

- DOB - make sure DOB is not listed as today's date
- Phone number and email address - optional but helpful

In section 2, the voter writes their last name, first name, and full middle name. If the voter has a Wisconsin driver license or DOT issued ID, the name written in this section should be the same as it appears on those documents.

In section 3, the voter first writes their date of birth. Be sure to check that the voter does not mistakenly write today's date or the current year for their date of birth. The second part of section 3 includes the voter's phone number and email address. This information is optional but it is very helpful if the clerk has one of these methods for contacting the voter in case there's a question about the registration. Explain to the voter that the phone number and email are optional but encourage them to provide the information. Most voters are happy to do so.

As a volunteer, you may make mistakes when helping voters complete their forms but don't let that stop you from working with them. Almost all mistakes can be corrected so that the voter will be registered. This fact reinforces the benefit of including the voter's contact information.

The Address Where You Live

The Address Where You Live your residential voting address, which cannot be a P.O. Box if you do not have a street address, please use the map on the back of this form	4	Street Address _____ Apt/Room # _____ City/Town/Village of _____ WI Zip _____ Mailing Municipality (if different) _____ <small>Are you military or permanent overseas voter? <input type="checkbox"/> Military <input type="checkbox"/> Permanent Overseas</small>
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Section 4:

- Address must be a physical residence - PO box cannot be a residence
- Include apt/room number - moving within the same building requires re-registering



Section 4 is where the voter enters their current address, that is their legal voting residence. This address must be a physical residence. It cannot be a PO box. The voter must provide the full street name, including the type (for example Street, Avenue or Drive) and any directional information such as “**North** Park Street.” And to ensure that the registration is submitted to the correct municipal clerk, circle the type of municipality, that is city, town or village.

Confirm with the voter that there is no apartment or dorm room number if none has been listed. Moving within the same building to a new apartment or dorm room requires the voter to re-register.

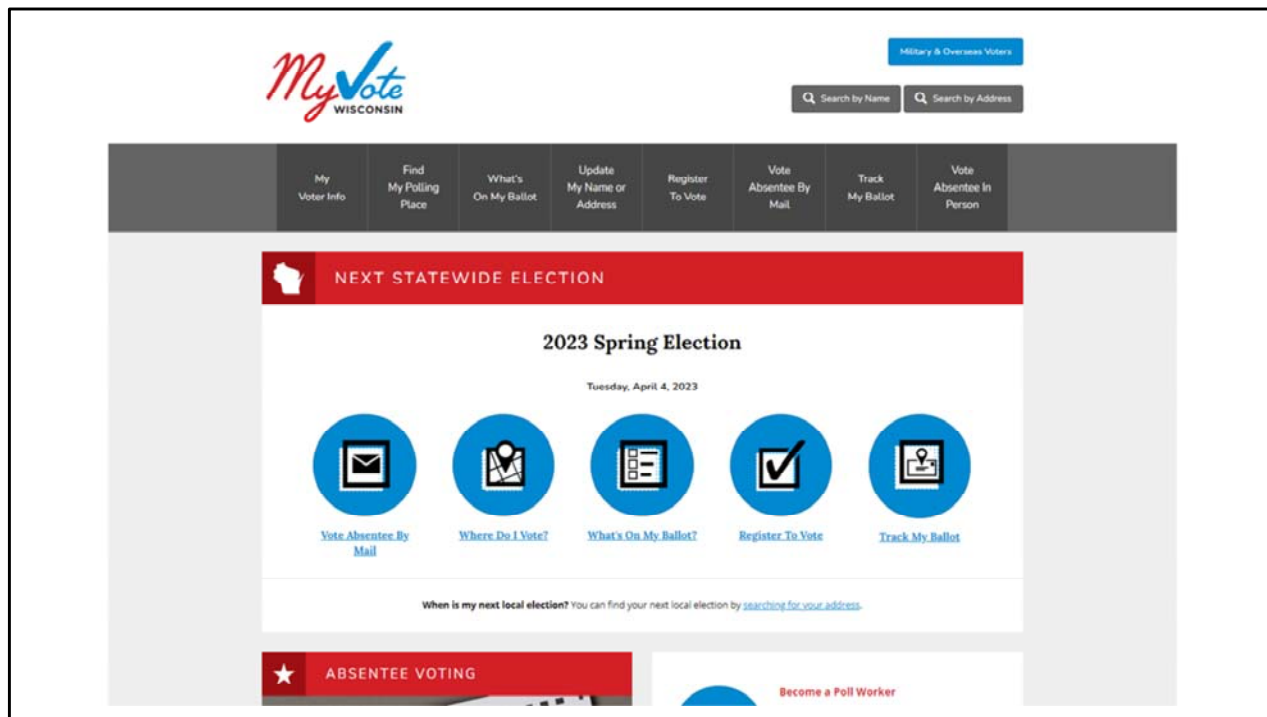
The Address Where You Live

The Address Where You Live your residential voting address, which cannot be a P.O. Box If you do not have a street address, please use the map on the back of this form	Street Address	1617 Washington Lane	Apt/Room #	302
	City/Town/Village of	Maple Bluff	Wi.	Zip 53704
	Mailing Municipality (if different)	Madison		
	Are you military or permanent overseas voter?		<input type="checkbox"/> Military	<input type="checkbox"/> Permanent Overseas

- City/Town/Village = **Voting** Municipality
- **Mailing** Municipality = Postal Address



On occasion the municipality for the voter’s legal voting residence will be different than the municipality in the voter’s mailing or postal address. In the example on the screen, the municipality for the legal voting residence, written next to city/town/village is Maple Bluff. Maple Bluff is the municipality where the voter will find their polling place and where their municipal clerk works. In this example, Maple Bluff is the **voting municipality**. On the other hand in this example, Madison is the mailing or postal municipality. The municipality written on mail delivered to this voter will say Madison. For most voters, the municipality in their postal address is the same as their voting municipality, in which case Mailing Municipality is left blank on the form.



If the voter is not sure of their voting municipality, you can look it up in MyVote.

Here's the page in MyVote. Click on the tab Find my Polling Place and enter the voter's address with your best guess of the municipality. The MyVote system will in most cases find the correct municipality. It is important to determine the correct voting municipality as this is where the voter will find the correct polling place and where the registration paperwork needs to be submitted.

Homeless Voters

If you do not have a street number or address, please use this map to show where you live.

