

Table of Contents

Key Terms.....	2
Enter Information from GAB-131 Form.....	3
Name.....	4
Date of Birth.....	4
Voter Matches Found: Match and Link Voter.....	5
Enter Information from GAB-131 Voter Application.....	7
Driver's License/Social Security Number/Neither.....	7
Enter and Validate Address.....	8
Enter Information from GAB-131 Voter Application.....	11
Mailing Address.....	11
Prior Address.....	11
U.S. Citizen.....	12
18 YRS.....	12
Proof of Residence.....	12
Date on Application and Effective Registration Date.....	12
Application Source.....	12
The Other tab.....	13
Process Voter Application.....	14
Election Day Registration.....	17
Set Defaults Button.....	19
Search for a Voter Application.....	20

Voter Application

The Voter Application mode is used to register a new voter or process a name or address change for an existing voter. You will want to use the Voter Application node every time you are working with a new GAB-131 form. As you enter each registration, SVRS prevents duplicate records by checking to see if the voter is already registered in SVRS, either in your municipality or in another municipality. The system also checks to see whether the address the voter provided is part of an address range in your municipality in SVRS. Finally, SVRS will validate that the application has processed properly by assigning a unique voter registration number (or if already a Wisconsin registered voter, by providing the registration number previously assigned to the voter). SVRS will automatically associate the voter with the correct voting districts.

Key Terms

District Combination (District Combo): A District Combo is a series of numbers that represent a unique combination of voting districts in which the voter lives. District Combos have a standard format of AABCC-DDD-E where:

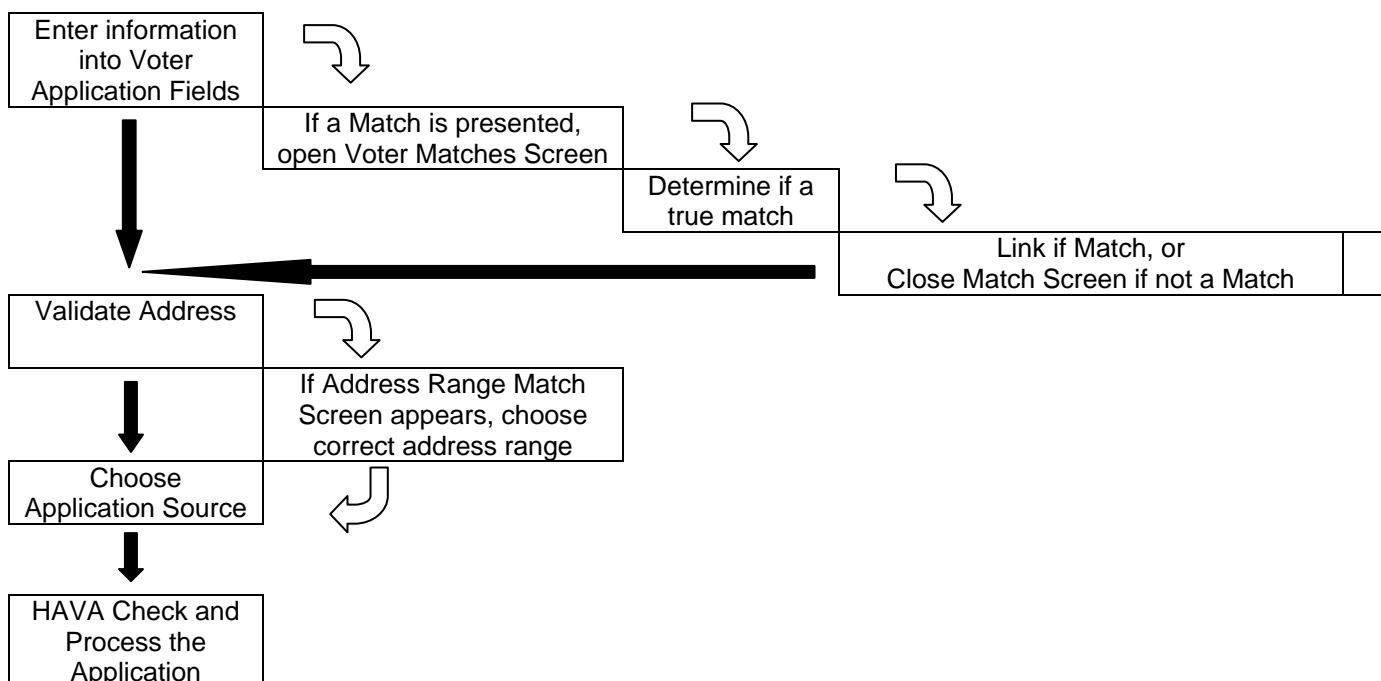
- AABCC is the HINDI, or Highway Identification number
- AA is the two digit code for the county
- B indicates the type of municipality (0=town, 1=village, 2=city)
- CC is the two digit code for the municipality
- DDD is the three digit code for the ward number
- E represents a division within a ward

