



## SVRS Election Checklist II 2008 Partisan Primary Election

### **Wednesday, August 20, 2008 CLOSE OF VOTER REGISTRATION**

☐ Enter all EB-131s from voters who registered in person by close of business August 20, 2008.

◆ “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 August 20, 2008.

◆ You must enter into SVRS all mailed-in EB-131s postmarked on or before August 20. 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 August 20, 2008 and it arrives in the clerk’s office on August 25, 2008; you should enter August 20, 2008 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, August 21 – Monday, September 8 LATE REGISTRATION PERIOD**

☐ When voters register in your office after August 20, 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 GAB 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 August 20 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. 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 August 20, 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 AUGUST 20** are **INVALID** for the 2008 Partisan Primary. If you receive mail-in registration forms postmarked after August 20, 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.

### **SEPTEMBER 8, 2008 DEADLINE TO PRINT POLL BOOKS**

#### **When Should I Print My Poll Book?**

The Government Accountability Board – Elections Division strongly encourages you to wait until at least August 27, 2008 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.
- ◆ Poll workers will need to record voter information on the Supplemental Poll List (EB-107) from those who provide a Certificate of Registration 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 August 20.
- b) Contains names of all Confidential Voters who registered by August 20.

##### **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 will present Certificates of Registration at the polls and whose names do not appear on the SVRS generated supplemental poll book
- b) Will contain names of voters who register on Election Day (names added throughout Election Day)



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<b><i>How Application Received</i></b>	<b><i>By 5pm on Aug. 20</i></b>	<b><i>Between Aug. 21 and the day you print your Poll Book</i></b>	<b><i>From when you print your Poll Book through Election Day</i></b>
<b><i>In Person in clerk's office</i></b>	Part I of Poll Book	Part II of Poll Book	EB-107 Supplemental List Only voters who present Certificates of Registration at the polls
<b><i>In Person outside clerk's office</i></b>	Part I of Poll Book	<b>Invalid.</b> Not included on any list.	EB-107 Supplemental List Only voters who register at the polling place on Election Day
<b><i>Mail</i></b>	Part I of Poll Book (If Postmarked by Aug. 20)	<b>Invalid.</b> Not included on any list for this election.	<b>Invalid.</b> Not included on any list for this election.

### How Do I Print My Poll Book?

◆ Instructions are on Pages 1-15 of the *Poll Books* section of the SVRS Application Training Participant Guide. Page numbers refer to the updated materials located on the GAB website: <http://elections.wi.gov>  
SVRS Project > Documents and Materials > SVRS Application Training Participant Guide > Poll Books

◆ 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.

### 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 GAB that you have printed out official poll books – do not do this until you know you are satisfied with your poll list. (SVRS Application Training Participant Guide > Poll Books > Pages 16-17)

**TUESDAY, SEPTEMBER 9, 2008 Partisan Primary Day!**

**Coming Soon:** September 10 – October 10: Post Election Activities and Close-out Tasks