

# DNOTE tate of Misconsin **2003 – 2004 LEGISLATURE**

LRB-0610/P3 JTK:cs:rs/pg

WANTED by The 12/06

PRELIMINARY DRAFT - NOT READY FOR INTRODUCTION

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(regenerate)

AN ACT to repeal 5.25 (4) (c), 6.15 (3) (a) (title), 6.15 (3) (b) (title), 6.24 (8), 6.27 (2) to (5), 6.35 (2), 6.35 (5) and (6), 6.50 (2m), 6.54, 6.79 (1), 6.79 (5), 6.79 (6) (a) and 120.06 (5); to renumber 5.87 and 6.865; to renumber and amend 6.15 (3) (a) 1., 2. and 3., 6.15 (3) (b), 6.27 (1), 6.79 (intro.) (except 6.79 (title)) and 6.79 (6) (b); to amend 5.02 (17), 5.25 (4) (a), 5.40 (6), 6.15 (2) (title), 6.15 (2) (a) (intro.), 6.20, 6.24 (3), 6.24 (4) (a), 6.24 (4) (c), 6.28 (2) (b), 6.28 (3), 6.29 (2) (a), 6.29 (2) (2), 6.33 (title), 6.33 (1), 6.33 (2), 6.35 (3), 6.36 (2) (a), 6.36 (3), 6.40 (2) (b), \$6.47 (2), 6.47 (3), 6.50 (1) (intro.), 6.50 (8), 6.50 (10), 6.55 (2) (a) 1. (intro.), 6.55 (2) (b), 6.55 (2) (c) 1., 6.55 (2) (c) 2., 6.55 (2) (d), 6.55 (3), 6.55 (7) (c) 1., 6.55 (7) (c) 2., 6.79 (4), 6.82 (1) (a), 6.86 (3) (a) 1., 6.86 (3) (a) 2., 6.86 (3) (c), 6.865 (title), 6.87 (3) (d), 6.87 (4), 6.88 (3) (a), 6.94, 6.95, 7.08 (1) (c), 7.10 (1) (b), 7.15 (1) (c), 7.15 (4), 7.23 (1) (e), 7.37 (7), 7.51 (2) (a), 7.51 (2) (c), 7.51 (2) (e), 7.51 (4) (a), 7.51 (5) (a), 9.01 (1) (b) 1, 9.01 (11), 10.02 (3) (a), 51.62 (3m), 59.05 (2), 117.20/ (2) and 125.05 (2) (h); to repeal and recreate 6.36 (1) and 6.79 (2); and to create 5.02 (6m), 5.02 (24w), 5.05 (10) and (11), 5.05 (12) and (13), 5.055, 5.061,

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5.35 (6) (a) 2m., 4., 4a. and 4b., 5.87 (2), 5.91 (15) to (18), 6.06, 6.15 (2) (bm), 6.15 (2) (e), 6.276, 6.285, 6.33 (5), 6.36 (2) (c), 6.865 (1), 6.865 (3) and (4), 6.869, 6.96, 6.97, 7.08 (6) and (8), 7.10 (7) and (8), 7.15 (9) and (10), 15.617, 20.002 (11) (d) 2m., 20.510 (1) (t), 20.510 (1) (u), 20.510 (1) (v), 20.510 (1) (x), 20.855 (4) (bp), 25.17 (1) (e), 25.425 and 51.62 (3) (a) 4. of the statutes; relating to: election administration, voter registration and voting requirements and procedures, administration of elections, granting rule—making authority, and making appropriations.

# Analysis by the Legislative Reference Bureau

This bill makes various changes in state law relating to voter registration and voting requirements and procedures and administration of elections for the purpose of implementing numerous federal mandates imposed upon this state under the federal Help America Vote Act of 2002 and enabling receipt of federal aids by this state under that act. Significant provisions include:

### STATEWIDE VOTER REGISTRATION

Under current law, voter registration is required in every municipality with a population of greater than 5,000. This bill requires voter registration in every municipality. The bill also establishes a centralized, state—wide voter registration list that is compiled and maintained by the state Elections Board. Under the bill, the list must be electronically accessible by any person, but no person other than the board or an authorized election official may change the list. The bill permits the board to change the list only for the purpose of deleting the registration of certain individuals who have registered to vote in another state, territory, or possession or whose registrations are required to be cancelled as the result of a municipal canvass required under current law. Under the bill, each municipal clerk or board of election commissioners must electronically enter valid registrations or changes of registration as provided under current law. Under the bill, the original forms are controlling whenever there is a discrepancy between the list and the original forms.

#### REQUIREMENTS FOR REGISTRATION

Currently, if registration is required, any individual who qualifies as an elector of a municipality but who is not registered to vote may register in person at various locations within the applicable municipality or may mail to the appropriate municipal clerk a completed registration form. With certain exceptions, the deadline for voter registration is 5 p.m. on the second Wednesday preceding the election.

Registrations made by mail must be delivered to the office of the municipal clerk or board of election commissioners or postmarked not later than this deadline. However, under current law, voters may also register in person at the office of the municipal clerk or board of election commissioners up to 5 p.m. on the day before the election or, in most cases, may register at the proper polling place on election day. In addition, voters may register at any time after the deadline if the municipal clerk determines that the registration list can be revised to incorporate the registration in time for the election. Currently, an individual who makes a late or election day registration must complete a registration form and a certification of eligibility and must present acceptable proof of residence. If an individual attempting to vote under these late registration or election day registration procedures is not able to present acceptable proof of residence, as an alternative, current law permits another qualified elector who resides in the same municipality to corroborate the information contained in the individual's registration form or certification. The corroborating elector must then provide acceptable proof of residence.

This bill requires every elector who registers to vote to provide a driver's license number from a valid Wisconsin driver's license, or if the elector does not have a driver's license, the last four digits of the elector's social security number. If the elector does not have either a driver's license or a social security number, the bill requires the elector to obtain a voting identification number from the state Elections Board and to provide that number.

### IDENTIFICATION REQUIRED TO VOTE

With certain limited exceptions, before being permitted to vote at any polling place, an elector currently must provide his or her name and address. If registration is required in order to vote and the elector is not registered, the elector must provide a specified form of proof of residence in order to register. If an elector claims to be registered but his or her name does not appear on the appropriate registration list, the elector must complete a certification of eligibility and present acceptable proof of residence in order to vote. In addition, an elector may be required to provide acceptable proof of residence even if registration is not required. If an elector is not able to present any required proof of residence, as an alternative, current law permits another qualified elector who resides in the same municipality to corroborate the elector's information.