For example, one of the District Combos for the Town of Blooming Grove is 13008-001-2. In this combination, 13 is for Dane County, 0 is for Town, 08 is for Blooming Grove, 001 is for Ward 1, and 2 is for the second division in the ward. If there are no divisions within a ward, the last digit will be 1.

Voter Matching: When you enter an application, SVRS checks to see if there is already a voter registration record for that person in SVRS.

Linking an Application: When a voter match is identified, SVRS allows you to link a voter record to the application. When you process the application, SVRS updates the voter registration record instead of creating a new voter record. In this manner, the voter is maintained with one voter registration number in SVRS.

Key Steps in Adding a Voter Application (GAB-131)



Enter Information from GAB-131 Form

- Name
- Date of Birth



Follow these steps whenever a new Voter Application (GAB-131) has been completed by an eligible elector. If the application was received on Election Day, see the additional instructions for processing an Election Day Registration.



The GAB-131 voter registration form is completed and signed by an individual when that individual desires to participate in the electoral process. This applicant could be newly 18, a new resident of Wisconsin, or a long-time resident of Wisconsin desiring to vote for the first time. A new form also needs to be completed if a previously registered voter moves within Wisconsin or has a name change.

The following information is required for the voter registration application (GAB-131) to be considered complete:

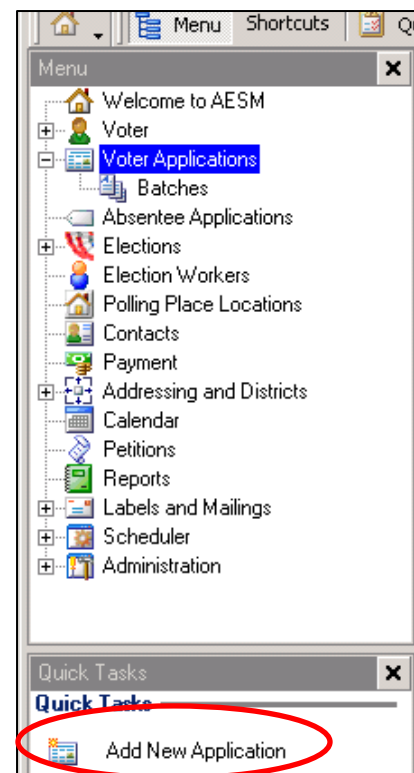
- Name
- Date
- Residential Address
- Citizenship, Age, and Eligibility Certification (Boxes 8 and 9 on form)
- Date of Birth
- Valid Wisconsin Driver's License or Wisconsin State ID number
 - The voter may provide the last four digits of his or her Social Security Number only if he or she has not been issued a WI Driver's License or State Identification Card. If the voter does not have a Driver's License, State ID, or Social Security Number, the voter must indicate that fact.
- Applicant's signature - If the applicant is unable to sign, another voter may be authorized to sign the form on his or her behalf.

1. Click on the **Voter Applications** node from the Main menu.

2. Click on the **Add New Application** Quick Task.



*You may also open a new application form by using the **Add New Voter** quick task in the **Voter** node.*



3. Enter information from the GAB-131 form into the **Voter Application** screen. Please use ALL CAPS when entering any voter information.

- a. Begin by entering:

- **Last Name**
- **First Name**
- **Middle Name or Initial**
- **Suffix**
- **Date of Birth.**
- Use the **tab** key to move from field to field.

