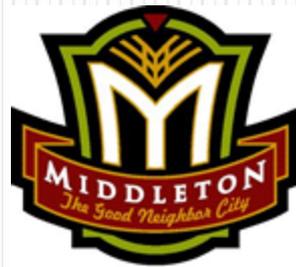


# City of Middleton Special Registration Deputy Training



Training Handouts - see separate packet

- Application for Special Registration Deputy Appointment
- Special Registration Deputies Training PowerPoint
- Voter Registration Form and Instructions (**EL-131**)
- Common Sense and Common Courtesy
- Voter Qualifications poster (**GAB 115vr**)
- Relevant excerpts of **Chapter 6** of Wisconsin Statutes, The Electors
- Wisconsin Administrative Code, Chapter **GAB 3**, Voter Registration
- Enabling Qualified Homeless Individuals to Vote
- City of Middleton Street Listing and Voting Locations

## SRD Qualifications

- U.S. Citizen
- Age 18 or older
- Resided in Wisconsin for at least 10 consecutive days, with no present intent to move
- Not disqualified from voting or registering to vote (see S.6.03, Wis. Stats.)
  - Not been ruled incapable of voting by a judge
  - Not required to report to a probation or parole officer
  - Not bet or wagered anything upon election results

# Application for Appointment

	<b>CITY OF MIDDLETON</b> <b>SPECIAL REGISTRATION DEPUTY (SRD)</b> <b>APPOINTMENT AND CERTIFICATION</b>	For Office Use: SRD #: _____ Exp. Date: _____
	<b>Applicant information:</b> Last Name: _____ First Name: _____ Address: _____ City, State, Zip _____ Phone: _____ Email: _____ Organization affiliation (if any): _____	
<b>Certification:</b> I agree to attend training sessions by the appointing authority and to follow the procedures established by the Government Accountability Board and the appointing authority. I agree to print and sign my name and record my SRD Identification Number on all voter registration applications. I <ul style="list-style-type: none"> <li><input type="checkbox"/> I am a US Citizen;</li> <li><input type="checkbox"/> I am age 18 or older;</li> <li><input type="checkbox"/> I have lived in Wisconsin for at least 28 consecutive days with not present intent to move;</li> <li><input type="checkbox"/> I am not in Wisconsin for temporary purposes only (except permitted by Wis. Stat. 6.10)</li> <li><input type="checkbox"/> I have not been convicted of a felony for which I am not pardoned; and</li> <li><input type="checkbox"/> I am not otherwise disqualified to vote in Wisconsin.</li> </ul>		
<b>Oath:</b> Pursuant Wis. Stats. 6.26(2)(b) I do solemnly swear that I will support the constitution of the United States and the constitution of the State of Wisconsin, and will faithfully and impartially discharge the duties of voter registration.		
I affirm that I have completed the City of Middleton Special Registration Deputy training. I understand my obligation to fully and fairly aid in implementing and preserving Federal and Wisconsin State Election law. I understand that, as a public servant, my assistance in collecting voter registration applications will increase the efficiency and accessibility of the electoral process		
Signature _____		Date _____

- Remove from the packet provided: Application for Special Registration Deputy Appointment
- Fill out the Applicant Information section completely
- Please read the Certification and Oath and **sign and date**
- Term is One Election Cycle (odd numbered year-even numbered year)

## SRD Voter Registration Procedures

- Follow instructions for completing registrations
- Keep confidential information confidential
- Practice common sense and common courtesy
- Strictly adhere to timeframes for conducting registration and only register voters that live within the municipality for which you have been appointed an SRD
- Must submit registrations to municipal clerk on a weekly basis

## Application for Voter Registration (GAB-131)

- **SRDs must use EL-131 (ver. 8/2016), Application for Voter Registration**
- SRDs should instruct registrants to read the instructions that accompany the **EL-131** to help ensure the form is filled out correctly and that the registrant meets the registration requirements
- **EL-131** must be **legible and complete**

