To: City of New Berlin Care Facilities Serviced by SVD’s  
From: Georgia Stanford, City Clerk  
Date: March 13, 2020  
Re: Special Voting Deputy Appointments for the April 7, 2020 Spring Election & Presidential Preference

To Whom It May Concern:

The Governor has issued Executive Order #72 proclaiming a public health emergency in the State of WI. In light of the executive order, the WI Elections Commission has decided that SVD’s are not to be utilized for the Spring Election & Presidential Preference Primary (April 7, 2020 Election w/ March SVD Visits). Our primary concern is protecting the voters of the City of New Berlin and our election staff. With that, below are instructions on how the voting process for residents residing in Care Facilities serviced by SVD’s will proceed. Please post this in your facility to communicate the message to your residents.

ALL current absentee applications will be MAILED to your facility/individual apartments on Monday, March 16th. The resident list you received last week outlines three things:

1. If they are on the list and NOT highlighted – they are registered to vote.
   - They may request an absentee ballot to be delivered by MAIL online via myvote (instructions attached). If they register as “indefinitely confined” (most if not all residents at the care facilities register with this status), they will NOT need to provide photo ID. The deadline to request an absentee is April 3rd.

2. If they are on the list and they ARE highlighted – they are registered to vote and will be receiving an absentee ballot by mail next week for the upcoming April Election.

3. If they are not on the list AT ALL – they are not currently registered and they will NOT be receiving an absentee ballot.
   - They may register to vote online via myvote.wi.gov (instructions attached). Deadline to register online is Wednesday, March 18th. Their WI DL/ID must be active and reflect their current address – this can be done online thru the WI DMV and a new physical DL/ID will not be provided.
   - They may also request an absentee ballot at the same time utilizing myvote.wi.gov with the April 3rd deadline.
• Registration and Absentee Applications via MyVote – The voter must have a valid WI DL/ID in order to apply online. If they do NOT have this I have attached the paper copies.
  o Registration Application Paper Form – Due by Wednesday, March 18th. Needs to be returned to the Clerk’s Office by Wednesday, March 18th along with a copy of their lease agreement (A page with: facility name, full address & apt. #, and full name).
  o Absentee Application Paper Form – Due by Friday, April 3rd. A copy of a valid photo ID is required if they are not registering as “indefinitely confined”

ABSENTEE BALLOTS:
• The envelope will include three items:
  1. Ballot
  2. Return Envelope – with postage
  3. Instructions
• The return envelope MUST be COMPLETELY filled out and sealed in order for the ballot to count – this includes the following:
  o Voter Signature
  o Date of Voter Signature
  o Witness Signature (this can be a family member, friend etc. and if absolutely necessary – it can be a staff member from the facility)
  o Witness address
  o The return envelope MUST be sealed
    • Utilize tape/glue
• Ballots need to be returned by Tuesday, April 7th at 8PM to be counted.
  o Ballots can be returned by mail
  o Ballots can be dropped off in-person at the Clerk’s Office – 3805 S. Casper Drive, New Berlin WI., 53151
    • This can be done by care facility staff, the voter, or a family member/friend of the voter

Any questions please contact the City Clerk’s Office at 262-786-8610 or clerksoffice@newberlin.org

Regards,

Georgia Stanford
City Clerk – New Berlin

Encls.: Instructions for Registering Online Via MyVote.wi.gov
Instructions for Requesting an Absentee Ballot Online Via MyVote.wi.gov
EL-131, Voter Registration
EL-121, Application for an Absentee Ballot (Care Facility)
Absentee Ballot Return Instructions
Cc: Care Facility Residents
Mayor Dave Ament
Register to Vote Online

1.) Go to myvote.wi.gov
2.) Click "Register to Vote"

3.) Enter your name & date of birth
4.) Follow the prompts

Once you enter the information you'll have the option to change your name or address or create a new account.