The screenshot shows the 'VoterApplication - Add Voter Application' window. It has a menu bar with 'Save and Close', 'Save and New', 'Close', 'Quick Tasks', 'Set Defaults', and 'Use Defaults'. Below the menu is a tab bar with 'Voter Application', 'Other', 'Activity', and 'Documents'. The main area is divided into several sections: 'Application Details' with checkboxes for 'New', 'Addr', and 'Name'; 'Citizenship Affirmation' with 'US Citizen' and '18 YRS?' dropdowns; 'Identity Check' with 'Proof of Res/ID Chk.' and 'Account Number' fields; 'Other' with 'Date on App.', 'App Source', 'Efec Reg Date', 'Language', 'Status-Reason' (set to 'New'), 'Voter Reg Num', and 'District Combo'; 'Prior Registration' with 'Prior Name' and 'Prior Addr' fields; and 'Notices' with a large empty box. At the bottom center, it says '3 Matches Found!'. The 'Name' field is filled with 'ANDERSON, ROBERT I' and the 'Date of Birth' field is filled with '1/1/1982'.

- b. If a name change has been listed on the GAB-131 form, enter the **Prior Name** in the **Name** fields first. SVRS will then search for a previous registration to link with the new name. If no match is found, you must later update the name and repeat this search process with the current name.



If entering only a middle initial, the SVRS standard is to not enter a period [.] after the initial.

- c. After you have tabbed through the **Date of Birth** field:
- d. Wait for the **(number) Matches Found!** to appear at the bottom center of the screen.
- i. If **0 Matches Found!** appears, go to **Step 9** and continue data entry.
 - ii. If **1 (or More) Matches Found!** appears, go to **Step 4** for the Voter Matching instructions. **Steps 4-8** are required steps if SVRS suggests 1 or more possible matches.

Voter Matches Found: Match and Link Voter



When entering an application, SVRS checks statewide to see if there is already a voter record for that voter. Based on entered information, SVRS will suggest possible matching records. It is your job to evaluate these possible matches, decide whether the voter has an existing registration record, and if so, to link the application to that record. Linking an application to an existing record automatically removes the voter record from its previous jurisdiction and transfers it to yours, which is how SVRS ensures each voter has one and only one voter record.



It is very important to carefully review the suggested matches. Linking two records when the records belong to two different people will remove that person from the poll list in the correct municipality.

4. Double-click on the (number) **Matches Found!** text located at the bottom center of the window.

5. Determine if any of the records on the Voter Matches screen are for the same voter whose application you are entering. The **Prior Address** or the **Driver's License Number** can be helpful in determining matches.

a. SVRS will search for matches based on:

- i. **Last Name, Date of Birth**
- ii. **Last Name, First Name, Date of Birth**
- iii. **Date of Birth, Soc. Sec. Num.**
- iv. **Last Name, Date of Birth and Driver's License Num.**

b. The **Match Basis** column will identify which information from the voter record was matched.

- i. **LN** = last name match
- ii. **FN** = first name match
- iii. **DB** = date of birth match
- iv. **SSN** = Social Security Number match
- v. **GID** = Driver's License match (Government ID)

c. Check the Preview Record Detail for more information for each record or use the horizontal scroll bar to see additional voter information such as **Address** or **Driver's License Number**.


The screenshot shows the 'VoterApplication - Add Voter Application' window. The 'Matches Found!' text at the bottom center is circled in red. The window contains various fields for application details, including Name, Date of Birth, Soc Sec Num, and Driver's License. It also has sections for 'Citizenship Affirmation', 'Identity Check', 'Address', and 'Status-Reason'.

The screenshot shows the 'Voter Matches' window. The 'Preview Record Detail' checkbox is checked and circled in red. The 'Match Basis' column is also circled in red. The window displays a table of matches with columns for Voter/Applic..., Match Ra..., Match Basis, Regular/Fed..., Name, Date of Birth, and Party. Below the table is a 'Record Detail' section showing information for ANDERSON, ROBIN M.