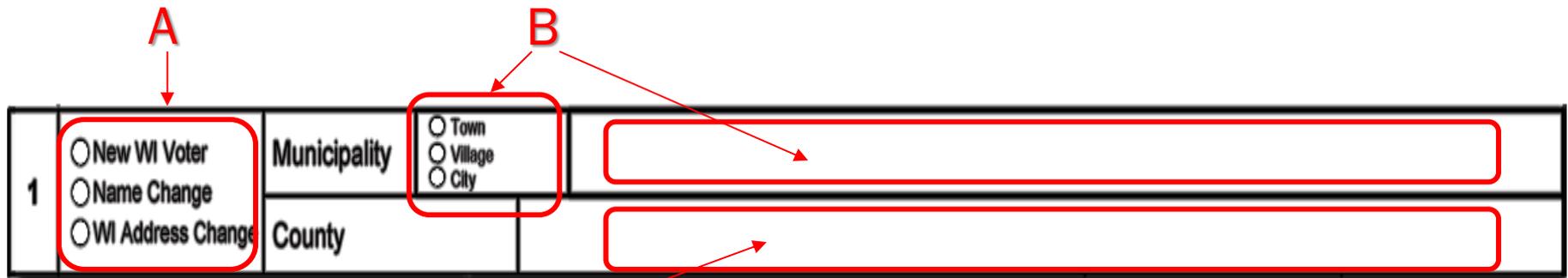
# Application for Voter Registration (EL-131)

Wisconsin Voter Registration Application		<input type="checkbox"/> Submitted by Mail <small>(Official Use Only)</small>	
<small>Confidential Elector ID # (SRD#) (Official Use Only)</small>		<small>SVRS ID # (Official Use Only)</small>	
<small>Instructions for completion are on the back of this form. Return this form to your municipal clerk, unless directed otherwise.</small> <ul style="list-style-type: none"> <li>• Please use uppercase (CAPITAL) letters only. Fill in circles as appropriate.</li> <li>• If you have not previously voted in WI and are submitting this form by mail, you must also provide a copy of your proof of residence (see reverse).</li> <li>• NOTE: If this is a change of address, then upon completion of this application your voting rights will be cancelled at your previous residence.</li> </ul>			
1	<input type="radio"/> New WI Voter	Municipality	<input type="radio"/> Town <input type="radio"/> Village <input type="radio"/> City
	<input type="radio"/> Name Change <input type="radio"/> Address Change	County	
2	WI Driver License or WI DOT-issued ID (DL # required if issued)		Expiration Date
	Social Security Number - Last Four Digits (if driver license not issued or not current and valid)		X X X - X X -
3	Last Name		First Name
	Middle Name	Suffix (e.g. Jr., II, etc.)	Phone #
	Date of Birth (MM/YYYY)	Email Address	
	If you are a military or permanent overseas elector, fill in the appropriate circle (see instructions for definitions): <input type="radio"/> Military <input type="radio"/> Permanent Overseas		
4	Residence Address: Street Number & Name		
	Apt. Number	City	State & ZIP
5	Mailing Address: Street Number & Name		
	Apt. Number	City	State & ZIP
6	Last Name		First Name
	Middle Name	Suffix (e.g. Jr., II, etc.)	
7	Previous Address: Street Number & Name		
	Apt. Number	City	State & ZIP
8	Accommodation needed at poll location (e.g. wheelchair access):		
	If you do not have a street number or address, use the map to show where you live. <ul style="list-style-type: none"> <li>• Mark crossroads</li> <li>• 'X' where you live</li> <li>• Use dots for landmarks</li> </ul> Example: Woodstock Road, High School #, Lane #		
9	Please answer the following questions by filling in "Yes" or "No":		
	1. Are you a citizen of the United States of America? <input type="radio"/> Yes <input type="radio"/> No 2. Will you be 18 years of age or older on or before election day? <input type="radio"/> Yes <input type="radio"/> No If you filled in "No" in response to EITHER of these questions, do NOT complete this form.		
10	I hereby certify, to the best of my knowledge, that I am a qualified elector, 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 immediately preceding this election, with no present intent to move. I am not currently serving a sentence including incarceration, parole, probation, or extended supervision 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 fine or imprisonment under State and Federal laws. If completed on Election Day, I further certify that I have not voted in this election. Please sign below to acknowledge that you have read and understand the above.		
	Signature of Elector	X	Today's Date (MM/YYYY) Election Day Voter # (Official Use Only)
Falsification of information on this form is punishable under Wisconsin law as a Class 1 felony.			
12	Assistant Signature:		Proof of Residence type (Official Use Only)
	Assistant Address:		Proof of Residence # (Official Use Only)
Official's Signature:		SRDs printed name and SRD#:	
Ward	Sub. Dist.	At-Large	City Supr.
			Cl. of App.
			Assembly
			St. Senate
			Congress