This bill provides that if an elector other than a military or overseas elector, as defined by federal law, registers to vote by mail and has never voted in a federal election in this state, the elector must provide a form of identification specified by federal law in order to be permitted to vote in a federal election. The form of identification used must be either 1) a current and valid piece of identification containing a photograph of the elector; or 2) a copy of a utility bill, bank statement, paycheck, or a check or other document issued by a unit of government that shows the current name and address of the elector. If the elector votes by absentee ballot, the elector must provide a copy of any identification used. If an elector who votes at a polling place is required to provide identification and fails to do so or fails to provide sufficient identification, the elector may vote provisionally. If an elector who fails to provide required identification or sufficient identification votes by absentee ballot,

the ballot is treated as a provisional ballot. A provisional ballot is marked by the poll workers, who immediately contact the municipal clerk. The clerk is then directed to determine whether the individual submitting the ballot is a qualified elector where he or she is attempting to vote. If the clerk does not notify the municipal board of canvassers that the elector is qualified before the municipal canvass is completed, the elector's vote is not counted.

## COMPLIANCE WITH HELP AMERICA VOTE ACT

Currently, an elector who believes that the action or inaction of an election official concerning nominations, qualification of candidates, voting qualifications, ward division and numbering, recall, ballot preparation, election administration, or the conduct of elections is contrary to law or that the actions or inactions of an election official with respect to any such matter constitute an abuse of discretion, may file a complaint with the Elections Board and the board may order appropriate relief. The decision of the board may be appealed to the courts. Any elector who believes that an election official is acting in violation of the law may request the appropriate district attorney or, in some cases, the attorney general to petition a court for appropriate relief. However, the recount procedure is the exclusive judicial remedy for addressing any alleged irregularity, defect, or mistake committed during the voting or canvassing process.

This bill creates another procedure for addressing alleged noncompliance with any provision of the federal Help America Vote Act relating to voting system standards, provisional voting, voting information, registration procedure and administration, and voter identification. Under the bill, whenever any person (whether an individual or another entity and whether inside or outside this state) believes that a violation of the act has occurred, is occurring, or is proposed to occur with respect to an election for national office in this state, that person may file a written, sworn complaint with the Elections Board. The board must grant the complainant a formal hearing and must issue a decision on the complaint, together with an order for any appropriate relief, within 89 days. In its order, the board may direct the reopening of a canvass and if the results of the new canvass so require, may withdraw a certificate of election and issue a new certificate. The board's decision is subject to appeal in the courts. Under the U.S. Constitution, Congress retains final authority to determine the results of elections for national office.

#### VOTING PROCESS

# Standards for determining validity of votes

Currently, state law specifies in detail whether particular indications of elector intent shall be counted as votes cast for particular candidates or propositions. The standards for determining the validity of votes are to some degree applicable to votes cast using electronic voting systems. This bill directs the Elections Board to prescribe, by rule, uniform standards for determining the validity of votes cast or attempted to be cast with each electronic voting system that the board approves for use in this state. The rules apply only in situations that are not addressed under current law.

# Federal absentee ballot procedures

Currently, when a uniformed service or overseas voter (as defined by federal law) requests an absentee ballot in a timely manner, the voter is sent an absentee ballot for the next election. Under this bill, such a voter may request and receive an absentee ballot for the next two general (national) elections at the same time, unless the voter is subject to a registration requirement and the voter is no longer registered to vote in this state at the time that an absentee ballot would otherwise be transmitted.

The bill also provides that if any municipal clerk or board of election commissioners rejects a request for an absentee ballot from a uniformed service or overseas voter, the clerk or board must promptly inform the voter of the reason for the rejection.

# Voting after hours pursuant to federal court order

This bill provides that if a federal court orders that a polling place remain open after the official closing hour of 8 p.m., any electors who vote after hours must vote by ballot and have their ballots marked. The late ballots are then counted unless the court order is overturned. If the order is overturned after the canvass of the election, the bill requires the canvass to be reopened. The bill also requires the Elections Board to maintain a toll–free information system under which electors who vote pursuant to a federal court order may ascertain the status of their votes.

## Protection and advocacy activities

Under current law, the state protection and advocacy agency implements a system to protect and advocate for the rights of persons with developmental disabilities or mental illness.

The bill authorizes the protection and advocacy agency to engage in activities to ensure full participation in the electoral process for eligible electors with developmental disabilities or mental illness and requires the Department of Health and Family Services to distribute federal funding to the agency for these activities.

### REVISION OF REGISTRATION LIST

Under current law, municipalities must use either a "negative purge" or a "positive purge" system to maintain their voter registration lists. Under the negative purge procedure, an elector who does not vote for a four-year period and does not respond to a notice by requesting continuation of his or her registration is purged from the list. Under the positive purge procedure, the municipal clerk or board of election commissioners sends a registration verification notice to each elector who does not vote for a four-year period. Each elector whose notice is returned as undeliverable is purged from the list. This bill deletes the "positive purge" procedure.

#### **ELECTION ADMINISTRATION ENHANCEMENT**

### Federal and state financial assistance

Under the federal Help America Vote Act of 2002, this state is eligible to receive federal financial assistance for the purchase of voting equipment, compliance with federal requirements for the conduct of federal elections and other election administration costs, construction of barrier—free polling places, and outreach and training of election officials to enable greater participation of individuals with

disabilities in federal elections. To be eligible for federal assistance, this state must make a matching contribution equal to at least 5% of the amount of assistance received.

This bill appropriates to the Elections Board all amounts received by this state from the federal government under this act, together with a sum sufficient amount from general purpose revenue to enable this state to meet minimum federal requirements for continued eligibility for federal assistance. The bill directs the board to use a portion of the federal aid to provide financial assistance to eligible counties and municipalities for election administration purposes authorized by federal law. The bill also establishes a segregated fund, as required by federal law, for disbursement of all federal and state moneys to be expended for election administration purposes under the Help America Vote Act.

# Federal and state advisory bodies

In accordance with the Help America Vote Act, the bill creates an Election Administration Council whose members are appointed by the executive director of the board to develop and revise as necessary a proposed state plan for the expenditure of federal moneys under the Help America Vote Act. The bill also directs the board to adopt this plan and revise the plan as necessary. In addition, the bill directs the executive director, in consultation with the Elections Board, to appoint a representative of this state as a member of the federal Election Assistance Commission standards board, and to conduct and supervise the election of a representative of county and municipal clerks and boards of election commissioners in this state to serve as a member of the standards board.