Voter/Applic...	Match Ra...	Match Basis	Regular/Fed...	Name	Date of Birth	Party
Voter Record	60	LNENDB		ANDERSON, ROBERT R	1/1/1982	Not Applicable
Voter Record	70	LNDB		ANDERSON, REBECCA J	1/1/1982	Not Applicable
Voter Record	70	LNDB		ANDERSON, ROBIN M	1/1/1982	Not Applicable

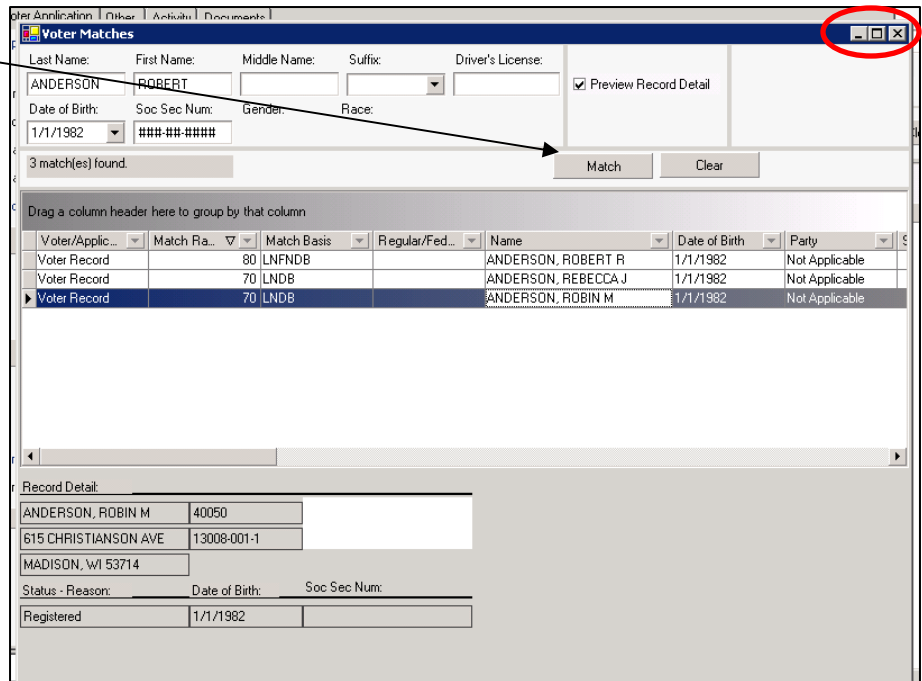
Record Detail:

ANDERSON, ROBIN M	40050
615 CHRISTIANSON AVE	13008-001-1
MADISON, WI 53714	
Status - Reason:	Date of Birth: Soc Sec Num:
Registered	1/1/1982

 Clicking on the **Match** button in the **Voter Matches** screen refreshes the data grid based on the criteria in the listed fields. It does not 'Match and Link' the voter. It should be thought of as a **Search** button.

6. If a valid match is found, double-click on that voter record line to select and link. If there is no valid match, close the **Voter Matches** screen by clicking the 'X' in the upper right corner of the Voter Matches screen.

 You may **Match and Link** to only one existing voter record. If there are duplicate records for the same voter, you must follow the **Merge** procedure in the **Voter** chapter of this manual.