5.) Finish Registration

If your driver license is up-to-date with your current address, you will be registered to vote. Otherwise, you'll have to print off your application and submit it along with proof of residence to the Clerk's office via mail, email or in person. The deadline to register online is 20 days before an election. If it's past the deadline you'll have to deliver your registration in person to the Clerk's office by the Friday before the election or bring it with you to the polls on election day.

clerksoffice@newberlin.org
3805 S. Casper Dr.
New Berlin, WI 53151
Online Absentee Ballot Request

You must be registered to receive an absentee ballot.

1.) Go to myvote.wi.gov
2.) Click "vote absentee" then fill in your information

MyVote
Wisconsin

3.) Follow the prompts
4.) Upload your photo ID if it's not already on file, if you're unable to upload it, hit "continue"

5.) If you hit continue, download your absentee ballot request and attach a picture of your photo ID to your request. Then submit it to the Clerk's office by email or regular mail.

clerksoffice@newberlin.org
3805 S. Casper Dr.
New Berlin, WI 53151
### Wisconsin Voter Registration Application

**Qualifications**

Please check each box if you **YOU**:  
- Are a citizen of the United States
- Have resided at the address provided below for at least 10 consecutive days prior to the election and do not currently intend to move

**Your Name**

Last ___________________________ Suffix (Jr., II, etc.) ______________
First ___________________________ Middle ___________________________

**About You**

Date of Birth (MM/DD/YYYY) ___________________________ Phone Number (__________) ___________________________

**The Address Where You Live**

Street Address ___________________________ Apt/Room # ______________
City/Town/Village of ___________________________ WI Zip ______________
Mailing Municipality ___________________________ (if different)

Are you a military or permanent overseas voter?  
- Military
- Permanent Overseas

**Your Mailing Address**

Street Address (or P.O. Box) ___________________________
City/State/Country/Zip __________________________________

**Prior Registration Information**

Complete this field if you are updating your registration due to a change in name or address

Full Name on Previous Registration ___________________________
Full Address on Previous Registration (if known) ___________________________

**Identification**

(check the box that applies to you)

- I have an unexpired and valid WI Driver License or WI DOT issued ID. Provide number and expiration date below
- Expiration Date / __________
- 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- __ __ __ __
- I have neither a valid WI Driver License/ID nor a Social Security Number (see back for more information and next steps)

**Proof of Residence**

Military and permanent overseas voters are not required to provide proof of residence

- 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)

**Signature and Certification**

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 10 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

Voter Signature ___________________________ / __________

Today’s Date ___________________________

**Assistant**

If someone assisted you by signing this form, they must complete this section

Assistant Signature ___________ ___________ Assistant Address ___________________________

**Official’s Signature**

Confidential Elector ID # ___________ Submitted by Mail

Confidential Voter ID # ___________ Official’s Signature ___________________________


**WisVote ID # ___________**

**Confidential Elector ID # ___________**

**Ward** ___________ **Sch. Dist.** ___________ **Alder** ___________ **Cty. Supr.** ___________ **Cl. Of App.** ___________ **Assembly** ___________ **St. Senate** ___________ **Congress** ___________
If you did not check **every** box in this section, you are **not** eligible to vote in Wisconsin. **Do not complete this form.**

Provide your current and complete name. Please provide your name as it appears on your WI driver license or state-issued ID card (Box 7), if applicable, and the proof of residence document you provided in Box 8.

Provide your month, day, and year of birth.

Providing your phone number and/or email address is optional and is subject to open records requests. This information may be used by your municipal clerk to contact you about your voter record or absentee ballot request.

Provide your home address (legal voting residence) in Wisconsin.

Provide your full street name, including the type (St, Ave, etc.) and any pre- and/or post-directional (N, S, etc.). You may not enter a PO Box as a residential address. A rural route box without a number should not be used.

A "military elector" is a person, or the spouse or dependent of a person who is a member of a uniformed service or merchant marine, a civilian officially attached to a uniformed service and serving outside the United States, or a Peace Corp volunteer. Military electors are not required to register as a prerequisite to voting at any election.