# Voter educational programs

This bill permits the Elections Board, with the assistance of county and municipal clerks, to conduct or prescribe requirements for educational programs to inform electors about voting procedures, voting rights, and voting technology. However, the bill requires the board to conduct an educational program for the specific purpose of educating electors who cast paper ballots, ballots that are counted at a central counting location, and absentee ballots of the effect of casting excess votes for an office. The bill also permits the board, with the assistance of county and municipal clerks, to maintain one or more toll—free telephone lines for electors to report possible voting fraud and voting rights violations, to obtain general election information and to access information concerning their registration status, current polling place locations, and other information relevant to voting in elections. However, the bill requires the board to maintain a toll—free information system under which voters who vote pursuant to a federal court order after a polling place is scheduled to close may ascertain the status of their votes.

# Instructions for absentee voters

The bill directs the Elections Board to prescribe uniform instructions for absentee voters. The instructions must include information concerning the procedure for correcting errors in marking a ballot and obtaining a replacement for a spoiled ballot.

## Electronic voting system standards

Effective on January 1, 2006, the bill creates new standards for approval by the Elections Board of electronic voting systems for use at elections in this state. Under the bill, all electronic voting systems must enable an elector to privately verify the votes selected by the elector before casting his or her ballot, they must provide the elector with an opportunity to change his or her votes or to obtain a replacement for a spoiled ballot before casting his or her vote, and, unless a ballot is counted at a central counting location, they must include a mechanism for notifying an elector of an overvote for an office and provide an opportunity for the elector to correct his or her ballot or to cast a replacement ballot to eliminate the overvote. The system must also produce a permanent paper record of the vote cast by each elector who uses an electronic voting system at the time the elector casts his or her vote that enables a manual count or recount of the elector's vote.

# Enforcement of federal voting system standards

Effective on January 1, 2006, the bill directs the Elections Board to audit the performance of each voting system used in this state, including any paper ballot voting system, following each general election. In the audit, the board must determine the error rate of the system in counting ballots that are validly cast by electors. If the error rate exceeds the rate permitted by the federal government, the bill directs the board to take remedial action and to order affected counties and municipalities to take remedial action. The bill requires counties and municipalities to comply with remedial orders.

# Polling place accessibility, equipment and materials

Currently, each polling place in the state is required to be accessible to elderly and handicapped individuals, unless the Elections Board otherwise permits in accordance with guidelines prescribed by rule. This bill requires, effective January 1, 2006, that each polling place in the state be accessible to all physically disabled individuals. The bill also directs the board to ensure that the voting system used at each polling place allows all such individuals to vote without the need for assistance and with the same degree of privacy that is accorded to nondisabled electors voting at the same polling place. In any jurisdiction that is currently subject to federal requirements to provide voting materials in any language other than English, the board must ensure that the voting system used at each polling place in the jurisdiction is in compliance with those requirements. In addition, the bill deletes the authority of the board to waive compliance with accessibility requirements.

## Notices posted at polling places

Currently, municipalities are required to post at each polling place relevant voting instructions, a copy of state election fraud laws, two sample ballots, special information concerning voting at partisan primaries, and other information directed to be posted by the Elections Board. This bill requires, in addition, that municipalities post information concerning the date of the election, the hours during which the polling place is open, special instructions for electors who are voting for the first time after registering to vote, and general information prescribed by the

board concerning voting rights under applicable state and federal laws and federal laws relating to election fraud and misrepresentation in elections.

## Statistical reports

This bill requires each municipal clerk and board of election commissioners to report to the federal Election Assistance Commission, within 90 days after each general election, the number of absentee ballots transmitted to absent uniformed services and overseas voters, as defined by federal law, for that election and the combined number of those ballots that were cast by those electors in that election. Currently, there is no similar requirement.

For further information see the *state and local* fiscal estimate, which will be printed as an appendix to this bill.

The people of the state of Wisconsin, represented in senate and assembly, do enact as follows:

- 1 Section 1. 5.02 (6m) of the statutes is created to read:
- 2 5.02 (6m) "Identification" means:

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- (a) In the case of an elector who votes in person, either of the following:
- 1. A current and valid piece of identification containing a photograph of the elector.
- 2. A copy of a utility bill, bank statement, paycheck, or a check or other document issued by a unit of government that shows the current name and address of the elector.
  - (b) In the case of an elector who votes by absentee ballot, either of the following:
- 1. A copy of a current and valid piece of identification containing a photograph of the elector.
- 2. A copy of a utility bill, bank statement, paycheck, or a check or other document issued by a unit of government that shows the current name and address of the elector.
  - SECTION 2. 5.02 (17) of the statutes is amended to read:

1	5.02 (17) "Registration list" means the list of electors who are properly
2	registered to vote in municipalities in which registration is required.
3	SECTION 3. 5.02 (24w) of the statutes is created to read:
4	5.02 (24w) "Voting system" means:
5	(a) The total combination of mechanical, electromechanical, or electronic
6	equipment, including the software, hardware, and documentation required to
7	program, control, and support the equipment, that is used to define ballots, to cast
8	and count votes, to report or display election results, and to maintain and produce
9	any audit trail information.
10	(b) The practices and associated documentation for any of the following
11	purposes:
12	1. To identify equipment components and versions of such components.
13	2. To test the equipment during its development and maintenance.
14	3. To maintain records of equipment errors and defects.
15	4. To determine specific equipment changes to be made after the initial
16	qualification of the equipment.
17	5. To make available any materials to an elector.
18	SECTION 4. 5.05 (10) and (11) of the statutes are created to read:
19	5.05 (10) STATE ELECTION ADMINISTRATION PLAN. With the assistance of the
20	election administration council, the board shall adopt and modify as necessary
21	state plan that meets the requirements of P.L. 107-252 to enable participation by
22	this state in federal financial assistance programs authorized under that law. The
23	board shall adopt the plan and any modifications only after publishing a class I notic
24	under ch. 985 or posting on the Internet a statement describing the proposed plan

or modification and receiving public comment thereon.