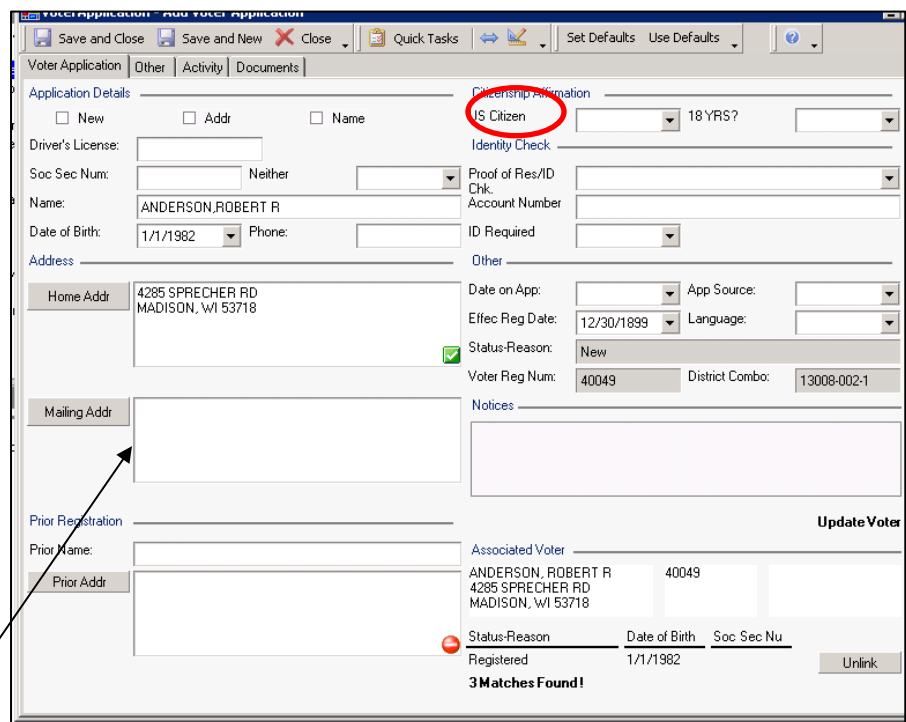



7. If the voter's previous registration was in a different Wisconsin jurisdiction, click on the **Yes** button when the "Current jurisdiction differs from the matching voter..." message box appears.

8. If a voter has been selected as a match, the previous voter record information will autopopulate fields on the **Add New Application** screen. There will also be information in the **Associated Voter** portion of the screen.

- a. If the linked voter has had a name change, be sure to type in the new name in the name fields.

- b. If the yellow yield sign appears next to the **Mailing Address** and the new application has only a home address, after processing the application, go to the **Voter** node, find the voter, and delete the mailing address if it remains from the previous registration.



 If after reviewing, you find that the voter link is incorrect, click on the **Unlink** button to unlink the records. Unlinking must be done before processing.

Enter Information from GAB-131 Voter Application

- Driver's License/Social Security Number/Neither

9. Application Details – Be sure to check either:

- **New** – for a new voter application
- **Addr** – for an address change application
- **Name** – for a name change application
- Occasionally you will check both **Addr** and **Name**, if a voter is changing both.

10. Enter the **Driver's License** number or last four digits of the social security number in the **Soc Sec Num** field.. (If more than four digits of the social security number are completed on the form, enter only the last four digits.) You need to enter a capital letter in the first position of the **Driver's License**. You do not need to type the hyphens. Go to **Step 11**.



Choose **Neither** in the drop down menu if the voter has neither a driver's license number or social security number. You do not have to run a HAVA Check for voters with neither a driver's license nor a social security number.

Enter and Validate Address



When entering a voter's address, SVRS will check that address against the Address Ranges for your municipality. If the address lies within an existing range, the voter will be associated with it. Validating the address ties the voter to a District Combination, which ensures that the voter appears on the correct poll book and receives the correct ballot(s) at the polls.



This green box with white check mark is the sign that the address has been validated. Each voter's home address in SVRS needs to show this box.


11. To enter the **Address**, click within the white rectangular field to the right of the **Home Address** button.

- Enter the **House Number** in the first field and tab to the next field.
- Use the second field if the house number includes a one-quarter, one-half, or three-quarters as a part of the street name. You may also use this field if there is a letter at the end of the house number, e.g. *W1234A*. Tab to the next field.
- Begin to type in the **Street Name**. As you type, the street name will populate based on the address ranges you have created in your municipality. You must select the street name that populates for you. If you type in a street name that isn't in the list of address ranges, your address will not validate.



As you type in the **Street Name**, **City**, and **Zip Code**, the fields will autopopulate based on the information contained in address ranges. Once the correct information begins to autopopulate, there is no need to type in the remaining letters.

- Type or select the city in the **City** field. Tab through the next field containing the state abbreviation of WI.
- (Optional) Type in the **Zip Code**. Tab to the next field. (You may choose to skip this step, because the zip code will automatically populate based on the address range.)
- Use the next three fields, as needed. Tab through the remaining address fields if no additional information is to be entered.
 - Use the **Address Line 2** if additional information is provided such as the name of a dorm or trailer court. If none, tab to next field.
 - Use the drop down menu to select the **Unit Type**. Tab to next field.
 - Enter the **Unit Number**, letter, or other designation as provided. Tab out of this field.