If you are a homeless voter and are registering to vote, please also provide a letter from an organization that provides services to the homeless that:

- Lists your name
- Describes the location designated as your residence for voting purposes

Example	N	Library
Marmoset Drive		
High School		X

	N ↑	
Marmoset Drive		



A homeless voter can register to vote. Rather than completing section 4 with a traditional street address however, a homeless voter completes a map on the back of the form, indicating where they typically return each night. The voter can write the names of intersecting streets or indicate landmarks on the map. Proof of residence is still required - we'll talk about options for POR for homeless voters later in this module.

Your Mailing Address

Your Mailing Address if different from above	5	Street Address (or P.O. Box) _____
		City/State/Country/Zip _____

Section 5:

- Voter receives mail at a different location
- Can be a PO box
- Mailing address is optional



Section 5, mailing address, is for a voter who receives their mail at a location different from their residence address. A mailing address can be a PO Box. The mailing address is optional and is usually left blank because most voters do not have a separate mailing address.

Prior Registration Information

Prior Registration Information complete this field if you are updating your registration due to a change in name or address	6	Full Name on Previous Registration _____
		Full Address on Previous Registration (if known) _____

Section 6:

- Name change - must first be updated with the DMV and SS administration
- Address change - listing city and state only is ok if full address is not known



Section 6 is where the voter writes their previous name or previous address if they registered to vote with a different name or address anywhere else in the United States.

For a name change, the voter enters their previous full name on the designated line. Remember: For voting purposes, a name change is not in effect until the voter has updated their name with an agency that can issue an acceptable photo ID, typically the DMV. If the voter is updating their name with the DMV, they must first update their name with the Social Security Administration.

For an address change, the voter enters their previous address where they lived the last time they registered to vote. It's best if the voter can complete this section with the full previous address, including street name and house number. If the voter is unable to recall this information however, you can submit the form with just the previous city and state.

Identification

Identification <small>(check the box that applies to you)</small> WI Driver License or ID number required if unexpired and valid. SSN required if DL/ID not valid or never issued	7	<input type="checkbox"/> I have an unexpired and valid WI Driver License or WI DOT issued ID. Provide number and expiration date below _____ / ____ / ____ Expiration Date
		<input type="checkbox"/> I do not have a valid WI Driver License or WI DOT issued ID Provide the last four digits of your Social Security Number XXX-XX-____
		<input type="checkbox"/> I have neither a valid WI Driver License/ID nor a Social Security Number (see back for more information and next steps)

Section 7:

- If Voter has unexpired and valid WI driver license or ID, voter **must** provide number and expiration date



- If Voter has expired, cancelled, suspended, or revoked WI driver license, voter **must** provide last 4-digits of SS# (WI DL/ID # optional)

- If Voter was never issued WI DL/ID, voter **must** provide last 4-digits of SS#



Section 7 is where the voter writes an identification number. If the voter has a valid, **unexpired** Wisconsin driver license or WI DOT-issued ID card, they must write the driver license or ID number along with the expiration date on the form.

If the voter has an expired, cancelled, suspended or revoked driver license or WI DOT issued ID, the voter must provide the last 4 digits of their SS #. They may also provide the WI DL or ID number but this is optional.

If the voter has never been issued a WI driver license or WI DOT-issued ID card they register using the last four digits of their social security number.

A voter who has been issued a WI driver license or WI DOT-issued ID but does not have the driver license or ID card with them and does not know the number on the card, can either look up their driver license or ID number at the DMV website or wait to register another day. .

Proof of Residence

Proof of Residence
military and permanent overseas
voters are not required to provide
proof of residence

8

Voters must provide a proof of residence document when registering to vote. Please check this box to affirm that you are providing a copy of a valid form of proof of residence with this application

Examples include: a copy of a valid and unexpired Wisconsin Driver License or ID Card, a utility bill, a paycheck/pay stub, or correspondence from a unit of government (see back of application for additional information and examples)

Section 8:

Voter documents that proof of residence
is being provided by checking a box



In Section 8, voters affirm that they are providing proof of residence with their registration form by checking the box in this section. We will provide detailed information about acceptable proofs of residence in the second part of this video.

Signature and Certification

Signature and Certification	9	<small>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 28 consecutive days immediately preceding this election, that I have no present intent to move, and 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. If I have provided false information, I may be subject to fine or imprisonment under State and Federal laws.</small>
		X _____ <small>Voter Signature</small>
<small>Falsification of information on this form is punishable under Wisconsin law as a Class I felony.</small>		

Section 9

- Voter reads eligibility criteria
- Voter signs (and dates) form, certifying that all is correct



Section 9 includes a certification statement that the voter is a qualified elector and that all statements on the form are true and correct. Ask the voter to read the paragraph before the voter signs and dates the form. When the voter signs the form, they are certifying the truth and correctness of the information they have provided. Volunteers are not responsible for verifying that the voter is in fact eligible to vote.

Assistant

<small>Falsification of information on this form is punishable under Wisconsin law as a Class I felony</small>		
Assistant <small>if someone assisted you by signing this form, they must complete this section</small>	10	X
	<small>Assistant Signature</small>	<small>Assistant Address</small>

Section 10:

If unable to sign, voter can designate an assistant who signs on the voter's behalf



Section 10 is for a voter who is unable to sign the form because of a disability. In that situation, the voter can designate an assistant - a friend, family member or the volunteer - to sign the form on their behalf. The assistant signs the form and writes their address in section 10. Section 10 is completed only when an assistant signs the form for the voter because the voter is unable to do so. A volunteer helper does not sign in this section if they are helping the voter with the registration form in a general way.

Documenting Proof of Residence

This Section for Official Use Only												
Proof of Residence Type	WI DL	WI ID	UTIL	BANK/ CC	PYCK	STUDENT ID	GOV DOC	LSE	GOV ID	EMPL ID	RES CARE	TAX HMLSS
Proof of Residence Issuing Entity				Proof of Residence #			Date Complete/POR Received		Election Day Voter Number			
WisVote ID # _____						<input type="checkbox"/> Submitted by Mail		X _____ Official's Signature				
Confidential Elector ID # _____												
Ward	Sen. District	Alder	City, Supervisor	CL. Of App.	Assembly	St. Senate	Congress					

EL-131 (REV 2019-11)

- Election officials have authority to document proof of residence
- Volunteer registration helpers do not have this authority

In the bottom section of the form there are spaces for verifying and documenting details of the voter's proof of residence. Previously we described the responsibilities of a poll worker registering a voter on election day or during in-person absentee voting. The poll worker fills in information about the proof of residence in this bottom section and also signs and dates the form as the election official. Remember, except under special circumstances, as a volunteer registration helper you do not have the authority to verify and document the voter's proof of residence so you will leave these spaces blank.