(11) AIDS TO COUNTIES AND MUNICIPALITIES. From the appropriations under s. 20.510 (1) (t), (v), and (w), the board shall provide financial assistance to eligible counties and municipalities for election administration costs in accordance with the plan adopted under sub. (10). As a condition precedent to receipt of assistance under this subsection, the board shall enter into an agreement with the county or municipality receiving the assistance specifying the intended use of the assistance and shall ensure compliance with the terms of the agreement. Each agreement shall provide that if the federal government objects to the use of any assistance moneys provided to the county or municipality under the agreement, the county or municipality shall repay the amount of the assistance provided to the board.

SECTION 5. 5.05 (12) and (13) of the statutes are created to read:

5.05 (12) VOTER EDUCATION. The board may conduct or prescribe requirements for educational programs to inform electors about voting procedures, voting rights, and voting technology. The board shall conduct an educational program for the purpose of educating electors who cast paper ballots, ballots that are counted at a central counting location, and absentee ballots of the effect of casting excess votes for a single office.

or more toll-free telephone lines for electors to report possible voting fraud and voting rights violations, to obtain general election information, and to access information concerning their registration status, current polling place locations, and other information relevant to voting in elections. The board shall maintain a toll-free information system under which an elector who votes under s. 6.96 or 6.97 may ascertain current information concerning whether the elector's vote has been counted, and, if the vote will not be counted, the reason that it will not be counted.

**SECTION 6.** 5.055 of the statutes is created to read:

5.055 Election assistance commission standards board. The executive director of the board shall, in consultation with the board, appoint an individual to represent this state as a member of the federal election assistance commission standards board. The executive director shall also conduct and supervise a process for the election of an election official by county and municipal clerks and boards of election commissioners to represent local election officials of this state as a member of the federal election assistance commission standards board. The executive director shall ensure that the members of the federal election assistance commission standards board representing this state shall at no time be members of the same political party. Upon appointment or election of any new member of the federal election assistance commission standards board representing this state, the executive director shall transmit a notice to the chair of the federal election commission of that member's appointment or election.

# SECTION 7. 5.061 of the statutes is created to read:

5.061 Compliance with federal Help America Vote Act. (1) Whenever any person believes that a violation of Title III of P.L. 107–252 has occurred, is occurring, or is proposed to occur with respect to an election for national office in this state, that person may file a written, verified complaint with the board.

- (2) If the board receives more than one complaint under sub. (1) relating to the same subject matter, the board may consolidate the complaints for purposes of this section.
- (3) The complainant or any of the complainants in a consolidated complaint may request a hearing and the matter shall be treated as a contested case under ch. 227, except that the board shall make a final determination with respect to the merits

of the complaint and issue a decision within 89 days of the time that the complaint or the earliest of any consolidated complaints was filed, unless the complainant, or each of any consolidated complainants, consents to a specified longer period.

(4) If the board finds the complaint to be without merit, it shall issue a decision dismissing the complaint. If the board finds that the violation alleged in the complaint has occurred, is occurring, or is proposed to occur, the board shall order appropriate relief. If the board finds that the relief requires that the canvass of an election be revised, the board shall order the canvass to be reopened. Upon completion of the required canvass, the chairperson of the board or the chairperson's designee shall issue a revised statement and determination with respect to the canvass, and shall withdraw any certificate of election that was improperly issued and issue a corrected certificate of election.

SECTION 8. 5.25 (4) (a) of the statutes is amended to read:

5.25 (4) (a) Each polling place shall be accessible to elderly and handicapped all physically disabled individuals. The board shall ensure that the voting system used at each polling place will permit all physically disabled individuals to vote without the need for assistance and with the same degree of privacy that is accorded to nondisabled electors voting at the same polling place. In any jurisdiction that is subject to the requirement under 42 USC 1973aa-1a to provide voting materials in any language other than English, the board shall ensure that the voting system used at each polling place in that jurisdiction is in compliance with 42 USC 1973aa-1a.

SECTION 9. 5.25 (4) (c) of the statutes is repealed.

SECTION 10. 5.35 (6) (a) 2m., 4., 4a. and 4b. of the statutes are created to read: 5.35 (6) (a) 2m. General information prescribed by the board on federal laws relating to election fraud and misrepresentation in federal elections.

	1	4. The date of the election and the hours during which the polling place is open.
	2	4a. Instructions prescribed by the board for electors who are voting for the first
	3	time after registering to vote.
	4	4b. General information prescribed by the board concerning voting rights
	5	under applicable state and federal laws, including the method of redress for any
	6	alleged violations of those rights.
	7	SECTION 11. 5.40 (6) of the statutes is amended to read:
	8	5.40 (6) A municipality which utilizes voting machines or an electronic voting
./	9	system at a polling place may permit use of the machines or system by electors voting
W	10	under s. 6.15 only as authorized under s. 6.15 (3) (b).
3-1	<b>a</b> 1	SECTION 12. 5.87 of the statutes is renumbered 5.87 (1).
	12	SECTION 13. 5.87 (2) of the statutes is created to read:
•	13	5.87 (2) The board shall, by rule, prescribe uniform standards for determining
	14	the validity of votes cast or attempted to be cast with each electronic voting system
	15	approved for use in this state under s. 5.91. The rules shall apply only to situations
7	16	that may arise in which the validity of a vote or attempted vote cast by an elector
	17	utilizing a particular system cannot be determined under s. 7.50.
÷	18	SECTION 14. 5.91 (15) to (18) of the statutes are created to read:
	19	5.91 (15) It permits an elector to privately verify the votes selected by the
	20	elector before casting his or her ballot.
	21	(16) It provides an elector with the opportunity to change his or her votes and
	22	to correct any error or to obtain a replacement for a spoiled ballot prior to casting his
	23	or her ballot.
	24	(17) Unless the ballot is counted at a central counting location, it includes a
	25	mechanism for notifying an elector who attempts to cast an excess number of votes

for a single office that his or her votes for that office will not be counted, and provides the elector with an opportunity to correct his or her ballot or to receive and cast a replacement ballot.

(18) It produces a permanent paper record of the vote cast by each elector at the time that it is cast that enables a manual count or recount of the elector's vote.

SECTION 15. 6.06 of the statutes is created to read:

6.06 Information for uniformed service members. The board is the agency designated by this state under 42 USC 1973ff-1 to provide information regarding voter registration and absentee balloting procedures to absent members of the uniformed services and overseas voters with respect to elections for national office.

SECTION 16. 6.15 (2) (title) of the statutes is amended to read:

6.15 (2) (title) Application for Ballot Procedure at Clerk's Office.

