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Maintaining Voter Records

The voter node is where all voter-specific information is found. Once a voter has been entered into SVRS, you will use this module to access and update their record. When a voter calls the clerk's office and asks what their normal polling location is, you can find that information on their record in the voter node. The voter node also contains their assigned districts, voting history, mailings history and any changes that have been made to a voter's record. In essence, the voter node is a permanent record containing personal information about the voter.

In this module, there are instructions for searching for information from voter records, making administrative changes to a voter's record, updating a voter's status and cleaning up duplicate voter records. This module will also introduce methods of organization and exporting or printing of voter information. Anytime you make an update to a voter record that was not initiated from an EB-131 form, the Voter node is used. For an EB-131 form that is an address or name change for a voter who is already registered, you will need to access the Voter Application node as opposed to the Voter node.

Key Terms

SVRS: The Statewide Voter Registration System (SVRS) is the computerized application that is used statewide to register voters in the State of Wisconsin.

HAVA Check/Interfaces: In 2002, Congress enacted the Help America Vote Act (HAVA), which included requirements for states to maintain an interactive computerized voter registration list to be coordinated with other agency databases within the State. Wisconsin is coordinating the SVRS database with other agencies to check or validate information supplied by persons registering to vote in Wisconsin. These agencies include the Department of Health and Family Services (Division of Vital Statistics), Department of Transportation and Department of Corrections. Once functional, these Interfaces will flag voter records in SVRS that are matches for death or felony records and to confirm that driver's license numbers match associated voter names.

Relier: In SVRS, a Relier municipality is one that is not directly putting information into SVRS, but instead is relying on another municipality or the county to enter and maintain their voter registration information.

HINDI: A unique five-digit number (Highway Identification Number) that acts as an identifier for each municipality in the state and forms part of a District Combination code.

VPA: Voter Public Access (VPA) is a website that allows voters to access their district and voting location information if they supply their full name and date of birth or address.

Search for Voter Information



The **Voter** node is where you access and modify the records of voters in your municipality. Examples of the information available in a voter record include status, voting history, address, districts with which the voter is associated, and other registration details. A person does not have a voter record until their EB-131 registration application has been **processed** in SVRS. See the Voter Application section for more information.



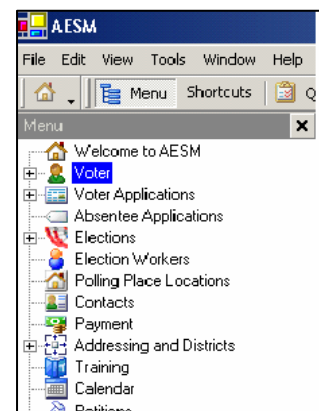
A voter record contains confidential information; please maintain proper standards of security when accessing voter information.

1. Search for voter record(s) using the search panel.

- Single-click** on the **Voter** node from the Main menu. A search panel should appear on the top half of the screen to the right of the main menu tree.
- There are four tabs on the search panel into which you can enter search criteria for a voter search. **Enter** your search criteria into one of the blank fields and click on the **Search** button.



*Enter multiple search criteria on several tabs to refine your search. Keep in mind you will need to hit the **Clear** button before you do your next search. The search criteria are also cleared when clicking on another node on the menu tree.*



- (1) **General** – You may enter a voter's name, date of birth, address information or voter status (i.e. **Active**) to locate their voter record.



The less information entered as search criteria, the more records will be returned. It is often helpful to enter in only the first 3-4 letters of the voter's last name to assist in finding records with uncertain spelling.

Jurisdiction	Name	Place Of Bir...	Party	Gen...	Status	Status Reas...	Address
13008	FISH, JAMES J		Not Applicable		Active	Registered	4112 MILWAU
13008	FISH, PATRICIA A		Not Applicable		Active	Registered	4235 COUNT
13008	FISH, STEPHEN F		Not Applicable		Active	Registered	4235 COUNT
13008	FISHER, KIMBERLY A		Not Applicable		Active	Registered	503 N FAIR O

- (2) **Districts** – Locate voter records by ward or other district information.
- (3) **Other** – Search for voter records that have particular registration dates. Also search for voter records that were changed between specific dates or by specific users.
- (4) **Elections** – Displays a list of elections for your municipality. Search for voters who voted in particular election(s) by checking the box for those election(s). Options vary with the amount of election history loaded into SVRS for your municipality.

- c. Results from your search are displayed in the data or results grid below the search panel.



Whenever you are not getting the search results you expect, hit the **Clear** button and try the search again, because search criteria still may be contained within other tabs.



The grid will return only up to 1,000 records. The number of records meeting search criteria can be viewed by checking the **Count Only** box. When the search is refined, the number of records may be reduced below 1000, and the results will be fully visible in the grid.



