

Section 6.869 Wis. Stats. requires the development of uniform instruction for absentee voters, including means for correcting errors in marking an absentee ballot and obtaining a replacement ballot:

### **Uniform Absentee Ballot Instructions for Military Voters**

1. Read and follow the instructions for completing the ballot carefully. Mistakes may spoil your ballot.
2. Complete the ballot in the presence of one (1) witness. 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. Sign and complete the Absentee Ballot Certificate, including the affidavit. One witness must sign the certificate and provide his/her address.
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.
7. An elector may request that a replacement ballot be e-mailed or FAXed to him/her.
8. For military voters not away from their residence serving active duty: No replacement ballots are mailed after the 4<sup>th</sup> day preceding Election Day. If you require a replacement ballot after the 4<sup>th</sup> 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. Return the ballot (in the certificate envelope) in time for distribution to the polling place. If you have questions about the deadline for returning your ballot, contact the municipal clerk. No late ballots are accepted.
9. For military voters away from their residence serving active duty: Requests for replacement ballots must be received no later than 5:00pm on Election Day. Return the ballot (in the certificate envelope) no later than 5:00pm on the 7<sup>th</sup> day after the September primary or not later than 5:00pm on the 10<sup>th</sup> day after the general election.
10. Return the ballot (in the certificate envelope) in time for distribution to the polling place. If you have questions about the deadline for returning your ballot, contact the municipal clerk. No late ballots are accepted.
11. If you requested your absentee ballot by FAX or e-mail, please submit a request with your signature along with your ballot. If the municipal clerk does not receive a written request with your signature, your ballot may not be counted. This requirement only applies if this is your first request for an absentee ballot.