

polling place on Election Day. It is essential that the election inspectors carefully record the required information on the poll lists.

Poll Lists

The poll lists contain the names and addresses of registered voters in a reporting unit. The municipal clerk will provide poll lists to each polling place. These poll lists have been generated from WisVote, which is Wisconsin's statewide database for tracking voter registrations. Wis. Stat. § 6.36.

If a municipality uses paper poll lists, each ward or combination of wards will have two poll lists, which must be maintained identically on Election Day. If the municipality uses e-pollbooks, the machine maintains two copies, which may be maintained by a single poll worker. Election inspectors use poll lists to ensure only registered voters cast a ballot and to capture certain information about each registered voter who receives a ballot. Wis. Stat. § 6.79(1m).

Each elector must sign the poll list before receiving a ballot. Only one of the paper poll lists should contain the signature of each voter for that election. Wis. Stat. § 6.79(2)(a).

Poll lists (EL-107) may consist of up to four parts:

1. Regular Poll List: Contains the names of all electors who register by 5:00 p.m. on the 20th day before the election.
2. Pre-printed Supplemental Poll List: The municipal clerk may provide a printed list that contains the names and addresses of all voters who registered during late registration. Late registration is from the 19th day before the election up to 5:00 p.m. the Friday before the election. Electors who register during this time will receive a Certificate of Registration (EL-133) to be presented at the polling place on Election Day. Wis. Stat. § 6.29(2).

Note: If a late registrant fails to present his or her Certificate of Registration (EL-133), but his or her name is on the supplemental poll list, the registrant is allowed to vote. If the individual fails to present his or her Certificate of Registration (EL-133) and his or her name does not appear on the supplemental poll list, the election inspector should attempt to contact the municipal clerk and determine if he or she has record of the elector's registration. If there is no record of the elector's registration in the clerk's office, then he or she must complete another Voter Registration Application

(EL-131) and provide proof of residence before being allowed to vote. Wis. Stat. § 6.29(2)(b).

3. Handwritten Supplemental Poll List: Election inspectors must enter the name, address, and Election Day voter number of Election Day registrants on the handwritten supplemental portion of the poll list. The type of proof of residence provided as well as the name of the issuing entity or organization should also be recorded here. Wis. Stat. § 6.79(2)(c), (d).
4. Confidential Elector List: If there are any confidential electors in the reporting unit, their names and confidential voter identification numbers will appear at the back of the poll list in a separate section. See the “Confidential Electors” section below for more details. Wis. Stat. § 6.79(6).

Poll List Notations

There are a number of notations that will appear on the pre-printed poll lists as well as a number of notations that election inspectors are required to make on both copies of the poll lists to ensure proper documentation of voters and registrants on Election Day.

1. Pre-Printed Poll List Notations

The pre-printed portion of the poll list may contain certain notations to indicate special circumstances. Possible notations include:

- a. Absentee Issued or Absentee Returned
 - i. Municipalities must track absentee ballots on the pre-printed poll list. The clerk shall also provide each polling place an Absentee Ballot Log (EL-124).
 - ii. The absentee notation indicates that an absentee ballot was issued to the voter or returned by the voter.
- b. Military or Overseas
- c. Confidential

Absentee Ballot Issued Process

- i. If an individual noted as “absentee” appears at the polling place, the inspectors should check the Absentee Ballot Log (EL-124) to determine if the ballot has been returned.

1. If it has been returned and there are no errors that would cause the ballot to be rejected, the voter may not vote at the polling place. Wis. Stat. § 6.86(6).
2. For procedures on how a voter can correct an incomplete certificate envelope at the polling place, see “Voter Correction of Incomplete Certificate Envelopes” on page 101.
3. If it has not been returned, the election inspectors ask the voter, “Did you mail or personally deliver your absentee ballot to the clerk’s office?”
 - a. If “yes,” the voter cannot vote at the polling place.
 - b. If “no,” the voter is issued a ballot if otherwise qualified.
4. If an absentee ballot is later received for that voter, the elector’s absentee ballot would be processed as a rejected absentee ballot and the clerk contacted immediately.

Wis. Stat. § 6.86(6).

2. Election Day Notations

The election inspectors must make certain notations on the poll list next to the voter’s name to identify voters who vote under the following circumstances:

a. Absentee

Indicate “absentee” or an “A” next to the voter number for an elector whose absentee ballot has been processed.

b. Provisional (Section 6.97)

- i. Indicate “PV#__ (beginning with ‘1’)” when recording an elector who votes a provisional ballot.
- ii. The complete PV# should be recorded on the poll list, on the back of the ballot, on the Provisional Ballot Certificate Envelope (EL-123), on the Inspectors’ Statement (EL-104), the

Provisional Ballot Reporting Form (EL-123r), and on the Provisional Voting Information Sheet for the elector.

iii. A brief explanation of why the provisional ballot was issued should also be recorded on the poll list:

1. DL# or DMV ID#
2. POI

Wis. Stat. § 6.97

c. Challenged

Indicate “Challenged” and a brief explanation of the reason for challenge (age, residency, etc.) when recording an elector who votes a challenged ballot.

d. Assisted

- i. Indicate “Assisted” for an elector who receives assistance in marking his or her ballot.
- ii. The full name and address of the individual providing assistance must also be recorded on the poll list.

e. Ballot Received at Poll Entrance (Curbside Voting)

Indicate “Ballot Received at Poll Entrance” for a voter who receives a ballot at the polling place entrance because the voter is unable to enter the polling place due to a disability. Wis. Stat. § 6.76.

f. Electors Voting Pursuant to Court Order (Section 6.96)

- i. Indicate “Section 6.96” when recording an elector who votes after the polls close pursuant to a court order.
- ii. An elector entering the polling place after 8:00 p.m. will also have his or her ballot marked with the notation “Section 6.96.” This enables ballots cast after the polls closed pursuant to the court order to be removed from the count in the event that the court order is set aside.
- iii. Note that voters in line by 8:00 p.m. should not be marked pursuant to this section.

Wis. Stat. § 6.96.

g. Presidential Only

- i. Indicate “Presidential Only” on the supplemental poll list when a new Wisconsin resident (someone who has lived in the state less than 28 days) wishes to vote for president.
- ii. These electors must complete the Application for Presidential Ballot (EL-141), not the Voter Registration Application (EL-131).
- iii. These individuals must provide proof of residence. The type of proof of residence and the name of the issuing entity or organization should be recorded on the supplemental poll list.
- iv. These individuals must provide proof of identification.

Wis. Stat. § 6.15.