When searching for cancelled voter records, you will need to check the **Cancelled / Non-Valid Voters** box under the **People Included in the Search** section of the search panel (upper right-hand corner)

2. Organize your results in the data grid. [Optional]

- Sort by name.** Left click once on the field bar containing the word **Name**. You will see a clear right-side-up triangle appear which signifies the results have been put in ascending order. Click once more to put the results in descending order (the triangle will be upside-down). Add a secondary sort after sorting by one column by holding down the shift key and clicking on the second column (e.g. sort by last name, then street name).
- Resize your columns or Best Fit.** Right click once on the grey title bar of the column you wish to resize and choose **Best Fit** from the drop-down menu. Alternately, you could choose **Best Fit (all columns)** to resize all columns. To expand or contract one column at a time, left click and drag the lines dividing the columns
- Move columns.** A column appearing beyond the right margin of the computer screen can be moved within view by left clicking on the column title, holding the mouse button down, and “dragging” the column title to the left. Letting go of the mouse button will “drop” the column into a new position.

Drag a column header here to group by that column

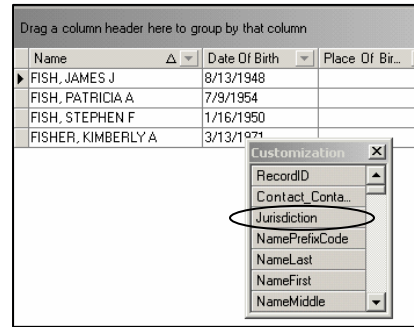
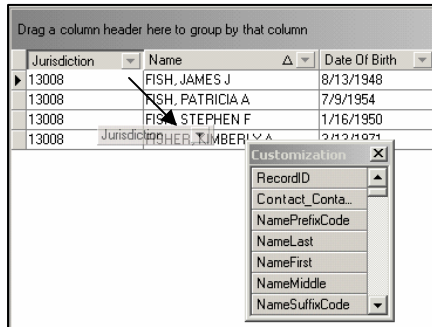
Jurisdiction	Name	Date Of Birth
13008	FISH, JAMES J	8/13/1948
13008	FISH, PATRICIA A	7/9/1954
13008	FISH, STEPHEN F	1/16/1950
13008	FISHER, KIMBERLY A	3/13/1971

Drag a column header here to group by that column

Jurisdiction	Name
13008	FISH, JAME
13008	FISH, PATRI...
13008	FISH, STEPH...
13008	FISHER, KIM...

- Sort Ascending
- Sort Descending
- Group By This Field
- Group By Box
- Runtime Column Customization
- Best Fit**
- Clear Filter
- Best Fit (all columns)

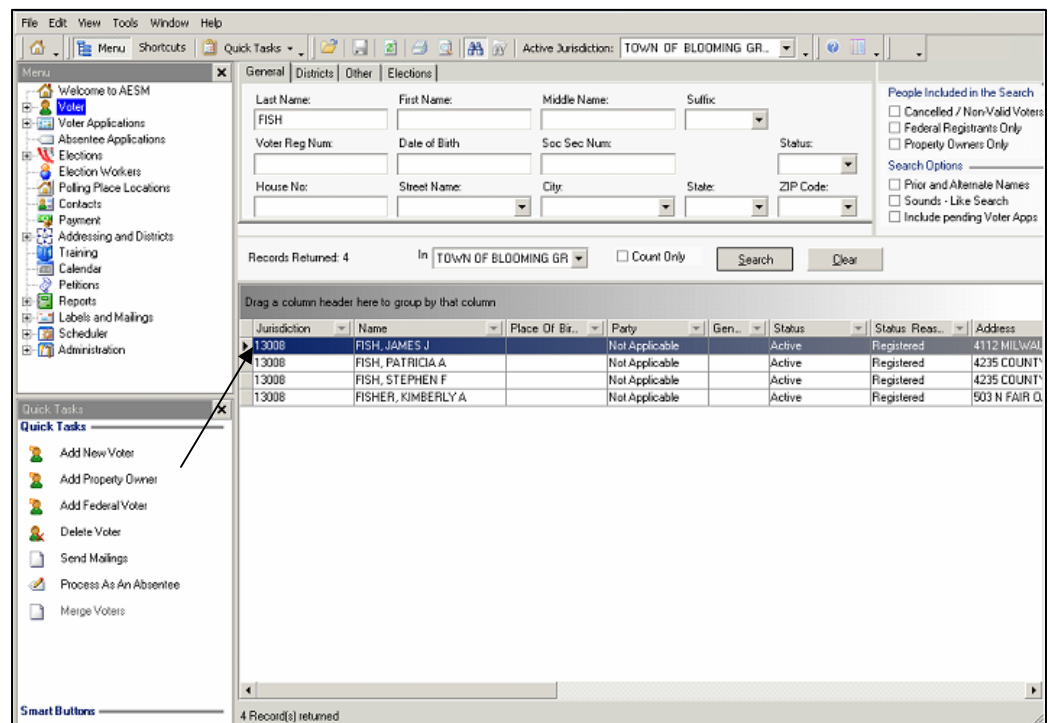
- d. **Remove unnecessary columns or add needed columns.** If there are columns you do not wish to see on the results grid, you can remove them by right-clicking on the grey title bar and choosing **Runtime Column Customization** from the drop-down menu. This will bring up the **Customization** box in the lower right hand corner. The Customization box contains available column field headings that could be displayed in the data grid. Remove columns from the results grid by clicking and dragging them into the box. Add columns to the results grid by dragging them from the **Customization** box and dropping them onto the grid results. Close the customization box by clicking on the "X" in the upper right-hand corner.