- The **EL-131** is broken down into 12 separate sections plus an administrative section at the very bottom of the form
- Confidential sections of the **EL-131** will be highlighted in bright green throughout this presentation

Application for Voter Registration:  
*Section 1*

- A. Registrant selects reason for filling out the form:  
**New WI Voter, Name Change or WI Address Change**
- B. Registrant indicates what municipality they reside in  
(make sure they live in the municipality for which you have been appointed an SRD)
- C. Registrant indicates what county they reside in



The form is a table with two rows and three columns. The first column contains the number '1'. The second column contains radio button options for 'New WI Voter', 'Name Change', and 'WI Address Change'. The third column contains a 'Municipality' label and three radio button options: 'Town', 'Village', and 'City'. The fourth column contains two empty text input fields. Red annotations are as follows: 'A' points to the radio button options; 'B' points to the 'Municipality' label and its options; 'C' points to the two empty text input fields.

1	<input type="radio"/> New WI Voter <input type="radio"/> Name Change <input type="radio"/> WI Address Change	Municipality <input type="radio"/> Town <input type="radio"/> Village <input type="radio"/> City	<input type="text"/>
	County		<input type="text"/>

Application for Voter Registration:  
Section 2

ID Number Requirement **(Confidential)**

\*Voter Does not have to show you the DL/ID or SS card.

A. Has WI Driver → **MUST** provide number  
(if license is expired, the last four digits of the SSN are required; request that the applicant also provide the expired DL number.

B. Does not have WI Driver License, may use DOT-issued ID or last four digits of Social Security number

A C  
C. No WI DL/ID card or SSN → Fill in oval for this purpose

2	WI Driver License or WI DOT-issued ID (DL # required if issued)	<input type="text"/>	Expiration Date	<input type="radio"/> I have neither a WI Driver License/ID, nor a Social Security Number.
	Social Security Number - Last Four Digits (if driver license not issued or not current and valid)	XXX-XX-	<input type="text"/>	

## Application for Voter Registration: Sections 3 and 4

- Registrant must provide: last name, first name, middle name (if they have one) as they appear on the document provided in Section 2, date of birth **(confidential)**, current residential street address including apartment, city, state and zip code. **P.O. Boxes are not residential addresses**
- **Most Common Mistake on VR form is that Today's Date is in the Date of Birth Field**
- Mark Military or Permanent Overseas (If applicable as an elector).