12.  A white check mark within a green box should appear in the address field. This means the address has been recognized or “**validated**” in SVRS as an address belonging to the municipality and a **District Combo** will be assigned. Go to **Step 17** to continue data entry.



If the address field has a red “Do Not Enter” sign in the address field, the address has not been validated and the voter will not appear on the poll list. Continue with the steps below to validate the address.

13. If the address does not automatically validate, SVRS may have identified more than one address range that could fit the voter's address. The **Address Range Matches Search** screen will appear.



On the data grid, the second column will indicate the type of house numbers included in the range:

O = Odd
E = Even
B = Both

O	House Numbers	Dir	Street	Stre...	Dir	Unit	Unit Nu...	C
25 O	3569 - 3595		BEEGS	RD			-	M
25 E	3560 - 3600		BEEGS	RD			-	M
15 E	3376 - 3408		KUEHLING	DR			-	M
15 O	3181 - 3623		SIGGELKOW	RD			-	M
15 E	3330 - 3536		SIGGELKOW	RD			-	M
15 E	3340 - 3404		JENNESS	AVE			-	M
15 O	3339 - 3403		JENNESS	AVE			-	M

14. Look carefully at the **Odd/Even/Both** column, the **Street Type** column, and the two **Dir** columns (the **PreDirectional** and **PostDirectional**) and select the correct address range by double-clicking on the line in the data grid.



The Address Range data grid can be sorted just as other data grids can be sorted. For instance, you may want to click on the “**Street**” field name to sort by street names. This can be helpful if you are searching for a particular address range.

15. The green box with the white checkmark should appear in the address field. Proceed to the instructions for entering the remaining information, **Step 17**. If the green box does not appear, continue to **Step 16**.

16. If no address ranges appear on the data grid or if no correct address matches appear, **clear** both the “City” and “ZIP code” fields and click the **Search** button. If still no address ranges appear, close the **Address Range Matches Search** screen by clicking on the ‘X’ on the upper right corner. Click on “**Save and Close**” on the Voter Application to save the entered information.

R	O	House Numbers	Dir	Street	Stre...	Dir	Unit	Unit Nu...	C
15	E	3512 - 3916		ALVAREZ	AVE			-	M
15	E	512 - 616		CHRISTIANSON	AVE			-	M
15	O	505 - 611		CHRISTIANSON	AVE			-	M
15	O	615 - 615		CHRISTIANSON	AVE			-	M
15	O	3155 - 3313		COMMERCIAL	AVE			-	M
15	O	3445 - 3445		COTTAGE GROVE	RD			-	M
15	B	4447 - 5130		COTTAGE GROVE	RD			-	M
15	E	3448 - 3484		COTTONTAIL	TRL			-	M
15	O	3447 - 3465		COTTONTAIL	TRL			-	M
15	E	3666 - 4086		COUNTY ROAD AB				-	M
15	O	4223 - 4349		COUNTY ROAD AB				-	M
15	E	4232 - 4278		COUNTY ROAD AB				-	M
15	O	3809 - 3809		COUNTY ROAD AB				-	M
15	E	4122 - 4122		COUNTY ROAD AB				-	M
15	O	3873 - 4017		COUNTY ROAD AB				-	M
15	O	4018 - 4179		COUNTY ROAD AB				-	M
15	O	3233 - 3497		COUNTY ROAD BB				-	M
15	E	3250 - 3420		COUNTY ROAD BB				-	M
15	O	3381 - 3487		COUNTY ROAD T				-	M
15	O	3475 - 3487		CYNTHIA	LN			-	M
15	O	3473 - 3495		DELL	DR			-	M

- Determine if the voter belongs in your jurisdiction or should have registered in a neighboring jurisdiction. This is usually done by comparing the given address with boundary maps or tax records.
- If the address belongs in your jurisdiction, go to the **Address Ranges** node. Create or extend the address range to include the house number and street. See the [Address Ranges](#) chapter for information. After creating or extending the address range, find and open the **Voter Application** and begin at **Step 11** above. You may have to change something in the address (i.e. delete the zip code or house number) in order to get the address validation process to occur again.
- If the address does not belong in your jurisdiction, and the voter registered on Election Day, you must enter and process the application without a validated address in order to record the voter's history. See the [Post Election Activities](#) chapter for more information.
- If the address does not belong in your jurisdiction, and the voter did not register on Election Day, and the application came from an appropriate source, like a statewide special registration deputy or by mail, you can forward the paper application to the correct municipality. It is not necessary to enter the application in SVRS.