Advanced Organization: For further suggestions and instructions for organizing and exporting of results to files or to print, see the [Reports](#) section.

3. **Open a voter record** to display more information on a single record.

- a. To view more information for a particular voter record than what is available on the results grid, select the voter record in the results grid by **double-clicking** on the line for that record. This will open the **Voter Update** screen.



New Quick Tasks appear in the lower left pane when a record is selected.

- b. The **General** tab information is displayed, including voter name and address, voter registration number, date of birth, identification information, district combination number, registration date and status, and the date of any recent activity for the record.

Voter - Update - FISH, JAMES

Save and Close Save and New Close Quick Tasks Voter Initiated Set Defaults Use Defaults

General Other Activity Districts Voting Activity Registration History Documents

Name: FISH, JAMES J Voter Reg Num: 40409 Owner: TOWN OF BLO

Address: Home Address 4112 MILWAUKEE ST 13008-001-1 MADISON, WI 53714

Mailing Address: [Empty]

Voter Status: Status-Reason: Active - Registered 4/19/2006 Status Comment: [Empty]

Voter Activity: Date Registered: 12/30/1899 Last Date Chngd: [Empty] Date Last Voted: [Empty]

Other: ☐ Poll Worker Interest ☐ Federal Voter

Identification: Date of Birth: 1/1/1974 Assistance Req. [Empty] Districts: District Combo: 13008-001-1 Ward: 1

Driver's License: [Empty] Signature: Protection Scheme: [Empty] Confidential ID #: [Empty]

Soc Sec Num: [Empty] Neither [Empty] Expire Date: [Empty] Prot. Ord. Exp. Dt.: [Empty]

Language: [Empty] Change Reason: [Empty]

Contact Information: Phone: [Empty] More Contact Info

Notices: Voter identity is not confirmed.

- c. Additional tabs:

- i) The **Other** tab will include important information from the HAVA checks with the Department of Corrections, Department of Transportation and Department of Health and Family Services (Division of Vital Statistics).

Voter - Update - FISH, JAMES

Save and Close Save and New Close Quick Tasks Voter Initiated Set Defaults Use Defaults

General Other Activity Districts Voting Activity Registration History Documents

Activity: Last Admin: [Empty] Last Voter Activ: [Empty] ID Chk. Date: [Empty] ID Chk. Method: [Empty] ID Check Result: [Empty]

Application Info: Prior Reg. Juris.: [Empty] Prior Voter Num.: [Empty] App Source: [Empty] App. Date: [Empty] US Citizen: [Empty] 18 YRS? [Empty] [Edit Value...]

Alternate Names: Alternate Na... Prefix First Name Middle Name

Custom Fields: Proof of Res/ID Chk. [Edit Value is null] Account Number [Empty] ID Required [Edit Value is null]

Comments: Last Chang... Comment

- ii) The **Activity** tab shows any activity that occurs in SVRS for a voter record. Select the **Activity Type** from the drop-down menu, and click on the **Search** button.

- iii) Under **Districts** you will find the voter's district information, including district combination and normal polling place. Also included is information on the school district to which they belong, county supervisory district, sanitary district, etc. Any office holders are also listed if that information is recorded in SVRS.

Dist Type	Dist Code	Dist Description	Level	Owner
Ward	1	Town of Blooming Grove	Municipality	13008
Congressional District	2	Congressional - District 2	State	13008
State Senate District	16	State Senate - District 16	State	13008
Assembly District	48	Assembly - District 48	State	13008
Court of Appeals District	4	Court of Appeals - District 4	State	13008
Multi-Jurisdictional Judge...	02	Multi-Jurisdictional Judge...	County	13008
County	13	Dane County	County	13008
County Supervisory District	6	County Supervisory - Distr...	County	13008
Municipality	0	Town of Blooming Grove	Municipality	13008

- iv) The **Voting Activity** tab lists the elections in which the voter participated. Some municipalities will have many years of voter history if it was uploaded in the initial conversion process. Other municipalities will have voter history beginning with the use of SVRS.

Elec Date	Elec Type	Elec Desc	Method	Reason	Location	Recorded	Election ID
9/12/2006	SEPPG	2006 PARTISA...	At Polls		AMERICAN FA...	9/22/2006	70000100
4/4/2006	SPRE	2006 SPRING...	At Polls		AMERICAN FA...	4/19/2006	70000053
11/2/2004	GEN	11/2/2004 ELE...					331157
9/14/2004	PRI	9/14/2004 ELE...					331156
2/17/2004	SPRP	2/17/2004 ELE...					331154
4/1/2003	SPRE	4/1/2003 ELEC...					331152
11/5/2002	GEN	11/5/2002 ELE...					331150
9/10/2002	PRI	9/10/2002 ELE...					331149
4/3/2001	SPRE	4/3/2001 ELEC...					331144
11/7/2000	GEN	11/7/2000 ELE...					331142
4/6/1999	SPRE	4/6/1999 ELEC...					331133

- v) The **Registration History** tab shows an entry for each change in the voter registration of the voter record. If you select an entry from the data grid, additional information is displayed in the lower details box.

