



Voter Verification Postcards Spring 2007

Wisconsin voter registration law requires a postcard audit of electors who register by mail, with a Special Registration Deputy, or on Election Day. SVRS staff generate, print and mail the postcards based on information entered into SVRS. Self-Providers and Providers on behalf of Reliers are reminded to make sure they have assigned normal polling places to their wards.

How do I correct the return address on the Voter Verification Postcard ?

Voter Verification Postcards should have a return address that lists the municipal clerk's name and office address. SVRS pulls this information from the contact record listed in the Election Official Details portion of a municipality's Jurisdiction record. To update the Election Official Details for a municipality, follow the instructions for updating clerk information on page 6 in the "Getting Started" tab of the Application Training Manual. (Note: If you have not been to an Elections Management and Absentee training class, you will find these instructions on page 13 of the Go Live Activities section of the manual.)

New clerks may need to create a contact record for this purpose. To create a contact record, follow the instructions in the Contacts tab of your Application Training Manual. (Note: If you have not been to an Elections Management and Absentee training class, you will find these instructions on page 16 of the election Set Up section of the manual.)

Reliers may ask their Providers to make the corrections or changes in SVRS or they may call the SEB Help Desk to make the corrections or changes for them.

What do I do with a postcard returned to me as undeliverable?

1. If a municipal clerk receives a postcard back from the USPS as "undeliverable," first check for an address error, by comparing the address on the postcard to the original Voter Registration Application (EB-131). If an error is found the clerk should (or have their Provider) update the address in SVRS. The postcard must then be re-sent to the correct address. Notify the SEB Help Desk and ask them to re-send the postcard for a particular voter with the corrected address. Be prepared to provide the SVRS Voter ID Number.
2. If a postcard comes back as "undeliverable" and it is not due to a data entry error, a clerk must change the status of the voter on the form from *active* to *inactive*. The original EB-131 must be marked to note the change in status, the date of the change, the reason for the change and the date of the destruction of the EB-131 (4 years after cancellation.) The returned postcard must be attached to the original application form and the form filed for future destruction.

If there is a question about the deliverability of the address, the clerk can check whether the USPS delivers to an address by visiting <http://www.usps.com> and clicking on the link that says: "Find a ZIP Code." Type the address into the appropriate search fields and click "Submit".

3. The voter's status is changed in the SVRS to "inactive-mailing undeliverable," detailing the results of postcard verification process and steps taken to resolve the status issue.
4. Moreover, if the Voter Registration Application form was submitted on Election Day and the postcard returned to the municipality in which the voter registered, it is the clerk's duty to mail a notice of change of the status to the elector and pass the information regarding the application to the District Attorney. See S.6.56 (3), Wis. Stats.

Clerks who need assistance with correcting or creating the proper contact record or have questions regarding the Voter Verification Postcard audit process can contact the SEB Help Desk 608-261-2028 or svrshelpdesk@seb.state.wi.us.