SECTION 17. 6.15 (2) (a) (intro.) of the statutes is amended to read:

6.15 (2) (a) (intro.) The elector's request for the application form may be made to the proper municipal clerk either in person or in writing any time during the 10 day period in which the elector's residence requirement is incomplete, but not later than the applicable deadline for making application for an absentee ballot. Application may be made not sooner than 9 days nor later than 5 p.m. on the day before the election, or may be made at the proper polling place in the ward or election district in which the elector resides. If the ballot is to be mailed, the application must be received no later than 5 p.m. on the Friday before the election. The application form shall be returned to the municipal clerk after the affidavit has been signed in the presence of the clerk or any officer authorized by law to administer oaths. The affidavit shall be in substantially the following form:

SECTION 18. 6.15 (2) (bm) of the statutes is created to read:

6.15 (2) (bm) When making application at the office of the municipal clerk, each applicant shall provide acceptable proof of residence under s. 6.55 (7). If the applicant cannot provide acceptable proof of residence, the applicant may have his or her residence corroborated by another elector of the municipality. The corroborating elector shall then provide acceptable proof of residence under s. 6.55 (7).

SECTION 19. 6.15 (2) (e) of the statutes is created to read:

6.15 (2) (e) The elector makes application in writing but does not appear in person, and the clerk receives a properly completed application and cancellation card from the elector, the clerk shall provide the elector with a ballot. In order to be counted, the ballot must be received by the municipal clerk no later than 5 p.m. on the day before the election.

SECTION 20. 6.15 (3) (a) (title) of the statutes is repealed.

SECTION 21. 6.15 (3) (a) 1., 2. and 3. of the statutes are renumbered 6.15 (2) (d) 1r., 2. and 3., and 6.15 (2) (d) 1r., as renumbered, is amended to read:

6.15 (2) (d) 1r. Upon proper completion of the application and cancellation card, the municipal clerk shall inform the elector that he or she may vote for the presidential electors not sooner than 9 days nor later than 5 p.m. on the day before the election at the office of the municipal clerk, or at a specified polling place on election day. When voting at the municipal clerk's office, the applicant shall provide identification and require the elector to provide acceptable proof of residence under s. 6.55 (7). If the elector cannot provide acceptable proof of residence, the elector may have his or her residence corroborated by another elector shall then provide proof of

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residence under s. 6.55 (7). The elector shall then mark the ballot in the clerk's presence in a manner that will not disclose his or her vote. Unless the ballot is utilized with an electronic voting system, the applicant elector shall fold the ballot so as to conceal his or her vote. The applicant elector shall then deposit the ballot and seal it in an envelope furnished by the clerk.

SECTION 22. 6.15 (3) (b) (title) of the statutes is repealed.

SECTION 23. 6.15 (3) (b) of the statutes is renumbered 6.15 (3) and amended to read:

6.15 (3) VOTING PROCEDURE PROCEDURE AT POLLING PLACE. An eligible elector may appear at the polling place for the ward or election district where he or she resides and make application for a ballot under sub. (2). In such case, the inspector or special registration deputy Except as otherwise provided in this subsection, an elector who casts a ballot under this subsection shall follow the same procedure required for casting a ballot at the municipal clerk's office under sub. (2). The inspectors shall perform the duties of the municipal clerk. The elector shall provide identification. If the elector is qualified, he or she shall be permitted to vote, except that the inspectors shall return the cancellation card under sub. (2) (b) to the municipal clerk and the clerk shall forward the card as provided in sub. (2) (c) if required. Upon proper completion of the application and cancellation card and submittal of acceptable proof of residence under s. 6.55 (7) or providing corroboration of residence, the inspectors shall permit the elector to cast his or her ballot for president and vice president. The elector shall mark the ballot and, unless the ballot is utilized with an electronic voting system, the elector shall fold the ballot, and shall deposit the ballot into the ballot box or give it to the inspector. The inspector shall deposit it directly into the ballot box. Voting machines or ballots utilized with

1	electronic voting systems may only be used by electors voting under this section if
2	they permit voting for president and vice president only.
3	SECTION 24. 6.20 of the statutes is amended to read:
4	6.20 Absent electors. Any qualified elector of this state who registers where
5	required may vote by absentee ballot under ss. 6.84 to 6.89.
6	SECTION 25. 6.24 (3) of the statutes is amended to read:
7	6.24 (3) REGISTRATION. If registration is required in the municipality where the
8	The overseas elector resided or where the elector's parent resided, the elector shall
9	register in the municipality where he or she was last domiciled or where the overseas
10	elector's parent was last domiciled on a form prescribed by the board designed to
11	ascertain the elector's qualifications under this section. The form shall be
12	substantially similar to the original form under s. 6.33 (1), insofar as applicable.
13	Registration shall be accomplished in accordance with s. 6.30 (4).
14	SECTION 26. 6.24 (4) (a) of the statutes is amended to read:
15	6.24 (4) (a) An overseas elector who is properly registered where registration
16	is required may request an absentee ballot in writing under ss. 6.86 to 6.89.
17	SECTION 27. 6.24 (4) (c) of the statutes is amended to read:
18	6.24 (4) (c) Upon receipt of a timely application from an individual who
19	qualifies as an overseas elector and who has registered to vote in a municipality
20	under sub. (3) whenever registration is required in that municipality, the municipal
21	clerk of the municipality shall send an absentee ballot to the individual for all
22	subsequent elections for national office to be held during the year in which the ballo
23	is requested, unless the individual otherwise requests or until the individual no
24	longer qualifies as an overseas elector.

SECTION 28. 6.24 (8) of the statutes is repealed.