- vi) The **Documents** tab will not be used in Wisconsin.

Voter - View - KAMPER, CANDACE

Save and Close Save and New Close Quick Tasks Voter Initiated Set Defaults Use Defaults

General Other Activity Districts Voting Activity **Registration History** Documents

Results

Drag a column header here to group by that column

Eff Date	Site	Status Code	Address	Party	Dist Combo	Status Reas...	Status
7/19/2006	25008	Active	3422 BONNIE M...	Not Applicable	25008-001-2	Registered	

Details

Drag a column header here to group by that column

FieldName	From	To	ChangeType
Effective Date	Null	7/19/2006 1:24:40 PM	Date
Site	Null	25008	Juris
Voter Status	Null	ACTIV	VStat
Residential Address	Null	3422 BONNIE MAE BLVD DOD...	Addre
Party	Null	NA	Party
DistCombo	Null	25008-001-2	DistC
Status Change Reason	Null	AREG	ChangeReason
Voter Initiated ?	Null	False	VoterInitiated

Correct Typographical Errors or Add Missing Voter Information

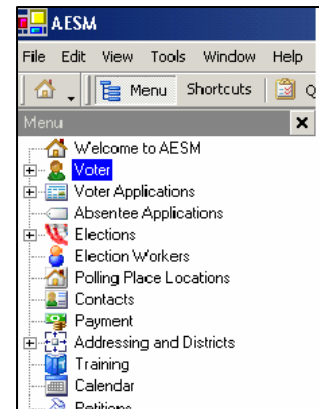


Clerks may need to correct typographical or administrative errors. Clerks may have collected missing voter information such as Date of Birth or Driver's License number.



This process is **not** used for entering information from an EB-131. For updating a voter's record from an EB-131 (e.g. an address or name change), please see the Voter Application section.

1. Click on the **Voter** node from the Main menu.
2. **Search** for and **open** a voter record using the search panel. See the previous Search for Voter Information section for details.



3. **Enter** the correct information or add the missing information.

- a. Fields that may be updated are: **Name, Address, Date of Birth, Driver's License number, Social Security Number, Telephone number, Status Reason, and Status Comment.**

- b. **Click on Save and Close** button to save the changes to the voter record.

If a voter has a name change, or moves to a new address, a new EB-131 should be filled out and processed. See the Voter Application section.

Voter - Update - FISH, JAMES

Save and Close | Save and New | Close | Quick Tasks | Voter Initiated | Set Defaults | Use Defaults

General | Other | Activity | Districts | Voting Activity | Registration History | Documents

Name: FISH, JAMES J | Voter Reg Num: 0000040409 | Owner: TOWN OF BLO

Address: 4112 MILWAUKEE ST, MADISON, WI 53714 | 13008-001-1

Home Address: 4112 MILWAUKEE ST, MADISON, WI 53714 | 13008-001-1

Mailing Address: [Empty]

Status Reason: Active - Registered | Status Comment: [Empty]

Date Registered: 1/1/1918 | Last Date Chngd: 3/10/2006 | Date Last Voted: [Empty]

Other: [Empty]

Identification: Date of Birth: 1/1/1974 | Assistance Req: [Empty] | Districts: District Combo: 13008-001-1 | Ward: WD1

Driver's License: [Empty] | Soc Sec Num: [Empty] | Language: [Empty]

Signature: [Empty] | Protection Scheme: [Empty] | Confidential ID #: [Empty]

Expire Date: [Empty] | Prot. Ord. Exp. Dt: [Empty]

Change Reason: [Empty]

Phone: [Empty] | More Contact Info: [Empty]

Notices: [Empty]

Voter identity is not confirmed.

Change Voter Status to Inactive or Cancelled



For various reasons, a clerk may need to change the status of a voter. A few common reasons are:

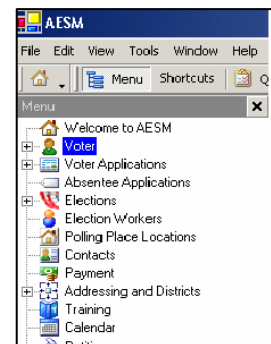
- Before each election, clerks will be sent an updated **list of felons** who are not yet eligible to vote. The records associated with these names should be changed to a status of **Inactive** to prevent the voters' names from appearing on the poll book.
- To cancel the record of a **deceased voter**, clerks will need to change the Voter Status by selecting the **Cancelled – Deceased** option that best explains how it was learned that the voter is deceased. Cancelled voter records do not show up on the poll books.
- To record voter participation after an election, a clerk may have had to process an **incomplete voter application**. After processing the application and recording the voter registration number on the Election Day Registration form, the clerk needs to make the voter **Inactive-Incomplete EDR** until such time that the voter has been contacted and has provided the necessary information.



After cancelling a deceased voter's SVRS record, you should pull the associated EB-131 from the files and mark it for destruction in four years. Providers need to communicate Death Record Matches to their Reliers, who retain the original EB-131s. In addition, check to see if any cancelled records have an Absentee Application associated with them. If so, the Absentee Application must be cancelled as well.

