



201 W Oak Street | Sparta, WI 54656
(608) 269-4340 Ext 5150

OPTIONS FOR RETURNING YOUR ABSENTEE BALLOT

Wisconsin law requires that an absentee ballot be “mailed by the elector, or delivered in person, to the municipal clerk issuing the ballot or ballots.” Wis. Stat. 6.87(4)(b)1. The term “municipal clerk” is defined as “the city clerk...executive director of the city election commission and their authorized representatives.” Wis. Stat. 5.02(10).

An elector must personally mail or deliver his or her own absentee ballot. *

Please choose the option that best suits your needs.

1. MAIL YOUR BALLOT:

Each absentee ballot is accompanied by an Official Absentee Ballot Certification Envelope that contains the required postage to mail it back to the City Clerk’s office. The United States Postal Service recommends mailing your ballot at least one week before Election Day. Returning a ballot overseas may take longer. Ballots received after 8:00 p.m. on Election Day will not be counted.

2. DELIVER YOUR BALLOT TO CITY CLERK’S OFFICE INSIDE CITY HALL:

Electors must personally deliver his or her own ballot. **Use of the drop box is NOT an option.** If an elector delivers their ballot by placing it in the drop box, the ballot will be rejected and will not be counted. Staff are not required to contact any voter who returns their ballot using the drop box.

Personally delivered ballots will be accepted at City Hall until 5:00 p.m. the day prior to the election. On election day, ballots must be returned to the polling place.

3. DELIVER YOUR BALLOT TO THE POLLING PLACE ON ELECTION DAY:

Ballots may be personally delivered to the polling place – Sparta Community Center, 1000 E Montgomery Street – on Election Day beginning at 7:00 a.m. and must be received **no later than 8:00 p.m.** to be counted.

***Voters with disabilities have the right to assistance in returning their absentee ballot. The voter’s assistant can be anyone who is not the voter’s employer, who is not an agent of the employer, who is not a representative of their labor union, or who is not a candidate on the ballot.**