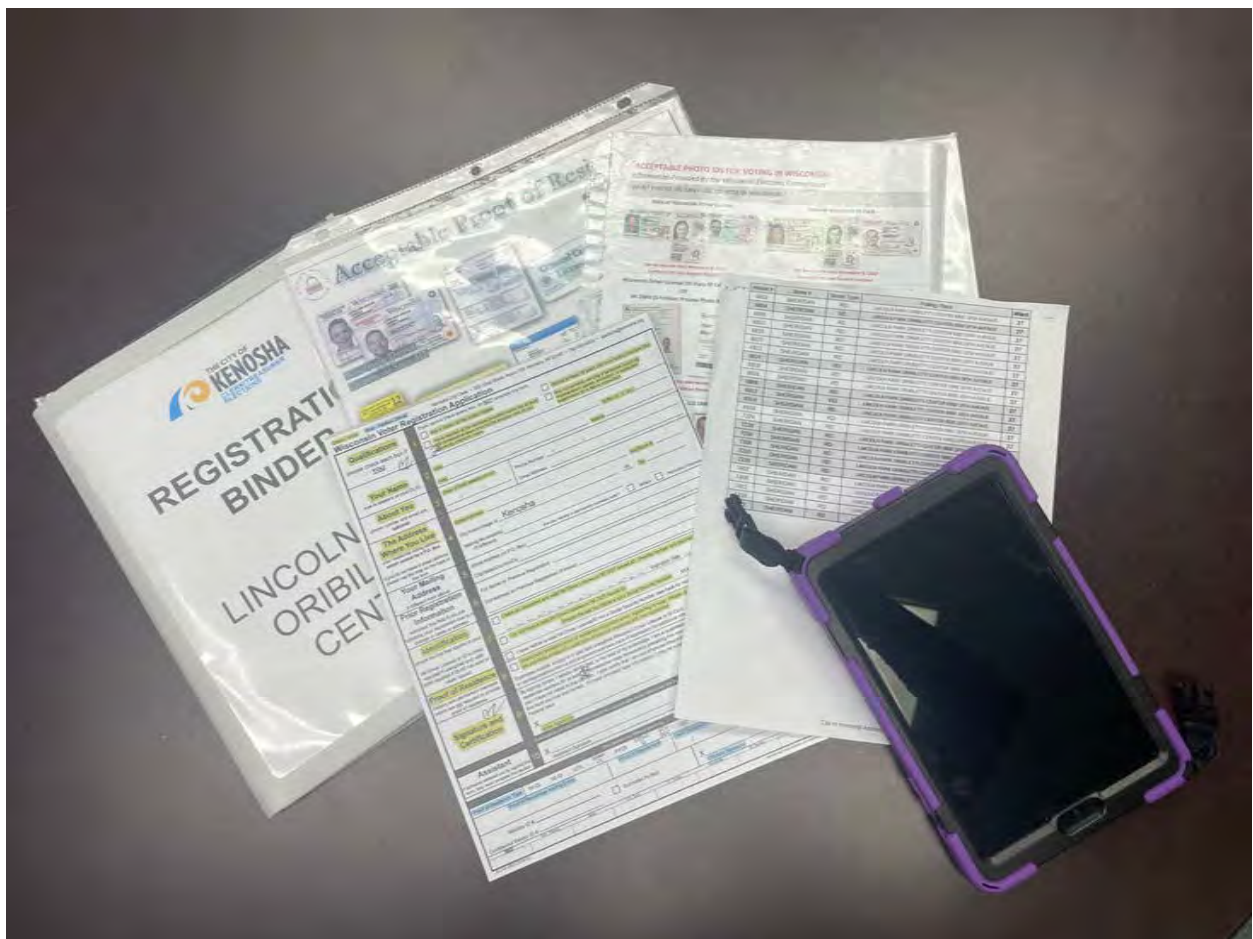


# Poll Worker Duties

## Registrar

---

### Materials



- Registration binder includes: Election Day Registration forms, acceptable proof of residence & Photo ID guidance, address lists for your polling location and other instructional materials.
- Tablet with access to [MyVote.WI.gov](https://www.MyVote.WI.gov), the City of Kenosha Address list, the Registered Voter list and the Ineligible Voter list.