Records are also assigned Inactive status when a voter verification postcard is returned as undeliverable, or when there is a 4 Year Maintenance purge of records. In addition, check to see if any inactive voter records have an Absentee Application associated with them. If so, the Absentee Application should be cancelled as well. See the [Absentee](#) section for more information.

1. Click on the **Voter** node from the Main menu.
2. **Search** for and **open** a voter record using the search panel. See the previous [Search for Voter Information](#) section for details
3. **Change Voter Status.**
 - a. Locate **Voter Status** section of voter record (on the **General** tab).
 - b. Use the drop-down menu in the **Status – Reason** field for options. Expand the menu by clicking and dragging the bottom right corner.
 - c. Select **status** with the appropriate reason.
4. **Save and Close** the voter record.



Voter - Update - FISH, GOLDIE

Save and Close Save and New Close Quick Tasks Voter Initiated Set Defaults Use Defaults

General Other Activity Districts Voting Activity Registration History Documents

Name: FISH, GOLDIE Voter Reg Num: 0700003230 Owner: TOWN OF BLD

Address: 3666 COUNTY ROAD AB MADISON, WI 53718 13008-003-2

Home Address: 3666 COUNTY ROAD AB MADISON, WI 53718 13008-003-2

Mailing Address:

Identification:

Date of Birth: 1/1/1900 Assistance Req:

Driver's License:

Soc Sec Num: Neither

Language:

Contact Information:

Phone:

Voter Status:

Status-Reason: Active - Registered 10/25/2006

Status Comment:

Voter Activity:

Date Registered:

Other:

Poll Worker Inter:

Districts:

District Combo:

Signature:

Protection Scheme:

Expire Date:

Prot Ord Exp Dt:

Change Reason:

Active - Civil Rights Restored Notification

Active - Registered

Active - Suspended (4 Years Notice)

Active - Under 18

Cancelled - Administrative Action

Cancelled - Confirmed Registered Out of State

Cancelled - Deceased - Death Record Match

Cancelled - Deceased - Letter of Testament

Cancelled - Deceased - Obituary

Cancelled - Incompetent W/ s.6.03(1)(a)

Cancelled - Voter Request

Inactive - 4 Year Maintenance

Inactive - Felon - Notification

Inactive - Felony Record Match

Inactive - Mailing Undeliverable

Inactive - Notice From Clerk

Make a Voter Confidential



Marking a voter record confidential will prevent that voter's information from appearing on poll lists, walking lists, and the VPA website. Confidential electors are included in the Poll Book on a separate page, and are identifiable by the Confidential ID # assigned by the clerk.



To get confidential status, a voter must provide the clerk a copy of a valid protective order, an affidavit signed by a sheriff or chief of police, or a statement signed by the operator of residential shelter. After the voter has presented this proof, the clerk should issue an EB-148 (confidential elector identification card), and assign a confidential elector number. Only clerks may assign a voter confidential status.

1. Click on the **Voter** node from the Main menu.
2. **Search** for and **open** a voter record using the search panel. See the previous [Search for Voter Information](#) section for details
3. Click the **Voter Initiated** button.



Changes to the record normally are logged as administrative changes unless this button is selected.

4. **Make the record Confidential.**

- a. Locate the **Signature** area in the lower right-hand corner of the data entry form.
- b. Choose **Confidential Voter** from the **Protection Scheme** drop down menu.
- c. Enter the **Confidential ID #**, which consists of the Active Jurisdiction's HINDI number and a sequential number tracked by the jurisdiction itself (e.g. 13008-1).
- d. Enter the **expiration date**, regardless of the type of documentation, in the **Expire Date** field.



By entering the date in the Expire Date field, the date will appear in a mailing the clerk is required to send notifying the voter that the confidential status will be ending.

- e. The **Change Reason** field is only used when the status expires early.

5. **Save and Close** the voter record.

Validate Voter Address



Only voters with validated addresses will appear on poll lists. If an address will not validate, it means that no address range in your municipality includes the address as it is listed in the voter record. If an address won't validate, please see the [Addressing and Districts](#) section of this manual to fix it. Use the "Voters with No District Combination" report to identify voters with invalid addresses.



SVRS requires a voter's address to be validated because a voter's address ties him or her to a particular district combination, which then determines which ballot will be given to the voter on election day.

1. Click on the **Voter** node from the Main menu.
2. **Search** for and **open** a voter record using the search panel. See the previous [Search for Voter Information](#) section for details. If the record has a red "do not enter" icon, it is not validated, and needs to be fixed in order to show up on a poll book.
3. **Validate voter address.**
 - a. Place cursor in the text area found next to the **Home Address** button. The address field will parse out into house number, street name, etc.
 - b. **Highlight** the house number. Press and hold down the **CTRL** key while clicking on the "X" key on the keyboard to copy and cut the number. **Tab** through the address field until the cursor has passed the red "do not enter" sign.