Tips for Completion

- Legal document - must be legible
- Check for accuracy and completeness
- Ask colleague to double-check
- Avoid creating extra work for clerk's staff



Finally, some general tips for completing a paper registration form. The registration form is a legal document that must be legible so the clerk's office staff can accurately enter the information in the state database. Always check the form for accuracy and completeness and if at all possible, ask a colleague to double check the form for you. The staff in the clerk's office is extremely busy. We don't want to create unnecessary work for them by submitting incomplete or error-filled forms. Finally, do not submit registration forms from non-Madison municipalities to the Madison clerk. The Madison clerk's office will, of course, pass the forms on to the correct clerk, but they should not have to do that. It's our job to make sure the forms go to the correct clerk.

Paper Registration Practice

A+

Find the errors on the completed forms

1. fill in for self
2. check someone else's form
3. find errors on examples

Errors - several or none per example form

1. DL/ID number incomplete
2. no expiration date
3. DOB has current year
4. previous address blank for address change
5. # 9 not completed
6. signature and/or date missing
7. form illegible
8. previous name blank for name change
9. current address is out of state.

Proof of Residence (POR)

- If registering on paper, must mail or submit POR
- Single document that shows
 - voter's current name,
 - voter's current address, and
 - document issuer
- Can be a paper or electronic document



When a voter registers on paper, they must submit proof of residence. Proof of residence is a single document that shows the voter's current name, current address and the issuer of the document. It can be a paper or electronic document. The proof of residence must be submitted with the registration form to the voter's municipal clerk.

Proof of Residence (POR)

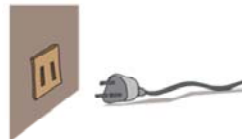
- POR may be sent via email
- Last name, first name in subject line
- City of Madison residents:
POR@cityofmadison.com
- Residents outside of the
city of Madison - check LWVDC
website



Many municipalities in Dane County now allow voters to submit proof of residence by email. The voter either takes a screenshot of an electronic document or a photo of a paper document and sends it to a specific email address. The voter's last name, first name are written in the subject line. City of Madison residents can submit their POR to a dedicated email address - POR@cityofmadison.com. To email POR to a municipal clerk outside of the city of Madison, follow the directions on the LWVDC website.

Acceptable Proof of Residence

- Valid unexpired WI driver license or DOT-issued ID card (or receipt)
- Utility bill (last 90 days)
 - Water
 - Gas
 - Electric
 - Phone – landline or cellular
 - Cable
 - Internet



There are only certain types of documents that are acceptable as proof of residence. Here's the list:

- A valid unexpired WI driver license or state issued ID card.
- An unexpired receipt obtained when applying for a WI driver license or state ID
- A utility bill issued within the last 90 days. This includes any type of utility - water, gas, electric, cable, internet or phone - either landline or cellular.

Acceptable Proof of Residence

Residential lease

- Not acceptable for registrations by mail
- Care facility residents may use care facility contract or intake document



A current residential lease in effect on the day of the registration. A residential lease does **not** count as proof of residence however if a copy of the lease is submitted by mail or turned in to the clerk by a volunteer helper. Voters in a care facility can use the facility contract or an intake document with the voter's name and the address of the facility as proof of residence.

Government Document Examples

- Any government web page with the voter's name and address
- Fishing license
- Ticket/citation
- Social Security
- Food Share Wisconsin
- Medicare/Medicaid
- Public library electronic system - voter's account page
- Correspondence from Native American tribe in WI
- Bartender license
- Public high school transcript, report card, or schedule
- Document from the University of WI or WI Tech Colleges
- Automobile registration



Any government issued check or document may be used. There are many examples as shown on this screen and this list is not an exhaustive list. Any of these documents and others are acceptable as POR if presented as a single document with the voter's current name and current address.

Acceptable Proof of Residence

- College fee statement from last 9 months, with student ID
- Useful for private colleges such as Edgewood College



Another category of documents acceptable as proof of residence is a college fee statement from the last 9 months, presented with a student ID. A college fee statement with a student ID would most commonly be used by a student at a private institution such as Edgewood College. This is because a public college or university such as UW Madison is a government entity and therefore any document from UW Madison would be acceptable as proof of residence, not just a fee statement.

Acceptable Proof of Residence

High school students:

- Wisconsin DL or ID
- Public high school students can use a letter or document from the school (government document)



Proof of residence for high school students who do not have a Wisconsin DL or DOT-issued ID may be difficult to locate. One option for students attending **public** high schools can be a letter from the school administration or other documents from the school such as a transcript verifying the student's address. A letter or document from a public high school is considered a **government** document.

Proving Address when Homeless

- Affidavit from homeless shelter or a social service agency providing services for the homeless
 - Identifies voter
 - Describes residence for voting purposes



The Salvation Army
Dane County



Finally, there is an option for a homeless voter to provide proof of residence. The voter can use an affidavit from a homeless shelter or social service agency that identifies the voter and describes their residence for voting purposes. The WEC provides a template for the affidavit which must be on the agency letterhead.

Record only for presentation video: A link to this template is provided in a list of resources at the end of this training.

Not Acceptable

- Insurance statement
- Medical bill (except UW Hospitals and Clinics)
- Business card
- Magazine subscription
- Expired license/ID
- Out-of-state driver license
- Piece of mail
- Post office forwarding sticker



There are also some documents and papers that voters might think they can use as proof of residence which are not acceptable. These include an insurance statement, medical bill, business card, magazine subscription, expired license or ID, an out-of-state driver license, a piece of mail and a post office forwarding sticker. The one exception for a medical bill is a bill from UW Hospitals and Clinics which is considered a government entity. You may wonder why some documents are acceptable while others are not. Unfortunately we do not have a guide on this from lawmakers.

Online video only: Thanks for viewing this module and helping others register to vote.

Handouts:

Proof of Residence for Voter Registration - Maribeth folder (blue)

Questionable Proof of Residence

Electronic Proofs of Residence

POR Practice

- Is it an acceptable proof of residence?
 - If yes, why?
 - If no, why not?