## Responsibilities

Election Inspectors assigned to the registration table are there to assist voters who need to complete an Election Day Registration (EDR) application before casting a ballot.

It's very important for you to familiarize yourself with all your materials so that you can:

- Ensure voters have the proper proof of residency (POR)
- Verify voter is at the correct polling place/Verify the voter is NOT already registered somewhere else
- Verify voter is NOT on the Ineligible Voter List

Once the application is complete, and you have verified the POR is acceptable, you will need to complete the bottom portion of the application, and indicate the proper ward number based on their address. You will then direct them to the appropriate table, where they will turn in their application & show their ID to obtain a ballot.

House Number	Street Name/Intersection	Ward	Polling Place Name & Polling Place Address	Ward
7014	17	AV	Jane Vernon School, 8818 22nd Ave	62
7020	17	AV	Jane Vernon School, 8818 22nd Ave	62
7026	17	AV	Jane Vernon School, 8818 22nd Ave	62
7032	17	AV	Jane Vernon School, 8818 22nd Ave	62
7038	17	AV	Jane Vernon School, 8818 22nd Ave	62
7044	17	AV	Jane Vernon School, 8818 22nd Ave	62
7050	17	AV	Jane Vernon School, 8818 22nd Ave	62
7056	17	AV	Jane Vernon School, 8818 22nd Ave	62
7062	17	AV	Jane Vernon School, 8818 22nd Ave	62
7068	17	AV	Jane Vernon School, 8818 22nd Ave	62
7074	17	AV	Jane Vernon School, 8818 22nd Ave	62
7080	17	AV	Jane Vernon School, 8818 22nd Ave	62
7086	17	AV	Jane Vernon School, 8818 22nd Ave	62
7092	17	AV	Jane Vernon School, 8818 22nd Ave	62
7098	17	AV	Jane Vernon School, 8818 22nd Ave	62
7104	17	AV	Jane Vernon School, 8818 22nd Ave	62
7110	17	AV	Jane Vernon School, 8818 22nd Ave	62
7116	17	AV	Jane Vernon School, 8818 22nd Ave	62
7122	17	AV	Jane Vernon School, 8818 22nd Ave	62
7128	17	AV	Jane Vernon School, 8818 22nd Ave	62
7134	17	AV	Jane Vernon School, 8818 22nd Ave	62
7140	17	AV	Jane Vernon School, 8818 22nd Ave	62
7146	17	AV	Jane Vernon School, 8818 22nd Ave	62
7152	17	AV	Jane Vernon School, 8818 22nd Ave	62
7158	17	AV	Jane Vernon School, 8818 22nd Ave	62
7164	17	AV	Jane Vernon School, 8818 22nd Ave	62
7170	17	AV	Jane Vernon School, 8818 22nd Ave	62
7176	17	AV	Jane Vernon School, 8818 22nd Ave	62
7182	17	AV	Jane Vernon School, 8818 22nd Ave	62
7188	17	AV	Jane Vernon School, 8818 22nd Ave	62
7194	17	AV	Jane Vernon School, 8818 22nd Ave	62
7200	17	AV	Jane Vernon School, 8818 22nd Ave	62
7206	17	AV	Jane Vernon School, 8818 22nd Ave	62
7212	17	AV	Jane Vernon School, 8818 22nd Ave	62
7218	17	AV	Jane Vernon School, 8818 22nd Ave	62
7224	17	AV	Jane Vernon School, 8818 22nd Ave	62
7230	17	AV	Jane Vernon School, 8818 22nd Ave	62
7236	17	AV	Jane Vernon School, 8818 22nd Ave	62
7242	17	AV	Jane Vernon School, 8818 22nd Ave	62
7248	17	AV	Jane Vernon School, 8818 22nd Ave	62
7254	17	AV	Jane Vernon School, 8818 22nd Ave	62
7260	17	AV	Jane Vernon School, 8818 22nd Ave	62
7266	17	AV	Jane Vernon School, 8818 22nd Ave	62
7272	17	AV	Jane Vernon School, 8818 22nd Ave	62
7278	17	AV	Jane Vernon School, 8818 22nd Ave	62
7284	17	AV	Jane Vernon School, 8818 22nd Ave	62
7290	17	AV	Jane Vernon School, 8818 22nd Ave	62
7296	17	AV	Jane Vernon School, 8818 22nd Ave	62
7302	17	AV	Jane Vernon School, 8818 22nd Ave	62
7308	17	AV	Jane Vernon School, 8818 22nd Ave	62
7314	17	AV	Jane Vernon School, 8818 22nd Ave	62
7320	17	AV	Jane Vernon School, 8818 22nd Ave	62
7326	17	AV	Jane Vernon School, 8818 22nd Ave	62
7332	17	AV	Jane Vernon School, 8818 22nd Ave	62
7338	17	AV	Jane Vernon School, 8818 22nd Ave	62
7344	17	AV	Jane Vernon School, 8818 22nd Ave	62
7350	17	AV	Jane Vernon School, 8818 22nd Ave	62
7356	17	AV	Jane Vernon School, 8818 22nd Ave	62
7362	17	AV	Jane Vernon School, 8818 22nd Ave	62
7368	17	AV	Jane Vernon School, 8818 22nd Ave	62
7374	17	AV	Jane Vernon School, 8818 22nd Ave	62
7380	17	AV	Jane Vernon School, 8818 22nd Ave	62
7386	17	AV	Jane Vernon School, 8818 22nd Ave	62
7392	17	AV	Jane Vernon School, 8818 22nd Ave	62
7398	17	AV	Jane Vernon School, 8818 22nd Ave	62