3	Current	Last Name				First Name		
		Middle Name			Suffix (e.g. Jr, II, etc.)		Phone #	
		Date of Birth (MM/YYYY)			Email Address			
		If you are a military or permanent overseas elector, fill in the appropriate circle (see instructions for definitions): <input type="radio"/> Military <input type="radio"/> Permanent Overseas						
4	Current	Residence Address: Street Number & Name						
		Apt. Number		City			State & ZIP	



### Application for Voter Registration: *Sections 3 and 4*

- Verify Voter is a citizen of the Municipality by Referencing the Middleton Street Listing
  - Mailing address does not guarantee you are a voter of the City of Middleton. Verify that the address is on the street listing. If it is NOT on the listing, they do not vote in Middleton. Ask the voter where they pay their real estate taxes to – that will be the community they vote in

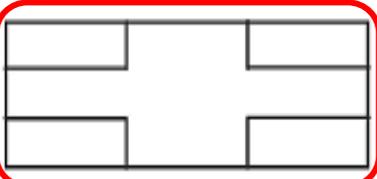
Application for Voter Registration:  
*Sections 5,6 and 7*

- If the registrant has a different mailing address than the residential address provided in **Section 4**, they will enter their mailing address in **Section 5**
- Registrants should provide their previous name and address in **Section 6**
- Registrants must provide the previous address at which they were registered to vote in **Section 7**
  - If they cannot remember their previous address, have them write as much as they can

5	Mailing Address: Street Number & Name		<input type="text"/>			
	Apt. Number		City		State & ZIP	
6	Last Name			First Name		
	Middle Name		Suffix (e.g. Jr, II, etc.)			
	Previous Address: Street Number & Name					
7	Apt. Number		City		State & ZIP	

## Application for Voter Registration: Sections 8

- If a registrant indicates they will need special accommodations at the polling location, the accommodation is noted in **Section 8 (confidential)**

8	Accommodation needed at poll location (e.g. wheelchair access): <span style="background-color: #90EE90; display: inline-block; width: 100px; height: 15px;"></span>	If you do not have a street number or address, use the map to show where you live. • Mark crossroads • 'X' where you live • Use dots for landmarks		
	<input type="checkbox"/> I am interested in being a poll worker.			

- If a registrant is unable to provide a street number or address (ie. qualified homeless voter), they are allowed to indicate where they reside by indicating their address on the map provided
- Refer to the “Enabling Qualified Homeless Voters” document in the handout packet for more information

## Application for Voter Registration: Sections 9 and 10

- Registrants must be able to truthfully answer ‘Yes’ to both questions in **Section 9**, or they are not eligible to register to vote
- Registrants must read the certification in **Section 10** and sign the application in **Section 11** (next slide).

9	Please answer the following questions by filling in “Yes” or No”: <b>1. Are you a citizen of the United States of America?</b> <b>2. Will you be 18 years of age or older on or before the first election at which you will offer to vote?</b>	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Yes <input type="radio"/> No	If you filled in “No” in response to <b>EITHER</b> of these questions, do <u>not</u> complete this form.	
10	I hereby certify, to the best of my knowledge, that I am a qualified elector, a U.S. citizen, at least 18 years old or will be at least 18 years old at the time of the first election at which I will offer to vote, having resided at the above residential address for at least 10 consecutive days immediately preceding this election, with no present intent to move. I am not currently serving a sentence including incarceration, parole, probation, or extended supervision 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 fine or imprisonment under State and Federal laws. <b>If completed on Election Day:</b> I further certify that I have not voted in this election.			
11	<b>Elector Signature:</b> <b>X</b>	<b>Today's Date: (M/D/YYYY)</b> /   /	<b>Proof of Residence Type:</b> <b>Proof of Residence #:</b>	<b>Proof of Residence Issuing Entity:</b> <b>Election Day Voter #:</b>

Application for Voter Registration:  
*Section 11*

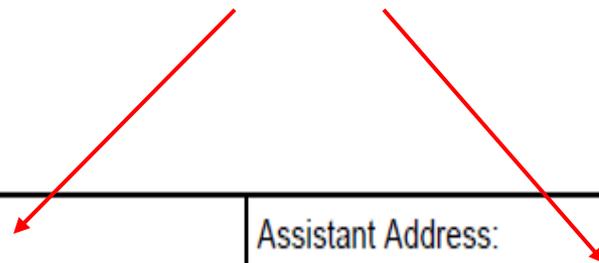
- The Registrant *must* sign the **Application for Voter Registration**
- The Registrant *must* date the **Application for Voter Registration**