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1	SECTION 29. 6.27 (1) of the statutes is renumbered 6.27 and amended to read:
2	6.27 Where elector Elector registration required. Every municipality
3	over-5,000 population shall keep a registration list consisting of all currently
4	registered electors. Where used, registration applies to Registration is required in
5	every municipality for all elections.
6	SECTION 30. 6.27 (2) to (5) of the statutes are repealed.
7	SECTION 31. 6.276 of the statutes is created to read:
8	6.276 Federal absentee voting statistics. (1) In this section, "military
9	elector" and "overseas elector" have the meanings given in s. 6.36 (2) (c).
10	(2) Within 90 days after each general election, each municipal clerk shall
11	transmit to the federal Election Assistance Commission a report of the number of
12	absentee ballots transmitted by the clerk to absent military electors and overseas
13	electors for that election and the combined number of those ballots that were cast by
14	those electors in that election.
15	SECTION 32. 6.28 (2) (b) of the statutes is amended to read:
16	6.28 (2) (b) The municipal clerk of each municipality in which elector
17	registration is required shall notify the school board of each school district in which
18	the municipality is located that high schools shall be used for registration pursuant
19	to par. (a). The school board and the municipal clerk shall agree upon the
20	appointment of at least one qualified elector at each high school as a special school

the municipality is located that high schools shall be used for registration pursuant to par. (a). The school board and the municipal clerk shall agree upon the appointment of at least one qualified elector at each high school as a special school registration deputy. The municipal clerk shall appoint such person as a school registration deputy and explain the person's duties and responsibilities. Students and staff may register at the high school on any day that classes are regularly held. The school registration deputies shall promptly forward properly completed registration forms to the municipal clerk of the municipality in which the registering

student or staff member resides. The municipal clerk, upon receiving such registration forms, shall add all those registering electors who have met the registration requirements to the registration list. The municipal clerk may reject any registration form and shall promptly notify the person whose registration is rejected of the rejection and the reason therefor. A person whose registration is rejected may reapply for registration if he or she is qualified. The form of each high school student who is qualified and will be eligible to vote at the next election shall be filed in such a way that when a student attains the age of 18 years the student is registered to vote automatically. Each school board shall assure that the principal of every high school communicates elector registration information to students.

SECTION 33. 6.28 (3) of the statutes is amended to read:

6.28 (3) At office of register of deeds. Any person who resides in a municipality requiring registration of electors shall be given an opportunity to register to vote at the office of the register of deeds for the county in which the person's residence is located. An applicant may fill out the required registration form under s. 6.33. Upon receipt of a completed form, the register of deeds shall forward the form within 5 days to the appropriate municipal clerk, or to the board of election commissioners in cities over 500,000 population. The register of deeds shall forward the form immediately whenever registration closes within 5 days of receipt.

SECTION 34. 6.285 of the statutes is created to read:

6.285 Registration identification numbers; supplemental identifiers.

(1) The board shall assign a unique registration identification number to each elector who does not have either a valid Wisconsin driver's license or a social security account number, upon request of that elector.

- (2) If an elector submits the last 4 digits of a social security account number with his or her registration form, the board shall assign supplemental identifying numerals or characters to the individual so that the individual's identification is unique.
- (3) The board shall ensure that each municipal clerk receiving a request from an elector who qualifies for a registration identification number under sub. (1), or who submits the last 4 digits of a social security account number is able to obtain the number or supplemental identification electronically as a part of the system maintained by the board under s. 6.36 (1).

SECTION 35. 6.29 (2) (a) of the statutes is amended to read:

6.29 (2) (a) Any qualified elector of a municipality where registration is required who has not previously filed a registration form or whose name does not appear on the registration list of the municipality shall be entitled to vote at the election if he or she delivers to the municipal clerk may register after the close of registration but not later than 5 p.m. of the day before an election at the office of the municipal clerk. The elector shall complete, in the manner provided under s. 6.33 (2), a registration form executed by the elector. The form shall contain a certification by the elector that all statements are true and correct. Alternatively, if the elector cannot obtain a registration form, the elector may deliver a statement, signed by the elector, containing all of the information required on the registration form containing all information required under s. 6.33 (1). The elector shall present also provide acceptable proof of residence as provided in under s. 6.55 (7). If no proof is presented Alteratively, if the elector is unable to provide acceptable proof of residence under s. 6.55 (7), the information contained in the registration form or the listing of required information shall be substantiated corroborated in a statement that is signed by one

any other elector of the municipality, corroborating all the material statements therein and that contains the current street address of the corroborating elector. The corroborating elector shall then provide acceptable proof of residence under s. 6.55 (7). The signing of the form by the registering elector and statement by the corroborating elector shall be done in the presence of the municipal clerk or deputy elerk not later than 5 p.m. of the day before an election.

SECTION 36. 6.29 (2) (b) of the statutes is amended to read:

6.29 (2) (b) Upon Unless the municipal clerk determines that the registration list will be revised to incorporate the registration in time for the election, upon the filing of the registration form required by this section, the municipal clerk shall issue a certificate containing the name and address of the elector addressed to the inspectors of the proper ward or election district directing that the elector be permitted to cast his or her vote, unless the elect determines that the registration list will be revised to incorporate the registration in time for the election if the elector complies with all requirements for voting at the polling place. The certificate shall be numbered serially, prepared in duplicate and one copy preserved in the office of the municipal clerk.

**SECTION 37.** 6.33 (title) of the statutes is amended to read:

6.33 (title) Registration forms; manner of completing.

SECTION 38. 6.33 (1) of the statutes is amended to read:

6.33 (1) The municipal clerk shall supply sufficient registration forms as prescribed by the board printed on loose-leaf sheets or cards to obtain from each applicant information as to name, date, residence location, citizenship, age, the number of a valid operator's license issued to the elector under ch. 343, the last 4 digits of the elector's social security account number, and any supplemental

identification assigned under s. 6.285 (2) or the registration identification number issued to the elector under s. 6.285; whether the applicant has resided within the ward or election district for at least 10 days; whether the applicant has lost his or her right to vote; and whether the applicant is currently registered to vote at any other location, and. The forms shall also provide a space for the applicant's signature and the ward and aldermanic district, if any, where the elector resides. The forms shall also include a space for the identification serial number of any elector who is issued such a number under s. 6.47 (3) where the clerk may record an indication of whether the form is received by mail and a space where the clerk, for any applicant who possesses a valid voting identification card issued to the person under s. 6.47 (3), may record the identification serial number appearing on the voting identification card. Each register of deeds shall obtain sufficient registration forms at the expense of the unit of government by which he or she is employed for completion by any elector who desires to register to vote at the office of the register of deeds under s. 6.28 (3).

SECTION 39. 6.33 (2) of the statutes is amended to read:

6.33 (2) (a) The All information may be recorded by any person, but the except that the ward and aldermanic district, if any, and the indication of whether the registration is received by mail and any information relating to an applicant's voting identification card shall be recorded by the clerk. Each applicant shall sign his or her own name unless the applicant is unable to sign his or her name due to physical disability. In such case, the applicant may authorize another elector to sign the form on his or her behalf. If the applicant so authorizes, the elector signing the form shall attest to a statement that the application is made upon request and by authorization of a named elector who is unable to sign the form due to physical disability. Ward and aldermanic district information shall be filled in by the clerk.