YES
 NO

Explain POR@lwvdane county.org

In pairs, review documents to determine if acceptable and if not, identify why it is not acceptable

Examples:

No

utility bill older than 90 days

out of state DL

property tax bill more than a year old

expired ID

bill from medical clinic

envelope from a government letter

Yes

bill from uw hospital

Helping Wisconsin Voters

- Eligibility to vote
- Registration and proof of residence
- **Acceptable voter ID**
- Engaging with the voter
- Appropriate behavior and communication



Thus far we've looked at eligibility to vote and registration and POR. We'll now look at the topic of acceptable voter IDs.

Acceptable Voter Photo ID

- Voter must show acceptable ID to receive a ballot
- Address on ID does not matter for purposes of proving identity



Voters must show one of the acceptable photo IDs in order to receive a ballot, either on Election Day at the polls or when voting absentee. The ID does not have to have an address. If it does have an address, the address does not need to be the voter's current address.

Acceptable Voter Photo ID

unexpired or expiring after 11/8/2022

- Wisconsin driver license
- Wisconsin DOT-issued ID
- U.S. passport
- Military ID card



Let's review the acceptable IDs. There is a Wisconsin driver license, a Wisconsin DOT-issued ID, a passport and a military ID card. These 4 IDs can be used if they are unexpired but also if they expired after the last general election which was November 8, 2022.

Voter ID vs POR

Driver license and state ID

Voter ID	POR
Can be expired after Nov. 8, 2022	Must be unexpired
Address does not need to be current	Address must be current

Don't get confused by the requirements when using a driver license or state ID as a voter photo ID on election day versus using them as proof of residence when registering to vote. When used as a voter ID, the driver license and ID can be expired after November 8 2022. When used as proof of residence however, the driver license and ID must be unexpired. Also, when the driver license or ID is used as a voter photo ID, the address on the card does not need to be the correct address. When used as proof of residence however, the address on the card must be the current address, that is the address the voter is using to register.

Acceptable Voter Photo ID

- Certificate of Naturalization issued within last 2 years
- Unexpired Wisconsin driver license/state ID receipt
- ID card issued by a federally recognized Native American tribe in Wisconsin - unexpired or expired
- Unexpired or non-expiring Veterans Affairs ID



Other acceptable voter IDs are a certificate of naturalization issued within the last 2 years, an unexpired Wisconsin driver license or ID receipt (good for 45 days after issuance), an ID card issued by a federally recognized Native American tribe in Wisconsin - unexpired or expired, and a Veterans Affairs ID, either unexpired if it has an expiration date or a non-expiring card.

Acceptable Voter Photo ID

- ID issued by a Wisconsin accredited university or college
 - Issuance date
 - Expiration within 2 years of issuance
 - Student signature & picture
 - If card is expired, must be accompanied by proof of current enrollment



Finally, a college ID card can be used if it has certain features. Those features are an issuance date, an expiration date that is within 2 years of issuance (although the card can be expired), and the student's signature and picture. If the student ID is expired, the student must also provide proof of current enrollment. If the the card is unexpired, no proof of enrollment is needed.

Acceptable Voter Photo ID

- UW-Madison
 - Standard “Wiscard” - **not** acceptable
 - Free special student voter ID - **acceptable**
- Madison College
 - Standard “ONECARD” - **not** acceptable
 - Free special student voter ID - **acceptable**
- Edgewood College
 - ID Card - **acceptable**



The standard UW Madison student ID card - the Wiscard - is not acceptable for use as a voter ID. A free special student voter ID can be obtained at the Wiscard office at Union South. The Madison College “ONECARD” is also not acceptable as a voter ID however students can get a special voting ID at a Madison College Student Life Office. The standard ID card issued by Edgewood College is acceptable so no special voting ID is needed.

Acceptable Voter Photo ID

Can be expired or unexpired

Wisconsin driver license Wisconsin DMV-issued photo ID card U.S. military ID card U.S. passport	Unexpired or expired after date of the last November (general) election
ID card issued by a federally recognized Native American tribe in Wisconsin	Any date – unexpired or expired
Veterans Affairs ID card	Unexpired or has no expiration
A photo ID card issued by a Wisconsin accredited college, university or technical college	Issued not earlier than two years before the date of an election at which it is presented; can be expired (if expired must show proof of enrollment)

Re-record for presentation video only. For all of the acceptable IDs, there is wide variation in the acceptable issuance and expiration dates. A handout in your packet - Voter Photo ID: Acceptable Expiration/Issuance Dates to Vote - provides specific information. On the first side of the handout is a list of ID cards that can be used whether expired or unexpired as shown on the screen.

Handout: Making It Clear - Table 2

Acceptable Voter Photo ID

Cannot be expired

Certificate of naturalization	Issued not earlier than two years before date of the election at which it is presented
Wisconsin DMV-issued driver license receipt* Wisconsin DMV-issued photo ID receipt*	Issued not earlier than 45 days before date of the election at which it is presented
Citation or notice of intent to revoke or suspend a Wisconsin DMV-issued driver license	Issued not earlier than 60 days before the date of the election at which it is presented

Re-record for presentation video only. The second side of the handout lists ID cards that cannot be expired when used. For some of these IDs, the issuance date is also important. Be sure you are familiar with these variations so you can advise voters correctly.

REAL ID-Compliant DL/ID

- WI DMV issuing REAL ID-compliant driver licenses and ID cards
- Required by May 7, 2025
 - to fly in US
 - to visit military base/federal buildings



NOT required for voting

The Wisconsin DMV is now issuing REAL ID-compliant driver licenses and IDs. In accordance with the federal REAL ID Act of 2005, beginning May 7, 2025, if you plan to fly within the US, or visit a military base or other federal buildings, you will need identification that is REAL ID-compliant (or show another acceptable form of identification, such as a passport). To obtain a REAL ID-compliant driver license or ID card, you must present [additional documentation](#) when applying. The REAL ID-compliant cards are marked with a star.

You **do not** need a REAL ID-compliant driver license or ID for use as a photo ID to vote. A non-compliant Wisconsin driver license or ID, that is the previously standard driver licence or ID card, is still acceptable as an ID for voting.

Free ID from the DMV

REAL ID-compliant and non-compliant IDs obtained for free

Documents needed for a non-compliant ID

- proof of identity
- proof of name and DOB
- proof of citizenship
- proof of WI residency

Documents missing?