11	Signature of Elector	X	<input type="text"/>	Today's Date (M/D/YYYY)	<input type="text"/>
				Election Day Voter # <small>(Official use only)</small>	
<b>Falsification of information on this form is punishable under Wisconsin law as a Class I felony.</b>					

Application for Voter Registration:  
*Section 12*

- If the SRD needs to assist the registrant with signing the form, the SRD signs their name and provides their address in **Section 12**

12	Assistant Signature:	Assistant Address:
	<input type="text"/>	<input type="text"/>



Application for Voter Registration:  
*SRD Authorization – Bottom of Form*

- A. SRD *must* sign the **Application for Voter Registration**
- B. SRD *must* print their full name and SRD ID # issued by the municipal clerk
- C. Let the voter know their polling location, reference the Middleton Street Listing

Official's Signature: 				SRDs printed name and SRD#: 			
Ward	Sch. Dist.	Alder	Cty. Supr.	Ct. of App.	Assembly	St. Senate	Congress



- Effective April 4, 2014, 2013 Wisconsin Act 182 went into effect, which requires ALL voters provide a document establishing their proof of residence as part of the voter registration application.

**A.** SRD *must* fill in the **Proof or Residence Type**

**B.** SRD *must* fill in **Proof of Residence #**

- Last four digits (6+ digit acct. no.)
- Last two digits (6 or less acct. no.)

...Proof of Residence type¶ A.  
...|(Official use only)~<

...Proof of Residence #¶ B.  
...|(Official use only)~<

## Acceptable Proof of Residence

- A current and valid WI Driver License / ID Card
- Any other official identification card or license issued by a Wisconsin governmental body or unit
- An employee ID card with a photograph, but not a business card
- A real property tax bill or receipt for the current year or the year preceding the date of the election
- A residential lease (Does not count as proof of residence if elector submits form by mail)
- A picture ID from a university, college or technical college coupled with a fee receipt
- A picture ID from a university, college or technical college coupled with an on-campus housing listing provided by the university, college or technical college to the municipality that denotes US Citizenship

## Acceptable Proof of Residence

- A utility bill for the period commencing not earlier than 90 days before the day registration is made
- (Homeless voters only) A letter from an organization that provides services to the homeless that identifies the voter and describes the location designated as the person's residence for voting purposes
- A bank statement
- A paycheck
- A check or other document issued by a unit of government

## Keep Confidential Information Confidential

- **Driver License #** (Section 2), **DOT issued ID #** (Section 2), **last four digits of SSN** (Section 2), **Date of birth** (Section 3), and **any indication of accommodation** (Section 8) are all confidential
- SRD's may **NOT** copy and retain any confidential information for personal use
- Any copies of forms retained by the SRD containing this information may not display the registrant's confidential information



## Common Sense and Common Courtesy



### COMMON SENSE AND COMMON COURTESY

Many Special Registration Deputies (SRD's) have had little interaction with people with disabilities; here are a few courtesies and guidelines:

- ❖ Remember that all voters deserve courteous attention in exercising their right as citizens to vote.
- ❖ You can assist a voter with filling out the registration form, but you cannot sign the form on their behalf.
- ❖ Be considerate of the extra time it might take for a person with a disability or an elderly person to complete the voter registration form.
- ❖ Give unhurried attention to a person who has difficulty speaking.
- ❖ Speak directly to the person who has a disability rather than just to a companion who may be accompanying him or her.
- ❖ Speak calmly, slowly, and directly to a person who is hard of hearing. Your facial expressions, gestures, and body movements help in understanding. Don't shout or speak in the person's ear. If full understanding is doubtful, try writing a note to the person.
- ❖ A notepad should be available to assist communication with deaf or hard-of-hearing registrant.
- ❖ Greet a person who is visually impaired by letting the person know who and where you are.
- ❖ Provide a guiding device such as a ruler or a signature guide for signing forms if necessary.
- ❖ Animals that assist people with disabilities must be admitted into all buildings. Such animals are highly trained and need no special care other than that provided by the owner.