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(b) Except as provided under ss. 6.30 (4) and in s. 6.86 (3) (a) 2., the registration form shall be signed by the registering elector and any corroborating elector under s. 6.29(2)(a) or 6.55(2) before the clerk, issuing officer or registration deputy. The form shall contain a certification by the registering elector that all statements are true and correct. **SECTION 40.** 6.33 (5) of the statutes is created to read: 6.33 (5) Whenever a municipal clerk receives a valid registration or valid change of a name or address under an existing registration and whenever a municipal clerk cancels a registration, the municipal clerk shall promptly enter electronically on the list maintained by the board under s. 6.36 (1) the information required under that subsection. **SECTION 41.** 6.35 (2) of the statutes is repealed. SECTION 42. 6.35 (3) of the statutes is amended to read: 6.35 (3) In municipalities employing data processing for keeping of registration records, original Original registration records shall be maintained in the office of the municipal clerk or board of election commissioners at all times. SECTION 43. 6.35 (5) and (6) of the statutes are repealed. **SECTION 44.** 6.36 (1) of the statutes is repealed and recreated to read: 6.36 (1) (a) The board shall compile and maintain electronically an official registration list. The list shall contain the name and address of each registered elector in the state, the ward and aldermanic district of the elector, if any, and, for each elector, the number of a valid operator's license issued to the elector under ch. 343, the last 4 digits of the elector's social security account number and any

supplemental identification assigned under s. 6.285 (2), or the registration

- identification number issued to the elector under s. 6.285 and any information required under par. (b).
- (b) Except for the addresses of electors who obtain a confidential listing under s. 6.47 (2), the list shall be open to public inspection under s. 19.35 (1) and shall be electronically accessible by any person, but no person other than the board, a municipal clerk, or an election official who is authorized by a municipal clerk may make a change in the list. The list shall be electronically accessible by name and shall also be accessible in alphabetical order of the electors' names for the entire state and for each county, municipality, ward, and combination of wards authorized under s. 5.15 (6) (b).
- (c) The list shall be designed in such a way that the municipal clerk of any municipality and any election official who is authorized by the clerk may, by electronic transmission, add, revise, or remove entries on the list for any elector who resides in, or who the list identifies as residing in, that municipality and no other municipality.
- (d) The board shall not make any changes in entries to the registration list except that, upon receipt of official notification by the appropriate election administrative authority of another state, territory, or possession that an elector whose name appears on the list has registered to vote in that state, territory, or possession, the board shall remove the name of that elector from the list.
- (e) If the board removes the name of any elector from the list, the board shall promptly notify the municipal clerk of the municipality where the elector resides or resided, in writing or by electronic transmission.

(f) The board shall make all reasonable efforts to ensure that the list is maintained in a manner that precludes unauthorized persons from making alterations to the list.

SECTION 45. 6.36 (2) (a) of the statutes is amended to read:

6.36 (2) (a) Except as provided in par. pars. (b) and (c), the, each registration lists list prepared for use at a polling place shall contain the full name and address of each registered elector; the number of a valid operator's license issued to the elector under ch. 343, the last 4 digits of the elector's social security account number and any supplemental identification assigned under s. 6.285 (2), or the registration identification number issued to the elector under s. 6.285; a blank column for the entry of the serial number of the electors when they vote; if the list is prepared for use at an election for national office, an indication next to the name of each elector for whom identification is required under sub. (1) (b); and a form of a certificate bearing the certification of the executive director of the board stating that each the list is a true and complete combined check and registration list of the respective municipality or the ward or wards for which the list is prepared.

**SECTION 46.** 6.36 (2) (c) of the statutes is created to read:

6.36 (2) (c) 1. In this paragraph:

a. "Military elector" means a member of a unformed service on active duty who, by reason of that duty, is absent from the residence where the member is otherwise qualified to vote; a member of the merchant marine, as defined in s. 6.22 (1) (a), who by reason of service in the merchant marine, is absent from the residence where the member is otherwise qualified to vote; or the spouse or dependent of any such member who, by reason of the duty or service of the member, is absent from the residence where the spouse or dependent is otherwise qualified to vote.

- b. "Overseas elector" means an elector who resides outside the United States and who is qualified under federal law to vote in elections for national office in this state because the elector was last domiciled in this state immediately prior to the elector's departure from the United States.
- 2. If the registration list is prepared for use at an election for national office, the list shall contain, next to the name of each elector, an indication of whether identification is required for the elector to be permitted to vote. Identification is required if the elector is not a military elector or an overseas elector and the elector registers by mail and has not previously voted in an election for national office in this state.

SECTION 47. 6.36 (3) of the statutes is amended to read:

6.36 (3) Municipalities shall prepare at least 2 copies of the registration list for each ward and bind them in book form. The original registration forms constitute the official registration list and shall be controlling whenever discrepancies occur in entering information from the forms under s. 6.33 (5).

SECTION 48. 6.40 (2) (b) of the statutes is amended to read:

6.40 (2) (b) In addition to the revision which is required under s. 6.50, municipal clerks may conduct door-to-door and mail registration canvasses at any time. The door-to-door canvass shall consist of both the deletion from the registration list of the names of electors who no longer reside at the address for which they are registered and the addition to the registration list of the names of electors who reside at that address. The mail canvass shall consist of the municipal clerk examining the registration records and canceling the registration of electors after the mailing of notices in accordance with s. 6.50 (1) and (2) or (2m). The mail canvass may also consist of adding to the registration list the names of eligible electors. Both

door-to-door and mail canvasses whenever made shall be made throughout the municipality in a uniform manner. An elector who wishes to obtain a confidential listing under s. 6.47 (2) shall register at the office of the municipal clerk of the municipality where the elector resides.

**SECTION 49.** 6.47 (2) of the statutes is amended to read:

each election official shall withhold from public inspection under s. 19.35 (1) the name and address of any eligible individual whose name appears on a poll list or registration list if the individual files provides the municipal clerk with a valid written request with the clerk to protect the individual's confidentiality. To be valid, a request under this subsection must be accompanied by a copy of a protective order that is in effect, an affidavit under sub. (1) (a) 2. that is dated within 30 days of the date of the request or a statement signed by the operator or an authorized agent of the operator of a shelter that is dated within 30 days of the date of the request and that indicates that the operator operates the shelter and that the individual making the request resides in the shelter. A physically disabled individual who appears personally at the office of the municipal clerk accompanied by another elector of this state may designate that elector to make a request under this subsection on his or her behalf.