This is a sample page from the address list, indicating the proper ward number. You can also refer to [MyVote.WI.gov](http://MyVote.WI.gov) on the tablet if you are more comfortable with that.

## Reasons Voters Need to Register

- Turned 18 years old
- New Kenosha resident
- Changed their name and/or address
- Hasn't participated in an election from the past 4 years and their record has been deactivated

## Reasons Voter May be Directed to Register

If a seasoned voter did not stop at the greeter table and went straight to their ward table, they may be advised that their name is not in the poll book and they need to register.

- With the recent change in polling locations, they could be at the wrong place
- There might be a spelling error in their name
- Their voter record has been deactivated

Please proceed with your process of verification that the voter is indeed at the correct polling location based on their address. You can also verify their registration on [MyVote.WI.gov](http://MyVote.WI.gov) by entering their name & DOB, by searching the Registered Voter List on the tablet, or in the binder provided.





# Completing the EDR

It is very important that the Voter completes the application in its entirety.

Wisconsin Voter Registration Application		Please complete legibly Additional instructions on reverse	Please return your completed form to your municipal clerk
<b>Qualifications</b> please check each box if <b>YOU:</b>	1	<p>If you cannot check every box, do <b>NOT</b> complete this form</p> <p><input checked="" type="checkbox"/> Are a citizen of the United States</p> <p><input checked="" type="checkbox"/> Will be at least 18 years old on or before Election Day</p> <p><input checked="" 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</p> <p><input checked="" type="checkbox"/> Are not currently serving a sentence including incarceration, parole, probation, or extended supervision for a felony conviction</p>	
<b>Your Name</b>	2	<p>Last <input type="text"/> Suffix (Jr., II, etc.) <input type="text"/></p> <p>First <input type="text"/> Middle <input type="text"/></p>	
<b>About You</b> phone number and email are optional	3	<p>Date of Birth (MM/DD/YYYY) <input type="text"/></p> <p>Phone Number ( <input type="text"/> ) <input type="text"/></p> <p>Email Address <input type="text"/></p>	
<b>The Address Where You Live</b> your residential voting address, which cannot be a P.O. Box	4	<p>Street Address <input type="text"/> Apt/Room # <input type="text"/></p> <p>City/Town/Village of <input type="text"/> WI Zip <input type="text"/></p> <p>Mailing Municipality (if different) <input type="text"/></p> <p>Are you military or permanent overseas voter? <input type="checkbox"/> Military <input type="checkbox"/> Permanent Overseas</p>	
<b>Your Mailing Address</b> if different from above	5	<p>Street Address (or P.O. Box) <input type="text"/></p> <p>City/State/Country/Zip <input type="text"/></p>	
<b>Prior Registration Information</b> complete this field if you are updating your registration due to a change in name or address	6	<p>Full Name on Previous Registration <input type="text"/></p> <p>Full Address on Previous Registration (if known) <input type="text"/></p>	
<b>Identification</b> check the box that applies to you)	7	<p><input checked="" type="checkbox"/> I have an unexpired and valid WI Driver License or WI DOT issued ID. Provide number and expiration date below</p> <p><input type="checkbox"/> I do not have a valid WI Driver License or WI DOT issued ID</p> <p><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)</p>	
<b>Proof of Residence</b> military and permanent overseas voters are <u>not</u> required to provide proof of residence	8	<p><input checked="" type="checkbox"/> 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</p> <p>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)</p>	
<b>Signature and Certification</b>	9	<p>By signing below, I hereby certify that, to the best of my knowledge, I am a <b>qualified elector</b>, 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</p> <p>X <input type="text"/> <input type="text"/></p> <p>Voter Signature Today's Date</p>	
<b>Assistant</b> if someone assisted you by signing this form, they must complete this section	10	<p>X <input type="text"/> <input type="text"/></p> <p>Assistant Signature Assistant Address</p>	
This Section for Official Use Only			
<p>All blue boxes need to be completed. Yellow highlighted area must be completed if there is a change of address or name.</p> <p>Phone &amp; Email are NOT required.</p> <p>Voter Signature is REQUIRED.</p>			