Voter - Update - FISH, GOLDIE

Save and Close Save and New Close Quick Tasks Voter Initiated Set Defaults Use Defaults

General Other Activity Districts Voting Activity Registration History Documents

Name: FISH, GOLDIE Voter Reg Num: 0700003230 Owner: TOWN OF BLO

Address

Home Address: 3555 Hall COUNTY ROAD AB

MADISON WI 53718

Address Line 2 Unit Unit Number

Mailing Address

Status Reason: Active - Registered 10/25/2006

Status Comment:

Voter Activity

Date Registered: 10/25/2006 Last Date Chngd: 10/25/2006

Date Last Voted:

Other

☐ Poll Worker Interest ☐ Federal Voter

Identification

Date of Birth: 1/1/1900 Assistance Req.

Driver's License:

Soc Sec Num: Neither

Language:

Districts

District Combo: 1 Precinct:

Signature

Protection Scheme: Confidential ID #

Expire Date Prot. Ord. Exp. Dt.

Change Reason:

Phone: More Contact Info

Notices

Voter identity is not confirmed.

- c. An **Address Range Matches Search** screen will appear. Click in the **House No.** field. While holding down the **CTRL** key, click the **"V"** key on the keyboard to paste the house number into the field. Compare this address with the address ranges on the **Matches Search data grid**. If the address falls within one of the ranges (remember to check Odd/ Even/ Both), select this range by double clicking on it.

Drag a column header here to group by that column										
	▼	D	House Numbers	Dir	Street	Stre...	Dir	Unit	Unit Nu...	City
▶	30	E	3666 - 4086		COUNTY ROAD AB					MAD
	10	B	4223 - 4349		COUNTY ROAD AB					MAD
	10	B	4232 - 4278		COUNTY ROAD AB					MAD
	10	O	3809 - 3809		COUNTY ROAD AB					MAD
	10	E	4122 - 4122		COUNTY ROAD AB					MAD
	10	O	3873 - 4179		COUNTY ROAD AB					MAD
	10	O	3217 - 3227		COUNTY ROAD AB					MC F
	10	O	3228 - 3237		COUNTY ROAD AB					MC F

- d. This will return you to the **General** tab of the voter record, and the address should validate, changing the red icon to a green box with white checkmark. **Save and Close** the **Voter Update** screen.

Voter - Update - FISH, GOLDIE

Save and Close Save and New Close Quick Tasks Voter Initiated Set Defaults Use

General Other Activity Districts Voting Activity Registration History Documents

Name: FISH, GOLDIE Voter Reg Num: 0700003230 Owner:

Address

Home Address 3666 COUNTY ROAD AB 13008-003-2

Mailing Address

Voter Status

Status-Reason: Active - Registered

Status Comment:

Voter Activity

Date Registered: 10/25/2006 Last Dat

Date La:

- e. If no options or only incorrect options appear in the **Address Range Matches Search** results grid, check to see that the address was entered correctly into the search panel. If it was entered correctly, and no match appears, close the **Address Range Matches Search** screen and close the voter record without saving. Carefully check the address range under the **Addressing and Districts** node for this street to see if this house number fits in the range. The Address Range may need to be fixed, or the address may be incorrect. See the Modify an Address Range section for more instructions.



Hint: Pay close attention to Zip Codes and City names, which are the most common reasons for no options or only incorrect options.



Edit the Proof of Residence Field after an Election



Voters who registered by mail, and did not attach the required proof of residence, should have their Voter record marked **ID Required** when their application is entered into SVRS. This will mark the poll book with an **ID Required** watermark to the left of the voters' names. The watermark alerts the poll worker to require proof of residence before giving the voter a ballot on election day. Poll workers should record the type and account number of the proof shown. After an election, clerks should review the poll book. Where the voters have provided the Proof of Residence, the ID Required field must be cleared in SVRS, and the Proof of Residence information entered into each voter record. Voter records that are edited in this way will no longer have the **ID Required** watermark in future pollbooks.



Note: The **ONLY** time the **ID Required** field should be marked **Yes** in Voter Application is for first-time Wisconsin voters who register by mail, but do not attach any proof of residence/ID. See [Add New Voter Application](#) in the [Voter Application](#) section for more details.

1. Click on the **Voter** node from the Main menu.
2. **Search** for and **open** a voter record using the search panel. See the previous [Search for Voter Information](#) section for details.
3. Select the **Other** tab. Select the type of proof from the drop down button on the **Proof of Res/ID Chk.** field.

The screenshot shows the 'Other' tab selected in the SVRS application. The 'Proof of Res/ID Chk.' dropdown menu is open, displaying a list of acceptable proof types. The 'Account Number' field is empty, and the 'ID Required' field is set to 'Yes'. The 'Comments' section is also visible at the bottom.

4. Enter the **Account Number** in the Account Number field. Select **No** or blank in **ID Required** field.



If the driver's license was provided as proof of residence, enter the license number on the General tab in the DL field. Then there is no need to enter the number on the Other tab. Be sure to change the ID Required to No or blank on the Other tab.

The screenshot shows the 'Other' tab with the 'Account Number' field highlighted. The 'ID Required' dropdown menu is open, and 'No' is selected. The 'Proof of Res/ID Chk.' dropdown menu is also visible, showing '[EditValue is null]'.

