



City of Sparta
201 W Oak Street, Sparta, WI 54656
(608) 269-4340

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. PERSONALLY 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. PERSONALLY DELIVER YOUR BALLOT INSIDE CITY HALL (201 W OAK STREET):

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 is not allowed 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. PERSONALLY 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.