## Section 10 - Assistant

Due to the Disability Act, we cannot ask a voter if they have a disability or what their disability is. If a Voter has an assistant complete their application for them, and they are unable to sign their own name, the Assistant must sign the VOTER's name on the voter signature line, and then sign their own name on the assistant signature line certifying they did so on the voter's behalf.

## Proof of Residence Certification

This Section for Official Use Only													
Proof of Residence Type	WI DL	WI ID	UTIL	BANK/ CC	PYCK	STDNT ID	GOV DOC	LSE	GOV ID	EMPL ID	RES CARE	TAX	HMLSS
Proof of Residence Issuing Entity <b>WIS DOT / Chase Bank / WE Energies</b>				Proof of Residence # <b>last 4 digits</b>		Date Complete/POR Received <b>election date</b>		Election Day Voter Number <b>from # pad</b>					
WisVote ID # _____				<input type="checkbox"/> Submitted by Mail				<input checked="" type="checkbox"/> <i>Shannon Crolly</i> Official's Signature					
Confidential Elector ID # _____													
Ward	Stch District	Alder	City Supr	Ct. of App.		Assembly	St Senate	Congress					
<b>25</b>													

The Election Inspector must complete the bottom portion of the application as indicated above. Please circle the Proof of Residence Type. Refer to your information sheet about acceptable documents.

Verify the correct ward number, and write it on the application for the voter. Sign & date the application, hand it back to the voter, and direct them to the proper ward table where they will be issued a voter number. (Inspectors at the poll book will enter the voter number on this form)

**REMEMBER! These are NOT acceptable forms of proof of residence:**

- Doctor Bill/Statement
- Hospital Bill/Statement
- Car or Health Insurance
- Bank Checks
- Passport
- Magazine Subscription / Junk mail
- Library Card

## **Questions / Issues**

Voters who have a WI driver's license or ID number must write it on the application. If they do not have it with them, or are unable to provide the number, there are directions in your binder on how to proceed with voting provisionally. Direct them to the Chief Inspector.

Voters who are on the Ineligible Voter's list are not permitted to register or vote. This list is updated and provided to us by the Wisconsin Elections Commission. If a voter insists that they have been released from the Corrections Department, and are no longer ineligible, direct them to the Chief Inspector to call the City Clerk for further instruction. 262-653-4020

Voter completed an online application, but they were directed to visit the Clerk, and they do not have the printed application. This happens frequently as online open registration closes 28 days before the election. If they didn't bring a completed application with them, they will need to fill out the EDR with you.

Voter brought a print out of an electronically completed application with a signature already on it. Verify that it is complete in its entirety, and complete the POR certification as required.