- Please refer to the [Common Sense and Common Courtesy](#) handout for tips and guidelines on accommodating registrants with disabilities
- The Election Assistance Commission (EAC) also provides information to election officials on properly accommodating registrants who may have disabilities <http://www.eac.gov>

## Other Considerations

- Voter registration forms are available in English, Spanish and Hmong formats
- A registrant's inability to speak perfect English does not in any way disqualify them from registering to vote
- An SRD that has been appointed in a municipality that contains a high population of Spanish and Hmong speakers should be prepared to provide these forms if requested. Translators may also be used to assist these registrants

## SRDs Conducting Voter Registration

- An SRD appointment
  - is for the current election cycle  
(Jan 1st of an odd year through December 31st of the following even year)
  - may include multiple election events  
(Primary, general, special elections, special referenda, etc.)
- Conduct registration during open registration
  - From time of appointment through close of registration for any election(s) during cycle
  - Close of registration by an SRD is 5:00 pm on the 20<sup>th</sup> day before any election event
- After the 20<sup>th</sup> day, prior to an election, the voter must register in the clerk's office or at the polling place on election day

## Submitting Voter Registrations

All registrants must be added to the Statewide Voter Registration System so their names will appear on the poll lists for the next election. To support the integrity of this process:

- SRDs should verify that all forms have been properly completed, signed, dated and include the SRD printed name and SRD ID#
- SRDs have delivered all registrations weekly to the municipal clerk via mail or in person
- SRDs have NOT delivered registrations after the close of registration as these registrants will NOT appear on the poll book for the next election

*Failure to adhere to these requirements may result in the revocation of an SRD appointment.*

## Voter Registration Drives

### *Do's and Don'ts*

#### **Do:**

- Use EL-131 (Revised 8/2016)
- Hold drive at least 1 week before deadline
- Forward complete applications to the municipal clerk weekly
- **Only register voters who reside in the municipality in which you have been appointed an SRD**

## Voter Registration Drives

### *Do's and Don'ts*

#### **Don'ts:**

- Copy and retain confidential information
- Pay someone by the form for collecting registrations
- Accept an incomplete form

## Revocation of SRD Appointment

An appointing authority may decline to appoint or revoke the appointment of an applicant “for cause”, if the applicant:

- Lacks the qualifications of an election official (S. 7.30(2), Wis. Stats.)
- Fails to attend training session scheduled by the appointing authority
- Previously had an appointment revoked for cause
- Fails to adhere to procedures, including timely submission of voter registration forms or submitting incomplete forms
- Falsifies, fails to submit or wrongfully suppresses a voter registration form or otherwise commits official misconduct
- Has been convicted of a crime delineated in s. 12.13, Wis. Stats. (election fraud)

*Violations for misuse of an appointment may result in criminal sanctions. s.12.13, Wis. Stats.*

## Procedure for Revocation

- Appointing authority hand-delivers or sends a **Notification of Revocation** to the SRD and organization if applicable, by certified mail
- Appointing authority reports any misuse of appointment that constitutes fraud to the District Attorney
- Any SRD (or person denied an appointment as such) who feels aggrieved by the decision, may file a sworn complaint with the **Wisconsin Elections and Ethics Commission** (under s.5.06 of the Wisconsin Statutes). Complaint manual found under “**Forms and Publications**” on website:  
<http://gab.wi.gov>

### Final Steps:

# Step 1: Read pertinent section of Wisconsin Statutes Chapter 6 and Wisconsin Administrative Code, Chapter 3 (10 minutes to read)

**CHAPTER 6 Content for SRD Training**

**SUBCHAPTER I - WHO MAY VOTE**  
 6.02 Eligibility of elector.  
 6.03 Disqualification of elector.  
 6.05 Election day age determination of elector.  
 6.10 Elector residence.