**SECTION 50.** 6.47 (3) of the statutes is amended to read:

6.47 (3) Upon listing of receiving a valid written request from an elector under sub. (2), the municipal clerk shall issue to the elector a voting identification card on a form prescribed by the board that shall contain the name of the elector's municipality issuing the card of residence and, in the case of a town, the county in which the town is located, the elector's name, the ward in which the elector resides,

if any, and a unique identification serial number issued by the board. The number issued to an elector under this subsection shall not be changed for so long as the elector continues to qualify for a listing under sub. (2).

SECTION 51. 6.50 (1) (intro.) of the statutes is amended to read:

6.50 (1) (intro.) Within 90 days following each general election, the municipal clerk or board of election commissioners of each municipality in which registration is required shall examine the registration records and identify each elector who has not voted within the previous 4 years if qualified to do so during that entire period and shall mail a notice to the elector in substantially the following form:

SECTION 52. 6.50 (2m) of the statutes is repealed.

SECTION 53. 6.50 (8) of the statutes is amended to read:

6.50 (8) Any municipal governing body may direct the municipal clerk or board of election commissioners to arrange with the U.S. postal service pursuant to applicable federal regulations, to receive change of address information with respect to individuals residing within the municipality for revision of the elector registration list. If required by the U.S. postal service, the governing body may create a registration commission consisting of the municipal clerk or executive director of the board of election commissioners and 2 other electors of the municipality appointed by the clerk or executive director for the purpose of making application for address changes and processing the information received. The municipal clerk or executive director shall act as chairperson of the commission. Any authorization under this subsection shall be for a definite period or until the municipal governing body otherwise determines. The procedure shall apply uniformly to the entire municipality whenever used. The procedure shall provide for receipt of complete change of address information on an automatic basis, or not less often than once

1	every 2 years during the 60 days preceding the close of registration for the September
2	primary. If a municipality adopts the procedure for obtaining address corrections
3	under this subsection, it need not comply with the procedure for mailing address
4	verification cards under subs. (1) and (2) or (2m).
5	SECTION 54. 6.50 (10) of the statutes is amended to read:
6	6.50 (10) Any elector whose registration is canceled under this section may
7	have his or her registration reinstated by filing a new registration form reregister
8	as provided under s. 6.28 (1), 6.29 (2), or 6.55 (2).
9	SECTION 55. 6.54 of the statutes is repealed.
10	SECTION 56. 6.55 (2) (a) 1. (intro.) of the statutes is amended to read:
11	6.55 (2) (a) 1. (intro.) Except where the procedure under par. (c) or (cm) is
12	employed, any person who qualifies as an elector in the ward or election district
13	where he or she desires to vote, but has not previously filed a registration form, or
14	was registered at another location in a municipality where registration is required,
15	may request permission to vote at the polling place for that ward or election district,
16	or at an alternate polling place assigned under s. 5.25 (5) (b). When a proper request
17	is made, the inspector shall require the person to execute a registration form
18	prescribed by the board that. The registration form shall be completed in the manner
19	provided under s. 6.33 (2) and shall contain all information required under s. 6.33
20	(1), together with the following certification:
21	SECTION 57. 6.55 (2) (b) of the statutes is amended to read:
22	6.55 (2) (b) Upon executing the registration form under par. (a), the person
23	elector shall be required by a special registration deputy or inspector to present
24	provide the number of a valid operator's license issued to the elector under ch. 343,

the last 4 digits of the elector's social security account number, or the registration

provide acceptable proof of residence under sub. (7). If the person elector cannot supply such provide one of the numbers specified in this paragraph and proof of residence, the information contained in the registration form shall be substantiated and signed corroborated in a statement that is signed by one other any elector who resides in the same municipality as the registering elector, corroborating all the material statements therein. The corroborator shall then provide one of the numbers specified in this paragraph and acceptable proof of residence as provided in sub. (7). The signing by the elector executing the registration form and by any elector who corroborates the information in the form corroborator shall be in the presence of the special registration deputy or inspector. Upon compliance with this procedure, such person shall then be given the right to vote the elector shall be permitted to cast his or her vote, if the elector complies with all other requirements for voting at the polling place.

SECTION 58. 6.55 (2) (c) 1. of the statutes is amended to read:

6.55 (2) (c) 1. As an alternative to registration at the polling place under pars.

(a) and (b), the board of election commissioners, or the governing body of any municipality in which registration is required may by resolution require a person who qualifies as an elector and who is not registered and desires to register on the day of an election to do so at another readily accessible location in the same building as the polling place serving the elector's residence or at an alternate polling place assigned under s. 5.25 (5) (b), instead of at the polling place serving the elector's residence. In such case, the municipal clerk shall prominently post a notice of the registration location at the polling place. The municipal clerk, deputy clerk or special registration deputy at the registration location shall require such person to execute

a registration form as prescribed under par. (a) and to provide the number of a valid operator's license issued to the elector under ch. 343, the last 4 digits of the elector's social security account number, or the registration identification number issued to the elector under s. 6.285. The elector shall also provide acceptable proof of residence as provided under sub. (7). If the person elector cannot supply such provide one of the numbers specified in this subdivision and acceptable proof of residence, the information contained in the registration form shall be corroborated in the manner provided in par. (b). The signing by the elector executing the registration form and by any corroborating elector corroborator shall be in the presence of the municipal clerk, deputy clerk or special registration deputy. Upon proper completion of registration, the municipal clerk, deputy clerk or special registration deputy shall serially number the registration and give one copy to the elector for presentation at the polling place serving the elector's residence or an alternate polling place assigned under s. 5.25 (5) (b).

SECTION 59. 6.55 (2) (c) 2. of the statutes is amended to read:

6.55 (2) (c) 2. Upon compliance with the procedures under subd. 1., the municipal clerk or deputy clerk shall issue a certificate addressed to the inspectors of the proper polling place directing that the elector be permitted to cast his or her vote if the elector complies with all requirements for voting at the polling place. The clerk shall enter the name and address of the elector and the number provided by the elector on the face of the certificate. If the elector's registration is corroborated, the clerk shall also enter the name and address of the corroborator and the number provided by the corroborator on the face of the certificate. The certificate shall be numbered serially and prepared in duplicate. The municipal clerk shall preserve one copy in his or her office.