Enter Information from GAB-131 Voter Application


- Mailing Address
- Prior Address
- U.S. Citizen
- 18 YRS?
- Proof of Residence
- Date on Application and Effective Registration Date
- Application Source

17. If the voter has filled out a **Mailing Address** (Section 5 of the GAB-131), enter that address into the **Mailing Addr** field in SVRS.


18. When you click into the **Mailing Address** field, it will divide into sections. Enter the address as given, but do not use the **Address Line 1b** field. The **Address Line 1b** field prints on the same line as the **Address Line 1a** field, and may be cut off if the text is too long. Instead, skip to **Address Line 2**.

19. If the voter has an international mailing address, click the **Mailing Addr** button to open the **Address Detail** screen. In the **Format** drop down list, select **Unparsed**. This will give you five unformatted lines where you can type the address. Again, do not use **Address Line 1b**.

 Pay close attention to the mailing address if you use SVRS to print absentee ballot labels. If you do not specify an address in the absentee application, SVRS will next look to the voter's **Mailing Address** field, and print that on the voter's absentee label. If the absentee ballot label is incorrect, check the voter's **Mailing Address** to see if that has caused the issue.

 The mailing address does not have to be validated like the residential address, and will always display the red "do not enter" icon in the lower right corner.

20. If the voter has completed the **Prior Address** (Section 7 of the GAB-131), that address is entered in the **Prior Address** fields. Out-of-state prior addresses must always be entered. The Elections Division will use this information to notify other states to remove these voters from their rolls. You do not need to enter a prior address that is already shown in the **Associated Voter** panel.

 The prior address will always have the red "do not enter" icon in the address field.

21. Complete the Citizenship Affirmation section.

- a. Normally, choose **Yes** from the drop down menu for **US Citizen**.

- b. Normally, choose **Yes** from the drop down menu for **18 Yrs?**.



Remember, using the **Set Defaults** button saves data entry keying. See the [Set Defaults](#) page in this section.

22. If the application was received in the mail, in the clerk's office during the Late Registration period, or on Election Day and proof of residence was included, choose from the drop down menu the **Proof of Res** included.

- a. If the proof of residence is a WI Drivers License or ID Card, the number does not need to be entered a second time in the **Account Number** field since this has already been entered in the **Driver's License** field.
- b. If another type of proof was included, the applicable number needs to be entered in the **Account Number** field.

23. If the application was received in the mail, the applicant has not voted in Wisconsin previously, and no proof of residence was included, **"YES"** needs to be chosen in the **ID Required** drop down menu.



When poll books are printed, since **"YES"** was chosen in the **ID Required** field, first time Wisconsin voters who submitted their application by mail and did not include proof of residence will have **"ID Required"** printed beside their name. This will alert poll workers to ask those voters for proof of residence before ballots are given to the voters. It will also print on the absentee ballot label. In that case, you must ask the voter to return proof of residence with their absentee ballot.

24. Using the date on the application, enter the **Date on App** date. This can be done by using the drop down calendar or by typing in the date.

25. **Effec Reg Date** is the same date as the **Date on App**.



If the voter was previously registered in Wisconsin and the application was a "Match and Link", the **Date on App** and **Effec Reg Date** fields both need to be changed to the date of the application. Otherwise, the **Effective Registration Date**, when linked, will have the date of the previous registration.

26. Choose the **App Source** using the drop down menu. This identifies how you received the GAB-131 form (office, mail, late registration, etc.)

Enter Information from GAB-131 Voter Application

- The Other tab

27. If the voter registered via a **Special Registration Deputy (SRD)**, click on the **Other** tab and enter the **SRD Number** in the **Comments** field.