- ID petition process
- non-compliant ID only

For help getting an ID: Voter Helpline, 608-285-2141



Voters who do not have one of the identified acceptable voter IDs can get a free ID at the DMV that can be used for voting. There is no separate special voting ID. As mentioned previously, there are now 2 possible DOT-issued IDs - a REAL ID-compliant ID and a non-compliant ID. Both of these cards can be used as photo IDs for voting. And both can be obtained for free if requested for voting purposes however additional documentation is needed to obtain one that is REAL ID-compliant.

To get a non-compliant ID, the voter must present documents proving personal information in 4 areas: proof of identity, proof of name and DOB, proof of citizenship and proof of WI residency. To get the free ID, the voter must give up their out-of-state driver license or ID.

If a voter is missing some or all of the required personal documents, the DMV offers the ID petition process in which the DMV researches the voter's personal information in order for the voter to obtain an ID. The voter can obtain only a non-compliant ID through the ID petition process

If a voter needs help getting an ID - whether collecting the documents, getting a ride to the DMV or advocacy help from a volunteer - they can call the Voter Helpline. The voter can call the helpline or you can call with the voter's name and phone number on the voter's behalf.

Record for online video only. Thanks for viewing this module and helping to ensure that voters have an acceptable photo ID for voting.

Helping Wisconsin Voters

- Eligibility to vote
- Registration and proof of residence
- Acceptable voter ID
- **Engaging with the voter**
- Appropriate behavior and communication



(direct attendees to take out this document from packet)

Record for online video only. Welcome to Everything you wanted to know about helping voters but were afraid to ask. This module suggests strategies for determining how the voter will register and whether the voter has an acceptable ID.

Record for presentation video only. We'll now discuss strategies for determining how the voter will register and whether the voter has an acceptable ID.

Helping Voters with Registration



Helping Voters with Registration and Photo ID

What to ask	How to help	Next steps
Have you moved since the last time you voted?	Check registration status at myvote.wi.gov under My Voter Info	If no (registered at current address), confirm voter has an acceptable photo ID. If yes (not registered at current address), proceed to next question below.
Do you have a valid unexpired WI driver license or state ID?	Confirm expiration date with voter.	If no, proceed to Mail/Delivery directions. If yes, proceed to next question below.
Does the DMV know your current name?	Direct voter to DMV website on how to change name – myurl.com/DMVnamechange	If no, voter • must go to DMV office to update their name or • can vote using their old name* If yes or not applicable, proceed to next question below.
Does the DMV know your current address? (new address not required to be on driver license/ID card)	Direct voter to DMV website on how to change address – myurl.com/DMVaddress	If no, voter can update address at DMV website. If yes or not applicable, proceed to Online Voter Registration (OVR) below.

*If unable to process name change before election

Mail/Delivery & OVR registration can be completed up to 20 days before an election.	Direct voter to MyVote website to start voter registration process through Mail/Delivery (myvote.wi.gov) or provide paper copy of registration application
	Check completed form for accuracy and completeness including voter's signature
	Confirm voter has appropriate proof of residence - myurl.com/WI_POR_2022
	Determine how the registration application and proof of residence will be submitted:
Mail/Delivery	<ul style="list-style-type: none"> Registration application and a copy of proof of residence mailed or delivered to the clerk's office (for City of Madison residents, documents may be delivered to any public library or any City of Madison office) Registration application mailed or delivered to clerk's office; proof of residence submitted via email to the clerk as a screenshot or photo of the document. (for registrations for city of Madison residents and all others in Dane county, options for sending POR via email to the municipal clerk can be found at the LWVDC website [myurl.com])
	<ul style="list-style-type: none"> Determine whether voter has acceptable photo ID (Wisconsin driver license, Wisconsin ID, passport, or other) If yes, remind voter to bring it to the polls If no, get name and phone number for follow-up for getting ID at the DMV (Voter ID Helpline 608-285-2141)
OVR	<ul style="list-style-type: none"> Direct voter to MyVote website to complete voter registration - myvote.wi.gov Remind voter to bring photo ID to the polls.

The LWVDC created the document, Helping Voters with Registration and Photo ID, as a guide to help volunteers engage with voters to get ready to vote. The top table contains a series of questions to help the voter determine how they will register - online or by paper. Once that determination has been made, the bottom table contains directions for how to proceed through the rest of the registration process.

Handout - Helping Voters with Registration - Maribeth folder (green)

Helping Voters with Registration



Helping Voters with Registration and Photo ID

What to ask	How to help	Next steps
Have you moved since the last time you voted?	Check registration status at myvote.wi.gov under My Voter Info	If no (registered at current address), confirm voter has an acceptable photo ID. If yes (not registered at current address), proceed to next question below.
Do you have a valid unexpired WI driver license or state ID?	Confirm expiration date with voter.	If no, proceed to Mail/Delivery directions. If yes, proceed to next question below.
Does the DMV know your current name?	Direct voter to DMV website on how to change name – tinyurl.com/DMVnamechange	If no, voter <ul style="list-style-type: none"> • must go to DMV office to update their name or • can vote using their old name* If yes or not applicable, proceed to next question below.
Does the DMV know your current address? (new address not required to be on driver license/ID card)	Direct voter to DMV website on how to change address – tinyurl.com/DMVaddress	If no, voter can update address at DMV website. If yes or not applicable, proceed to Online Voter Registration (OVR) below.

*If unable to process name change before election

Let's look at each table in more detail. In the top table, the first column lists the questions to determine how the voter will register. The far right column has possible answers with related next steps. The middle column has suggestions for how to help the voter in responding to the question.

- The first question is - **Have you moved since the last time you voted?** If the answer is No (meaning the voter is registered at their current address), there's no need to proceed with the registration process. The volunteer should however, confirm that the voter has an acceptable photo ID. If the voter answers Yes, that is they have moved since the last time they voted and are therefore not registered at their current address, you proceed to the second question
- **Do you have a valid unexpired WI driver license or state ID?** If the voter answers No, they will not be able to complete their registration online from start to finish, and will need to proceed to the Mail/Delivery (or paper registration) directions in the bottom table. However, if the voter answers Yes (that is they have an unexpired WI driver license or state ID), the voter may be able to use the online system to complete their registration from start to finish and you proceed to the next question

- **Does the DMV know your current name?** If the voter answers No (that is, their name has changed since the last time they voted and they have not updated it with the DMV), they cannot update their name with the DMV online. The voter can continue to vote using their old name however, until these changes have been made. If the voter answers Yes to the question, Does the DMV know your current name?, (that is, their name has changed since the last time they voted and they have updated their name with the DMV) or the name change question is not applicable to the voter, you proceed to the next question
- **Does the DMV know your current address?** If the answer is No, the voter can proceed to the DMV website to change their address. Once their address has been updated with the DMV you can proceed to the OVR directions in the bottom table. Or if the voter's answer to the question was Yes, that is, their address has changed and they previously updated it with the DMV, you can also proceed to the OVR directions in the bottom table.