A "permanent overseas elector" is a US citizen, at least 18 years old, who does not qualify as a resident of this state, but who either last lived in this state, or whose parent last lived in this state immediately prior to the parent’s departure from the United States, and who is not registered to vote in any other state.

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

If your mailing address is different from your home address, provide it here. A PO Box is acceptable as a mailing address. Overseas electors should provide their complete overseas address here.

Provide full previous name if changed and/or previous address if you have been registered to vote anywhere in the U.S.

If you have a valid and unexpired WI driver license or WI DOT ID: provide that number. If you do not know your number, please call (608) 266-2353 to get it.

If you have an expired, canceled, suspended, or revoked WI driver license or WI DOT ID: you **must** provide the last four digits of your Social Security number. In addition, you may also provide the number on your license or ID (optional).

If you have never been issued a WI driver license or WI DOT ID: provide the last four digits of your Social Security number.

If you do not have a WI driver license or WI DOT ID nor a Social Security Number: please check the appropriate box.

If you are registering to vote on Election Day and have been issued a WI driver license or ID, but are unable or unwilling to provide the number, your vote will not be counted unless you provide the number to the election inspectors by 8:00 p.m. on Election Day or to your municipal clerk by 4:00 p.m. the Friday following Election Day.

**All proof of residence documents must contain voter’s current name and address.**

- A WI Driver License/ID Card, if not expired or canceled; may be used even if driving privileges have been revoked
- 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 or an on-campus housing listing provided by the university, college or technical college
- 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 contract/intake document prepared by a residential care facility indicating that the occupant resides in the facility
- A bank/credit card statement
- A paycheck or pay stub
- A check or other document issued by a unit of government

**Proof of residence documents may be provided in an electronic format.**

**Assistant:** If you are unable to sign this form due to a physical disability, you may have an assistant do so on your behalf. That assistant must provide his or her signature and address in the space provided. By signing, the assistant certifies that he or she signed the form at your request.

Do you need any accommodations at your polling place (e.g., curbside voting)? If so, please describe:

☐ Please indicate if you are interested in being a poll worker
Care Facility
Absentee Ballot Request

I certify that I am currently at a state certified care facility and request that an absentee ballot is delivered to me via Special Voting Deputy.

NAME (Please Print): __________________________________________

Care Facility: _________________________________________________

Voter Registration Address: _____________________________________

Apt. # __________

Date Range - Bring the absentee ballot via Special Voting Deputy:

☐ For all elections
☐ For the following elections _____________________________________

____________________  ______________________
Signature of Voter Date

Return to:
New Berlin City Clerk
3805 S. Casper Drive
New Berlin, WI 53151
(262) 786-8610
clerksoffice@newberlin.org
Instructions for Absentee Voters:

Your completed absentee envelope should resemble this example.

Read and follow the instructions for completing the ballot carefully. Mistakes may spoil your ballot.

1. Complete the ballot in the presence of one (1) witness USING BLACK PEN.
2. The witness cannot be a candidate at the election and must be an adult U.S. citizen. The witness must verify that the individual completed the absentee ballot, but should not view the voter’s choices.
3. Refold the ballot and place inside the certificate envelope.
4. The Voter must SIGN and DATE under the Certificate of Voter. One witness must also SIGN the certificate AND provide his/her ADDRESS under Certification of Witness.
5. Seal the certificate envelope.
6. If you make an error while marking your ballot, spoil your ballot, or require a replacement ballot, contact your municipal clerk immediately. You must return your original ballot and certificate envelope before a replacement ballot will be issued. No replacement ballots are mailed after the 5th day preceding the Election Day. If you require a replacement ballot after the 5th day preceding Election Day, you must return the original ballot and certificate envelope in person to the municipal clerk. You will be required to vote your replacement absentee ballot in the municipal clerk’s office.
7. Return the ballot to the City Hall in the certificate envelope by 8:00 PM on Election Day in order to be counted.

City of New Berlin
City Clerk’s Dept.
(262) 786-6610
clerkoffice@newberlin.org