**SUBCHAPTER II - REGISTRATION**  
 6.20 Special registration deputy.  
 6.21 Election registration deputy.  
 6.22 Voter registration deputy.  
 6.23 Duties of election registration deputy.  
 6.24 Registration fee.  
 6.25 Registration fee waiver or comping.  
 6.45 Civil registration deputy.

**SUBCHAPTER I - WHO MAY VOTE**

**6.02 Qualifications, general.**

- Every U.S. citizen age 18 or older who has resided in an election district or ward for 10 days before any election where the citizen offers to vote is an eligible elector.
- Any U.S. citizen age 18 or older who moves within this state later than 10 days before an election shall vote at his or her previous ward or election district if the person is otherwise qualified. If the elector can comply with the 10-day residence requirement at the new address and is otherwise qualified, he or she may vote in the new ward or election district.

**6.03 Disqualification of electors.**

- The following persons shall not be allowed to vote in any election and any attempt to vote shall be rejected:
- Any person who is incapable of understanding the objective of the elective process or who is under guardianship, unless the court has determined that the person is competent to exercise the right to vote;
  - Any person convicted of treason, felony or bribery, unless the person's right to vote is restored through a pardon or under s. 306.076 (3).
- 2) No person shall be allowed to vote in any election in which the person has made or become interested, directly or indirectly, in any bet or wager depending upon the result of the election.
- 3) No person may be denied the right to register to vote or the right to vote by reason that the person is alleged to be incapable of understanding the objective of the elective process unless the person has been adjudged incompetent in this state, if a determination of incompetency of the person has already been made, or if a determination of limited incompetency has been made that does not include a specific finding that the subject is competent to exercise the right to vote, and a guardian has been appointed as a result of any such determination, then no determination of incapacity of understanding the objective of the elective process is required unless the guardianship is terminated or modified under s. 54.64.

**6.05 Election day age determines elector's rights.**

Any person who will be 18 years old on or before election day is entitled to vote if the person complies with this chapter.

**6.10 Elector residence.**

Residence as a qualification for voting shall be governed by the following standards:

- The residence of a person is the place where the person's habitation is fixed, without any present intent to move, and to which, when absent, the person intends to return.

Excerpts from Wis. Stats., Ch. 6 (included in packet)

13 STATE ELECTIONS BOARD EIBS 3.10  
 Unofficial Text (See Printed Volume). Current through date and Register shown on Title Page.

**Chapter REG 3  
 VOTER REGISTRATION**

EIBS 3.01 Voter registration. EIBS 3.02 Content of voter registration form. EIBS 3.03 Treatment of voter registration application. EIBS 3.04 Special registration deputy. EIBS 3.05 Special registration deputy application form.	EIBS 3.06 Special registration deputy training. EIBS 3.07 Appointment of special registration deputy application. EIBS 3.08 Voter registration driver. EIBS 3.09 Change for voter registration data.
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**EIBS 3.01 Voter registration.** In this chapter:

- "Applicant" is an individual who submits a voter registration application form or a special registration deputy application form.
- "Appointing authority" means the board, a municipal clerk or board of election commissioners.
- "Board" means the state elections board.
- "By mail" means the completing and signing of a voter registration application from other than in the presence of a special registration deputy, county clerk, deputy clerk or municipal clerk.
- "Close of registration" is the third Wednesday preceding the election.
- "Election cycle" means the period beginning on January 1 of an odd-numbered year and continuing through December 31 of the following even-numbered year.
- "In person" means the completing and signing of a voter registration application form in the presence of a special registration deputy, county clerk, deputy clerk or municipal clerk.
- "Municipal clerk" has the meaning given in s. 5.02 (10), Stats., and includes the Milwaukee city board of election commissioners.
- "Provide" means a municipality or county that provides election administration services in conjunction with the Statewide Voter Registration System for a municipality.
- "Qualified elector" has the meaning given in s. 6.02, Stats.
- "Registration" means registration to vote under subch. II of ch. 6, Stats.
- "Registration period" means the time period occurring between the date of a special registration deputy's appointment and the close of registration for the election immediately following the appointment. For purposes of this subsection, the term "election" includes any primary that precedes the election.
- "Relief" means a municipality that enters into an agreement with another municipality or county to provide election administration services in conjunction with the Statewide Voter Registration System.
- "Self-provider" means a municipality that provides its own election administration services in conjunction with the Statewide Voter Registration System.
- "Special registration deputy" means a qualified elector appointed pursuant to 6.26 (2) (a) and (m), 6.55 (5), Stats., to register voters.
- "Statewide Voter Registration System" is the election administration software application provided by the board to enable local election officials to register voters, track absentee voting and administer elections.
- "Voter registration application form" means the board-prescribed form (SR-11) in which voter registration information is recorded before entry in the Statewide Voter Registration System.
 