5. **Save and Close** the Voter's record.

Merge Duplicate Voter Records



If you find there are two or more records for one voter, you will want to merge those records into a single “master record.” The master record should be the one with the most current and complete registration information. A master record must always be located in your jurisdiction. You cannot merge a voter if the master record is in a different jurisdiction.



HAVA requires that we maintain one and only one record for each voter registered in Wisconsin. Due to multiple voter records in the source data at the beginning of SVRS, a voter may have duplicate records that need merging into a single record. If the duplicate record is from another municipality, do not merge the records until checking with the clerk of the other municipality. The ‘gaining’ clerk will merge the records into one voter record, and the ‘losing’ clerk will pull the paper EB-131 and mark it Inactive.

1. Click on the **Voter** node from the Main menu.
2. Although duplicate voters can be noticed within SVRS, the duplicates are often spotted by poll workers during an election. If duplicate records are suspected, use the **Search** button to locate them. See the [Search for Voter Information](#) section for more details

3. Merge Voter Records.

- a. If two duplicates are found, highlight the first by single clicking on it. Highlight the second by holding down the CTRL key while clicking on the additional record. Only 2 records can be merged at a time.
- b. Click on the **Merge Voters** Quick Task in the bottom left Quick Task panel.

Name	Plac...	Party
HARTMAN, MICHAEL		Not Applicable
HARTMAN, MICHAEL A		Not Applicable
HARTMAN, MICHAEL A		Not Applicable
HARTMAN, MICHAEL A		Not Applicable
HARTMAN, MICHAEL D		Not Applicable
HARTMAN, MICHAEL G		Not Applicable
HARTMAN, MICHAEL G		Not Applicable
HARTMAN, MICHAEL J		Not Applicable
HARTMAN, MICHAEL J		Not Applicable
HARTMAN, MICHAEL J		Not Applicable
HARTMAN, MICHAEL J		Not Applicable
HARTMAN, MICHAEL J		Not Applicable
HARTMAN, MICHAEL J		Not Applicable
HARTMAN, MICHAEL JOHN		Not Applicable
HARTMAN, MICHAEL JOHN		Not Applicable
HARTMAN, MICHAEL L		Not Applicable
HARTMAN, MICHAEL L		Not Applicable

Quick Tasks

- Add New Voter
- Add Property Owner
- Add Federal Voter
- Delete Voter
- Send Mailings
- Process As An Absentee
- Merge Voters**



If the duplicate voter record exists in another municipality, you will need to search statewide. Use the drop-down menu on the search panel that has “In” and the name of your municipality, and change it to “State of Wisconsin”.

Quick Tasks

Active Jurisdiction: TOWN OF BLOOMING GR...

General | Districts | Other | Elections

Last Name: HARTMAN | First Name: MARY | Middle Name: | Suffix: |

Voter Reg Num: | Date of Birth: | Soc Sec Num: | Status: |

House No: | Street Name: | City: | State: | ZIP Code: |

Records Returned: 141 | In **ATE OF WISCONSIN - WI** | ☐ Count Only | Search | Clear

- c. A new **Merge Voters** panel will replace the main **Menu** area and **Quick Task** panel on the left. Determine which record will be the master record. The merged record will include voting history from both records, if present.

Active Jurisdiction: TOWN OF BLOOMING GR...

General | Districts | Other | Elections

Last Name: FISH First Name: G Middle Name: Suffix: S

Voter Reg Num: Date of Birth: Soc Sec Num: S

House No: Street Name: City: State: Z

Records Returned: 2 In TOWN OF BLOOMING GR ☐ Count Only Search

Drag a column header here to group by that column

Jurisdiction	Name	Date Of Birth	Place Of Bir...	Party
13008	FISH, GOLDIE	1/1/1900		Not Applicable
13008	FISH, GOLDIE	12/12/1945		Not Applicable



More information is displayed by clicking and dragging to the right the grey bar separating **Merge Voters** from the search panel.

- d. Select the **Master Record** using the radio button to the left of that record. Information for that record will be displayed in the boxes below.
- e. Click the **Merge Voters** button.
- f. A warning message will appear, “**The selected records will be merged... Do you wish to continue?**” Click **Yes**.
- g. A confirmation message will appear, “**The selected voters were successfully merged.**” Click **OK**.

The selected records will be merged into a single master record that contains history from both voters. Do you wish to continue with the merge?

Yes No

The selected voters were successfully merged.

OK

- h. To return to the main menu area, select the **Menu** button in the tool bar at the top of your screen. The main menu area and Quick Task panel will reappear.

AESM

File Edit View Tools Window Help

Menu Shortcuts Quick Tasks

Merge Voters Show the main menu tree

Select Master

MasterRecord	Name	DateOfBirth
<input type="radio"/>	FISH, GOLDIE	1/1/1900
<input checked="" type="radio"/>	FISH, GOLDIE	12/12/1945

Voter Details

Unmerge Voter Records



If, after merging two voter records, it is determined that the records were not the same person, you can **Unmerge** the two combined records.