Please remember that changing the address in the DMV system does not automatically change the voter's address in MyVote. Once the voter's address has been updated in the DMV system, they must enter or re-enter the online system in MyVote to continue the process of changing their address for voter registration purposes.

(Not recorded)

- **Does the DMV know your current name?** If the voter answers No (that is, their name has changed since the last time they voted and they have not updated it with the DMV), the voter will not be able to proceed further with the registration because the voter must appear in person at the DMV to change their name. They cannot update their name with the DMV online. If the voter answers Yes (that is, their name has changed since the last time they voted and they have updated their name with the DMV) or the name change question is not applicable to the voter, you proceed to the next question

Helping Voters with Registration

Mail/delivery & OVR registration can be completed up to 20 days before an election.		Direct voter to MyVote website to start voter registration process through Mail/Delivery (myvote.wi.gov) or provide paper copy of registration application
		Check completed form for accuracy and completeness including voter's signature
		Confirm voter has appropriate proof of residence - tinyurl.com/Wi-POR-2022
	Mail/Delivery	Determine how the registration application and proof of residence will be submitted: <ul style="list-style-type: none"> Registration application and a copy of proof of residence mailed or delivered to the clerk's office (for City of Madison residents, documents may be delivered to any public library or any City of Madison office) Registration application mailed or delivered to clerk's office; proof of residence submitted via email to the clerk as a screenshot or photo of the document. (For registrations for city of Madison residents and all others in Dane county, options for sending POR via email to the municipal clerk can be found at the LWVDC website (lwdanecounty.org/email-por))
		<ul style="list-style-type: none"> Determine whether voter has acceptable photo ID (Wisconsin driver license, Wisconsin ID, passport, or other) If yes, remind voter to bring it to the polls If no, get name and phone number for follow-up for getting ID at the DMV (Voter ID Helpline 608-285-2141)
	OVR	<ul style="list-style-type: none"> Direct voter to MyVote website to complete voter registration - myvote.wi.gov Remind voter to bring photo ID to the polls

The bottom table has 2 parts - steps for helping a voter register on paper and steps for helping them registering online. For either option, the steps described in this table are permissible only during the open registration period - up to 20 days before an election.

Helping a voter register on paper (or mail/delivery as it is referred to in MyVote) has 5 basic steps.

- The voter starts with a paper form provided by the volunteer, or the voter enters information in the MyVote system, but rather than submitting the information electronically, the voter prints out a paper form.
- Once the form has been completed, the volunteer checks it for accuracy and completeness including the voter's signature.
- The volunteer's next task is to discuss with the voter the proof of residence they plan to submit with the form.
- Once proof of residence has been decided on, the volunteer and voter determine how the registration form and proof of residence will be submitted. One option is that the volunteer mails or delivers both the

registration form and a copy of the proof of residence to the clerk's office (for **City of Madison residents**, documents may be delivered to any public library or any City of Madison office). The second option is for the volunteer to mail or deliver the registration form but to submit the proof of residence electronically by sending a screenshot or photo of the document via email to the clerk. The email addresses for submitting proofs of residence to clerks in Dane County can be found on the LWVDC website.

- The last step in helping a voter with a paper registration is to confirm that the voter has an acceptable photo ID to present on Election Day. If the voter has an acceptable ID, remind the voter to bring it with them to the polls. If the voter does not have an acceptable ID and needs help getting one, refer the voter to the Voter ID Helpline or call the Helpline on the voter's behalf.

A volunteer can also help a voter to register using the online voter registration system (or OVR) and for OVR there are many fewer steps.

- The volunteer directs the voter to the MyVote website to complete the online voter registration process from start to finish.
- For online registration, the voter does not need to sign a form. Also you do not need to determine proof of residence. The voter's name and address in the DMV system serve as proof of residence for purposes of registration.
- Finally, no arrangements are needed to submit documents to the clerk since the information is submitted electronically.

As with a paper registration, the last step is always to confirm that the voter has an acceptable ID. With online registration, we already know the voter has an acceptable ID since they needed to have a Wisconsin driver license or DOT issued ID to complete the registration in MyVote. Remind the voter to bring their ID to the polls on Election Day.

Record for online video only: Thanks for viewing this module and helping other voters to register.

Helping Wisconsin Voters

- Eligibility to vote
- Registration and POR
- Acceptable voter ID
- Engaging with the voter
- **Appropriate behavior and communication**



Record for Everything presentation video only: The last topic we'll address is appropriate behavior and communication for volunteers. The information in this section is adapted, in part, from the training program presented by the Madison City Clerk's office.

Our Goal

- Communicate that voters are valued, welcomed, and included
- Increase civic engagement



- **Record for online video only:** This video addresses appropriate behavior and communication for volunteers at voter outreach events. The information in this video is adapted, in part, from the training program presented by the Madison City Clerk's office.
- One of the most important goals in our work in the community is to communicate that all voters are valued, welcomed, and included.
- We want to foster civic engagement, even for those who are not yet eligible to vote. This module will first identify ways we sometimes communicate or interact with people that can create unintentional barriers to their engagement. Second, we'll describe what you can do to avoid these behaviors.

What are protected classes in the City of Madison?

- Age
- Arrest record
- Skin color
- Conviction record
- Current or past military service
- Disability / Handicap
- Familiar status
- HIV status
- Less than honorable discharge
- Marital status

- National origin / Ancestry
- Physical appearance
- Political beliefs
- Race
- Religion / Creed
- Sex / Gender
- Sexual orientation
- Source of income
- Student status
- Use or non-use of lawful products off the employer's premises during non-work hours



- Likewise, the City of Madison has identified a number of protected classes. Discrimination against any of these protected classes is illegal.
- The 7 classes highlighted on the screen - age, skin color, national origin or ancestry, physical appearance, political beliefs, race and sex/gender - fall under four categories that we will address in this module. Please take time to think about the other classes when applying the strategies you learn today.