Library: CR 67-609-0; Register January 2003 No. 625, eff. 2-1-06.

**EIBS 3.02 Content of the voter registration form.** An elector shall provide all of the following information on the voter registration application form:

- The elector's full name, including first and last name and municipality.
- The elector's complete address, including street, number and municipality.
- The elector's date of birth.
- The elector's driver's license number or, if the elector has not been issued a valid and current driver's license but has a department of transportation issued identification card, the transportation identification card number, or the last four digits of the elector's social security number. If the elector has not been issued a valid and current driver's license and does not have a social security number, the elector shall indicate that the elector has neither of those documents.
- An indication of the elector's age.
- An indication of the elector's citizenship.
- An indication that the elector is not disqualified from voting because the elector has not completed the terms of a sentence resulting from a felony conviction.
- If the elector was registered at a different location, the complete address including street, number and municipality of the previous address.
- If the elector was registered under a different name, the elector's former name, including first and last name.
- The signature of the elector certifying that the elector is qualified to vote in this state.
 

Library: TR 67-609-0; Register January 2003 No. 625, eff. 2-1-06.

**EIBS 3.03 Treatment of voter registration applications.** (1) If an applicant for voter registration fails to check either a box on the form indicating the elector is a U.S. citizen and indicating the elector is or will be at least 18 years old at the time of the next election, the municipal clerk may process the voter registration application if the elector has signed the certification on the application form indicating the voter meets or will meet the applicable requirements to vote in this state.

(2) If information is missing from a voter registration application form, the municipal clerk shall contact the applicant by any means feasible, including in person, by email, facsimile transmission or telephone, to obtain the missing information.
 

Library: CR 67-609-0; Register January 2003 No. 625, eff. 2-1-06.

**EIBS 3.10 Special registration deputies.** (1) A qualified elector of the state may apply to any municipal clerk or board of election commissioners to be appointed a special registration deputy, under s. 6.26, Stats., for the purpose of registering electors of that municipality before the close of registration.

- A qualified elector of this state may apply to the board to be appointed a special registration deputy for the purpose of registering electors of any municipality before the close of registration.
- Application to be appointed a special registration deputy shall be made by completion of the application form (SR-15B)

WI Admin Code, Ch. GAB 3 (included in packet)

Final Steps:

**Submit to City Clerk:**

1. A completed Application for Special Registration Deputy Appointment
2. A completed Certification and Oath of Special Registration Deputy

**Take with you:**

1. Certificate of Special Registration Deputy Appointment
2. Training handouts packet



## Contact Information

**City of Middleton**

**7426 Hubbard Avenue**

**Middleton, WI 53562 608-821-8350**

**Website: [www.cityofmiddleton.us](http://www.cityofmiddleton.us)**

**Wisconsin Government and Ethics Commission**

**212 E. Washington Avenue, 3<sup>rd</sup> Floor**

**PO Box 7984**

**Madison, Wisconsin 53707-7984**

**Helpdesk: 608-261-2028**

**Website: <http://gab.wi.gov>**