1. Click on the **Voter** node from the Main menu.
2. **Search** for and **open** the merged voter record using the search panel. See the previous [Search for Voter Information](#) section for details to search for the merged voter record.
3. Open the record by double-clicking on it.

4. Click on the **Activity** tab.
5. Under **Activity Type**, select **Voter Merged** from the drop down box.
6. Click **Search**.

The screenshot shows the 'Voter - Update - ANDERSON, BRIAN' window. The 'Activity' tab is selected. The 'Activity Type' dropdown menu is open, showing 'Voter Merged' selected. The 'Search' button is circled in red.

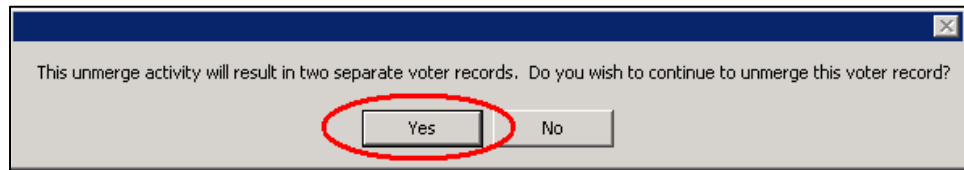
7. The date and details for the **Voter Merged** appear in the data grid. Click on the **Quick Tasks** and a list appears on the right. Click on the **Unmerge Voters** Quick Task.

The screenshot shows the 'Voter - Update - ANDERSON, BRIAN' window. The 'Quick Tasks' button is circled in red. The 'Unmerge Voters' option is circled in red in the 'Quick Tasks' panel.

Created On	Created By
8/1/2006	clerk09
8/1/2006	clerk09

Master Contact Name	Merged Contact Name	Date Merged
ANDERSON, BRIAN D	ANDERSON, BRIAN C	8/1/2006

8. A new screen appears. Click **Yes** to **Unmerge** the voter records.



9. The **Voter-Update** screen will refresh with only the original master record information visible.

10. Click **Save and Close**.



If the unmerged voter is from another jurisdiction, the record will return to that jurisdiction. Contact the clerk from the other jurisdiction, since the paper copy of the EB-131 needs to be removed from the destruction file.

Check Voter Transfers



The SVRS list of registered voters will continually change as voters move in and out of your jurisdiction. Regularly noting voter transfers can prevent confusion at a later date, especially with absentee voters.



After a voter moves out of your jurisdiction and registers elsewhere, you should pull the EB-131 and place it in the destruction file. Mark the date of destruction (4 years) on the top of the EB-131.

1. Expand the plus sign to the left of the **Voter** node in the Main menu
2. Expand the plus sign to the left of the **Voter Transfers** subnode.
3. Click on the **Moved Out** subnode to display a list of voters who have recently moved from your jurisdiction.

4. Note the names of the voters who have moved out of your jurisdiction. **Cancel** any absentee applications and/or absentee ballots that exist for these voters. **Mark** the EB-131 for destruction in four year's time.

The screenshot shows the AESM software interface. On the left, the 'Menu' pane has 'Voter' expanded, and 'Moved Out' is circled in red. The main window displays a table of voter transfers.

Transfer Status	Transfer Status Reaso...	From Jurisdi...	To Jurisdicti...	Transfer Ap...	Ap
Approved	Transfer Approved	TOWN OF BLO...	VILLAGE OF MC...	10/25/2006	
Approved	Transfer Approved	TOWN OF BLO...	CITY OF MADIS...	10/23/2006	
Approved	Transfer Approved	TOWN OF BLO...	CITY OF MILWA...	10/9/2006	
Approved	Transfer Approved	TOWN OF BLO...	CITY OF MADIS...	10/27/2006	
Approved	Transfer Approved	TOWN OF BLO...	CITY OF MADIS...	10/27/2006	
Approved	Transfer Approved	TOWN OF BLO...	VILLAGE OF BR...	10/4/2006	
Approved	Transfer Approved	TOWN OF BLO...	VILLAGE OF OR...	10/19/2006	
Approved	Transfer Approved	TOWN OF BLO...	TOWN OF COT...	10/19/2006	
Approved	Transfer Approved	TOWN OF BLO...	CITY OF MADIS...	10/9/2006	
Approved	Transfer Approved	TOWN OF BLO...	VILLAGE OF CO...	10/19/2006	
Approved	Transfer Approved	TOWN OF BLO...	VILLAGE OF CO...	10/19/2006	
Approved	Transfer Approved	TOWN OF BLO...	CITY OF MADIS...	10/23/2006	
Approved	Transfer Approved	TOWN OF BLO...	CITY OF MADIS...	10/22/2006	

5. An alternate method for identifying voters who have transferred to another jurisdiction is to click on the words **Voter Transfers**. A search panel will appear. Recommended search criteria are **Dates** (enter a beginning and ending range) and **From Jurisdiction** (choose your jurisdiction). This can be printed or exported. See the [Reports](#) section for information about working with a data grid.



The **Moved Out** sub-node displays the last 30 days of activity. To see activity prior to 30 days, use the Search panel to select the dates – and don't forget to enter your jurisdiction as the **From Jurisdiction**.