Barriers to full participation

- **Biases** = attitudes for/against a group
- **Discrimination** = negative treatment
- **Microaggressions** = unintentional discrimination
 - brief, every day slights
 - verbal, behavioral, or environmental communications



- Let's start with some general information and definitions of barriers to full civic engagement
- **Biases** are attitudes that favor one group over another. They can be explicit (such as signs saying "For Whites Only") or implicit. *Implicit bias* suggests that we hold unconscious associations or assumptions about particular individuals or groups of people (these are most often negative, though they can be positive).
- **Discrimination** can be an outcome of biases and is defined as unjust treatment of different categories of people based on perceived group membership or personal characteristics. It's important to note that attitudes or biases don't always manifest as overt behaviors or discrimination.
- Discrimination can take the form of microaggressions.

Microaggressions are brief, everyday slights that are often unintentional. They can be verbal, behavioral, or environmental communications that send a hostile or derogatory message to someone because of their group membership.

Examples of microaggressions

- A poll worker raises her voice when speaking to a voter who is visually impaired.
- “You speak English really well.”
- “When I look at you, I don’t see color.”
- “Where are you really from?”
- “That’s such a pretty name.”



Here are examples of microaggressions.

- A poll worker who raises her voice when speaking to a voter who is visually impaired.

Or comments such as:

- “You speak English really well.”
- “When I look at you, I don’t see color.”
- “Where are you really from?”
- “That’s such a pretty name.”
- A volunteer engaged in this behavior or making these statements may be trying to be helpful or pleasant but the effect of microaggressions is to send a hostile or derogatory message to the person because of their group membership.

Who is impacted?

- Volunteer → Voter
- Volunteer → Volunteer
- Volunteer → On-site staff
- Voter → Volunteer



- When talking about diversity, equity, and inclusion for voter outreach events, we typically envision a **volunteer** saying or doing something biased to a potential voter.
- It's important to keep in mind however that a volunteer may say or do something biased towards another volunteer or to an on-site staff person. And it's also possible that a **voter** may say or do something biased toward a volunteer. These types of incidents can create barriers in different ways: the volunteer or staff member may be less likely to continue the work that they do, which may also decrease civic engagement.

What does this look like when registering voters?

- National Origin (citizenship)
- Race/Ethnicity
- Gender
- Political Beliefs



- What might bias, discrimination or microaggressions look like when registering voters? Let's examine 4 demographics that could be targets:
 - National origin or citizenship
 - Race or Ethnicity
 - Gender, and
 - Political beliefs
- Please note that all 4 of these demographics fall under both the League and City policy for protected classes.

Citizenship (eligibility to vote)

Wisconsin Voter Registration Application

Please complete legibly
Additional instructions on reverse

Please return your completed form to
your municipal clerk

Qualifications please check each box if <u>YOU</u> :	1	If you cannot check every box, do NOT complete this form	
		<input type="checkbox"/> Are a citizen of the United States	<input type="checkbox"/> Will be at least 18 years old on or before Election Day
		<input type="checkbox"/> Have resided at the address provided below for at least 28 consecutive days prior to the election and do not currently intend to move	<input type="checkbox"/> Are not currently serving a sentence including incarceration, parole, probation, or extended supervision for a felony conviction

- Make voter aware of basic requirements
- Voter determines eligibility
- NOT appropriate to ask only certain individuals if they are citizens
 - Assumes citizenship is visible
 - It is biased and discriminatory!
- NOT appropriate to comment on a voter's age

- Let's start with citizenship and eligibility to vote
- Volunteers must ensure that registrants are aware of the requirements to vote - a voter must be a U.S. citizen, 18 years or older on the day of the election, have resided at their current address for at least 28 days prior to an election and not currently serving a sentence for a felony conviction. These requirements are prominently listed at the top of the registration form.
- *Volunteers should **not** however question or challenge a voter's eligibility to vote. It is the voter, in reading the qualifications and then signing the form confirming that information, who determines their eligibility.*
- Also it is NOT appropriate to ask only certain individuals whether or not they are citizens. Doing so presumes that there are visible markers that suggest citizenship, which there are not. **It is biased and**

discriminatory to ask only certain individuals if they are citizens of the U.S..

- Finally, we should not comment on a voter's age (e.g., they look young or old, even in a joking fashion). Doing so is a form of age discrimination.

Bias on the basis of race/ethnicity

- NOT appropriate to comment on voter's name. For example:
 - "How do you say your name?"
 - "That's a pretty/unusual/hard to pronounce name"
 - "You must be from X"
- NOT appropriate to comment on language
- Appearance \neq eligibility



- Next, we'll talk about bias based on race and ethnicity
- *In general refrain from commenting about a voter's name, accent or language of choice.*
- It is not appropriate to comment about a voter's name, except for legibility issues on the form. This includes asking "How do you say your name?" or saying to the voter "That's a pretty or unusual or hard to pronounce name" or presuming the origin of someone's name by stating "You must be from X"
- It is also not appropriate to comment on how well someone speaks English, whether they have an accent, or, if they are speaking another language to a companion, to comment on that language.
- Remember - it is not appropriate (and potentially illegal) to ask only specific people about their citizenship. These kinds of assumptions are often based on perceived country of origin and reflect an assumption about who looks "American". For example it is an act of racial bias and discrimination to ask someone you presume to be of Chinese ancestry if they are a citizen and *not* ask the same question of someone who is white. Not only is this discriminatory towards the first individual, but the second individual, who may have filled out a registration form, may in fact not be eligible to vote.

Use gendered language with caution

- Use gender neutral language
 - they/them/theirs as a singular pronoun
 - “The voter,” “ the applicant,” and “this person/student”
 - “The student in the red shirt” instead of “The lady over there”



- Remember - Use gendered language with caution. Using language that is more neutral removes any gendered assumptions we are making about people For example
 - Say they/them/theirs which is being used increasingly as a singular pronoun
 - Or use phrases such as “the voter,” “the applicant,” or “this person or student.” instead of pronouns or
 - refer to someone with a phrase such as “the student in the red shirt” which is much more descriptive than saying “the lady over there”.

