



# Attention

## Town of Lawrence Residents

### Restricted Office Hours –

### Effective Immediately

**March 25, 2020**

In response to the COVID-19 health situation and rapidly-evolving public health orders, the Town of Lawrence offices will be closed to walk-in customers effective immediately, except for limited hours to accommodate early in-person voting. We strongly encourage absentee ballot voting **by mail** during this public health crisis.

Temporary office hours for in-person voting will be Monday thru Friday from 2:00pm – 4:00pm through Thursday April 2<sup>nd</sup>. Temporary office hours will be 2:00pm – 5:00pm on Friday April 3<sup>rd</sup>.

Town Hall office hours will be re-evaluated based on the state of the COVID-19 public health crisis after election activities are completed.

If you need assistance outside of these office hours, please call 920-336-9131 and you may select an appropriate contact/department from the automated directory. If Town staff are not available to answer your call immediately, please leave a voice message, which will be returned as soon as possible.

We are encouraging everyone that needs to conduct any business with the Town to do so electronically, via mail or by using the drop box outside of the Town Hall front doors. Please visit the Town's website for additional information/resources: [www.TownofLawrence.org](http://www.TownofLawrence.org)

Town staff and officials are working very hard to do our part to slow the spread of this virus and will continue to provide high-quality essential services to our residents during this time. We appreciate your patience and understanding through this very difficult time.

## **Apply for an Absentee Ballot to be Mailed Today!**

Voters in Lawrence are strongly urged to act now to vote absentee for the April 7 Spring Election and Presidential Preference Primary.

### **How to Request an Absentee Ballot**

There are several ways registered voters can request absentee ballots. If they have internet access, the easiest and preferable way is to sign up at MyVote Wisconsin, <https://myvote.wi.gov>.

Just look for the “Vote Absentee” button near the top of the page. On a mobile phone, use the menu button in the upper right corner of the website. There is a three-step process that starts with putting in your name and date of birth, followed by requesting your ballot. If you don’t already have a photo ID on file with your clerk’s office, you will be directed to upload a copy of your ID. Mobile phone users can take a picture and upload it to MyVote. Absentee ballot requests submitted this way go directly to your clerk’s office, and you can track your ballot by returning to the website.

For those voters that do not have internet access you can also request absentee ballots by mailing your request to the clerk’s office at 2400 Shady Court, De Pere, WI 54115. These requests must be accompanied by a copy of your photo ID.

Voters who are indefinitely confined, meaning they may have difficulty getting to the polls for reason of age, illness, infirmity, or disability are not required to provide a photo ID.

The deadline for registered voters to request an absentee ballot be mailed to you is the Thursday before the election, April 2. However, we urge voters not to wait, due to possible delays in mail delivery.

Your absentee ballot must be received in your clerk’s office or at your polling place by 8 p.m. on Election Day. Again, we *strongly* urge voters to request and return ballots as soon as possible.