



SVRS Election Checklist: Part II 2007 Spring Election

Wednesday, March 14, 2007 CLOSE OF VOTER REGISTRATION

☐ Enter all EB-131s from voters who registered in person by close of business March 14.

◆ “In Person” is defined as registering in front of an election official – a clerk or special registration deputy. Examples of in-person registration are: in your office, at libraries, and at schools. In-person registration can also occur during special registration drives in front of a special registration deputy.

☐ Enter all mailed-in EB-131s that are postmarked on or before March 14.

◆ You must enter into SVRS all mailed-in EB-131s postmarked on or before March 14. In the Voter Application screen in SVRS, you will enter the postmark date into the field labeled **Effec. Reg. Date**.
Example: John’s registration form is postmarked March 14 and it arrives in the clerk’s office on March 29; you should enter March 14 as the effective registration date. If you are transferring John into your municipality, make sure you update the effective date to reflect the postmark.

Thursday, March 15 – Monday, April 2, 2007 LATE REGISTRATION PERIOD

☐ When voters register in your office after March 14, you must issue each of them a Certificate of Registration (EB-133). Since the EB-133 is used exclusively by clerks in their office, the form is now available exclusively to clerks from the SEB Help Desk (608-261-2028) by fax, USPS or email. A fill-able version of the form, which can be typed-in rather than hand-written, is also available by email.

◆ Late Registration may only take place:

1. In the Municipal Clerk’s office
2. In the County Clerk’s office if the municipality is relying on that County
3. If a hospitalized elector registers by agent.

◆ Anyone registering after March 14 must receive a Certificate of Registration.

◆ Providers who carry out late registration duties on behalf of their Relier(s) during this period must also issue Certificates of Registration (EB-133). When Providers assign sequential numbers to the Certificates of Registration, the Provider should put a “C” after the number.

Example: Jane lives in the Village of Elkhart Lake which Relies on Sheboygan County. Jane can go to the Sheboygan County Clerk’s office to register and receive a Certificate of Registration instead of visiting the clerk’s office in Elkhart Lake.

◆ Counties cannot register voters on behalf of Self-Providers during Late Registration.

Example: Mary lives in the City of DePere – a Self Provider. If Mary tries to register in the County Clerk’s office after March 14, she will be re-directed to the City of DePere Clerk to register and receive a Certificate of Registration.

◆ All mail-in registration forms that are postmarked **AFTER MARCH 14** are **INVALID** for the 2007 Spring Election. If you receive mail-in registration forms postmarked after March 14, please contact the voter and recommend that he/she choose one of the following:

1. Visit the clerk’s office and register in person before the election – requires proof of residence
2. Register (EDR) at the Polling Place – requires proof of residence
3. Hold his/her registration for post election entry – this option means the person will not be allowed to vote until a future election.



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NOTE: (Optional) If you are using SVRS to track absentees, continue to process absentee applications and issue absentee ballots in SVRS.

APRIL 2, 2007 DEADLINE TO PRINT POLL BOOKS

When Should I Print My Poll Book?

The State Elections Board strongly encourages you to wait until at least March 21, 2007 to print your official poll book. Please consider the following when determining when to print your poll book:

- ◆ Once you print your final poll book, anyone who registers after that will not show up on any pre-printed poll list, and will be required to provide a Certificate of Registration (EB-133) at the polling place. Although all late registrants will have received a Certificate of Registration, only those not appearing on the pre-printed list will be required to provide it at the polling place.
- ◆ Poll workers will need to record voter information on the Supplemental Poll List (EB-107) from those who provide Certificate of Registration (EB-133) at the Polling Place and who do not appear on the pre-printed Supplemental Poll Book (see below).
- ◆ Providers should consider how long it takes to print and deliver poll books. Give yourself a reasonable timeframe to deliver poll books to your polling places on time.

The more names that appear on the printed poll book, the fewer names poll workers will have to manually add to the EB-107 on Election Day and the fewer names clerks will have to later manually reconcile voter participation within SVRS. This will reduce confusion for poll workers, reduce inconvenience to voters, and reduce confusion for clerks.

How Is My Poll Book Organized?

PART I: Poll Book (generated by and printed from SVRS)

- a) Contains names of all voters who registered by March 14
- b) Contains names of all Confidential Voters who registered by March 14

PART II: Supplemental Poll Book (generated by and printed from SVRS)

- a) Contains names of all voters who registered during Late Registration until the time you printed your poll book
- b) Contains names of all Confidential Voters who registered during Late Registration until the time you printed your poll book

HAND-WRITTEN SUPPLEMENTAL LIST (EB-107):

- a) Contains names of voters who present Certificates of Registration at the polls and whose names do not appear on the supplemental poll book
- b) Contains names of voters who register on Election Day



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<i>How Application Received</i>	<i>By 5pm on March 14</i>	<i>Between March 15 and the day you print your Poll Book</i>	<i>From when you print your Poll Book through Election Day</i>
<i>In Person in clerk's office</i>	Part I of Poll Book	Part II of Poll Book	EB-107 Supplemental List Only voters who present Certificates of Registration at the polls
<i>In Person outside clerk's office</i>	Part I of Poll Book	Invalid. Not included on any list.	EB-107 Supplemental List Only voters who register at the polling place on Election Day
<i>Mail</i>	Part I of Poll Book postmarked by March 14	Invalid. Not included on any list.	Invalid. Not included on any list.

How Do I Print My Poll Book?

- ◆ Instructions are on Pages 2-16 of the *Set up & Print Poll Book* tab in your updated Application Training Participant Guide. (page numbers refer to the updated sections posted on the SEB website)
- ◆ If you generate and print a test poll book before your official poll book, you need to delete it and generate a new one to use as your official poll book.
- ◆ If you print your poll book from a computer that is not certified for use on SVRS, you must install the *3 of 9 Barcode* font before barcodes will print.

What Happens After I Print My Poll Book?

- ☐ Prepare Poll Lists for use at Polling Places
- ☐ Provide poll workers with copies of blank Supplemental Poll List forms for your poll book binder.
(**EB-107** from *Forms & Publications* at <http://elections.wi.gov/>)
- ☐ Self-Providers and Providers for their Relier(s) set milestone #5.
Checking milestone #5 is an indication to SEB that you have printed out official poll books – do not do this until you know you are satisfied with your poll list.

TUESDAY, APRIL 3 ELECTION DAY!

Coming Soon: April 3-May 2: Post Election Activities and Close-out Tasks