Partisan behavior

- Do NOT engage in partisan behavior!
 - Partisan = endorsing candidate or party
- You CAN:
 - Provide dates and deadlines
 - Help to register
 - Inform about candidates through non-partisan resources
 - Candidates Answers
 - MyVote.wi.gov
 - VOTE411.org



More information: NonprofitVOTE.org

- Finally, we'll talk about bias related to political beliefs and partisan behavior
- *Partisan conversations of any kind are inappropriate at voter registration events.*
- The League of Women Voters is a non-partisan organization. All activities you engage in as a League sponsored event should be done in a non-partisan manner.
- What does it mean to be non-partisan? It means that you cannot suggest which candidate to vote for or which political party to support.
 - You can--and should--provide information about the voting process like dates and deadlines, early voting hours, absentee voting, and voter registration.
 - You can also inform people about non-partisan resources for information about the candidates such as Candidates Answers, MyVote and VOTE411.org
- Use the link on the screen to get more information about what non-partisan behavior looks like

Partisan behavior

- Applies to everyone, including other volunteers
 - Don't assume or ask other volunteers' political affiliation or voting preferences
 - Do not hold partisan discussions with volunteers or friends



- The expectation for non-partisan behavior extends to all interactions at events, including those **between** volunteers, regardless if anyone else is nearby.
 - We should not assume that other volunteers with the League have the same or similar political affiliations as ourselves. It is inappropriate to ask about someone else's political affiliation or voting preferences.
 - We should not be having partisan discussions with each other. This includes, but is not limited to, soliciting volunteers for an individual politician or political party event.
 - Similarly, we should not have partisan discussions with friends who might stop by (this is not appropriate for more than a brief greeting regardless). The lead volunteer should not need to ask volunteers to step away from the table to hold their personal conversations.

Summary

- *Don't make assumptions based on people's appearances*
 - Voting preference
 - Citizenship
 - Gender
 - Whether they have family who live nearby.
- Ask everyone the same questions!
- Keep all comments about appearance to yourself (yes, even positive ones)



- In summary, don't make assumptions based on people's appearances including assumptions about who they are voting for, whether or not they are a citizen, their gender, or whether they have family who live nearby,
- Ask everyone the same questions! By asking the same questions, in the same manner, you remove a lot of possibilities for bias.
- And do not make comments about people's appearance--even comments you perceive to be positive.

What to do if inappropriate conduct happens?

- **Direct:** Confront the situation.
- **Distract:** De-escalate. Change the subject.
- **Delegate:** Seek help from the lead volunteers, or bring in peers for support.
- **Delay:** Check in with the person being targeted later.
- **Document:** Make notes about the incident.



- Often times people wonder what they should do if they observe biased behavior
- The answer? Say something as soon as possible. You might not feel confident, but any attempt to intervene is better than saying nothing at all. Here are a few approaches you can use:
 - *Be Direct:* by confronting the situation. Be firm, clear, and concise. Call the behavior what it is. What might this look like? You could approach another volunteer right after a voter leaves and say “that sounded partisan, remember that we’re representatives of the League and need to refrain from partisan conversations.”
 - *Distract:* by taking an indirect approach to de-escalate a situation. Change the subject and get in between. What might this look like? You could step in to help register someone with a particular question or change the topic by talking about registration numbers for the day.
 - *Delegate:* by seeking help from others, What might this look like? You could reach out to the Lead Volunteer, or bring a peer into the conversation
 - *Delay:* by checking in at a later time with the person who is the target of bias or discrimination. What might this look like?

Talk to another volunteer after someone has made a racist remark and offer support.

- *Document:* when safe and if appropriate. What might this look like? Make a note on the report sheet or send an email to voter services.

Who to talk to?

- Talk to the other person (if not the Lead)
- Talk to the Lead Volunteer
- City Clerk
 - 608-266-4601
 - clerk@cityofmadison.com
- Department of Civil Rights
 - 608-266-4910
 - dcr@cityofmadison.com



- Who should you talk to if you observe biased behavior:
 - Start by talking to the person whose behavior concerned you
 - Discuss the incident with the lead volunteer who will communicate your concerns to the League voter service team
 - And you also have the option to contact the clerk's office or the City Dept of civil rights.

What to do if you engage in biased behavior?

- Apologize *briefly* and move on
- Then, think about your actions
 - *Why?*
 - What kind of unconscious associations have you learned?
 - How can you unlearn them?
- Reflect beforehand! Do you have assumptions about...
 - Who is eligible to vote?
 - Who needs assistance?
 - What strengths you and others have?



- Hopefully you've started to think about instances where you observed or engaged in biased behavior and are thinking about how to change your own behavior in the future. Here are some tips for **What to do if you engage in biased behavior**
 - People--even well-intentioned people--engage in biased behavior. While unfortunate, it's important to move forward purposefully.
 - In the moment, apologize *briefly*. It is important to be brief and move on--it is not the responsibility of the person you slighted to say *it's okay* and make you feel better about your actions or words.
 - Afterwards, think about your actions. *Why* did you say or do what you did? What kind of unconscious associations have you learned? How can you unlearn them?
- You might even think about your unconscious associations *before* something occurs. Think about your own strengths and the strengths that you assume others have.
 - Are you assuming that only people that look like you are eligible to vote?
 - Are you assuming that young students don't need help with technology?

And more broadly,

- Do you assume that you know the entire registration process and cannot learn anything else about it?
- Are you assuming that those you help register haven't registered before and need lots of assistance?

You represent the League of Women Voters

- Show dignity and respect to everyone
- Conduct yourself in a non-partisan manner
- Act in ways to increase civic engagement.



- Remember when you are volunteering at an event, you are not just acting as an individual but as a representative of the League of Women Voters and the City of Madison.
- You should act in ways that align with the mission and values of the organization.
- Show dignity and respect to everyone - voters, other volunteers, on-site staff
- Conduct yourself in a non-partisan manner
- As an organization, our intent is to increase civic engagement. Let's do our best to make sure our words and behaviors match those intentions.

Resources

Statewide

- MyVote: MyVote.wi.gov
- Wisconsin Elections Commission (WEC): elections.wi.gov/voters
- WEC Help Desk for technical assistance: 608 261-2028
- Template for homeless voter affidavit: tinyurl.com/homeless-POR
- Driver license look-up: tinyurl.com/look-up-DL

Dane County

- League of Women Voters of Dane County (LWVDC): lwvdanecounty.org
- Madison City Clerk: 608-266-4601; cityofmadison.com/clerk
- Dane County Voter ID Coalition: www.voteridwisconsin.org/

Volunteer Opportunities

- Madison City Clerk: cityofmadison.com/voteroutreach
- Voter ID Coalition: www.voteridwisconsin.org/calendar/

- Resources on this page for future reference and getting help
- We've created 4 video modules out of this powerpoint which are posted on the LWVDC website. In addition, the powerpoint with notes are also posted.
- outreach opportunities
- You'll be getting an evaluation by email. Please complete it so we can improve this workshop.