28. (Optional) Enter the **Email** address if given.

29. (Optional) If the voter indicated interest in becoming a poll worker on the GAB-131 form, check the box "**Poll Worker Interest.**" This must be done before the application is processed.

The screenshot shows a software window titled "VoterApplication - Add Voter Application". It has a menu bar with "Save and Close", "Save and New", "Close", and "Quick Tasks". Below the menu bar are four tabs: "Voter Application", "Other", "Activity", and "Documents". The "Other" tab is selected and circled in red. The "Other" tab contains the following fields: "Other Information" (a text box), "Person Assisting" (a text box, circled in red), "Email" (a text box, circled in red), "Comments" (a large text area), and "Assist. Requested" (a checkbox, which is checked). Below these fields is a section labeled "Poll Worker Interest" with an unchecked checkbox.

Process Voter Application

30. Click on the **Quick Tasks** button from the Toolbar. The Quick Tasks side panel will open.

31. Click on the **HAVA Check** Quick Task.

VoterApplication - Add Voter Application

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

Voter Application Other Activity Documents

Application Details

☐ New ☒ Add ☐ Name

Driver's License: A123-4519-8222-01

Soc Sec Num: Neither

Name: ANDERSON, ROBERT R

Date of Birth: 1/1/1982 Phone:

Address

Home Addr: 3560 BEEGS RD MC FARLAND, WI 53558 13008-003-2

Mailing Addr:

Prior Registration

Prior Name:

Prior Addr:

Citizenship Affirmation

US Citizen: Yes 18 YRS? Yes

Identity Check

Proof of Res/ID Chk: W/ Drivers License or ID Card

Account Number:

ID Required:

Other

Date on App: 10/26/2006 App Source: Mail

Effec Reg Date: 10/26/2006 Language:

Status-Reason: New

Voter Reg Num: 40049 District Combo: 13008-003-2

Notices

Update Voter

Associated Voter

ANDERSON, ROBERT R 40049
4285 SPRECHER RD
MADISON, WI 53718

Status-Reason Date of Birth Soc Sec Nu
Registered 1/1/1982

Unlink

3 Matches Found!

Quick Tasks

Quick Tasks

Add New Application

Process Application

Forward Application

Send Mailing

HAVA Check

Smart Buttons

32. At the verification prompt, click **Yes**. This will cause the **Driver's License, Soc Sec Num, Name, and Date of Birth** fields to become gray, and you will no longer be able to edit them.

You are about to submit a request for verification. Related fields will be disabled on the form until a response is received from the DMV. Are you sure you want to proceed?

Yes No

33. Click the **Process Application** Quick Task.

Quick Tasks

Quick Tasks

Add New Application

Process Application

Forward Application

Send Mailing

HAVA Check

34. Select the **Status – Reason** from the drop down menu.



The **Status Reason** identifies why you are approving, pending, or denying the voter registration application. The two most common entries for **Status Reason** will be **Approved - New Voter** and **Approved - Update Voter**.

(Optional) – Check the **Send Mailing** checkbox.



You might want to send a mailing if an application is incomplete (e.g. if the signature is missing) and you need to let the applicant know that their status will remain “inactive” until the application is complete. Or, during the Late Registration period, you might want to print the **Certificate of Registration** as you are processing the application.

Select the type of **Mailing to be Sent** from the drop down menu.

- Add any comments to the **Comment on Mailing** text list. Click the **Custom** button, select comments from the appropriate drop down lists, and enter in data if necessary.
- Click the **Printer Settings** button to verify the correct printer is selected.
- Check the **Submit For Printing Later** if you do not want to print the mailing immediately.



For more information on how to print mailings, please see the [Mailings chapter](#).

35. Click on the **Process** button.

36. When the message box of “**Application successfully processed...**” appears, do the following:

- a. Write the **Voter Reg Number** onto the GAB-131 application form in the upper right hand corner.
- b. Click **No** if your are finished entering voter applications.

The screenshot shows the 'Voter Application' form. At the top, there are fields for 'Date on App:' (10/26/2006), 'App Source:' (Mail), 'Effec Reg Date:' (10/26/2006), and 'Language:'. A message box titled 'Voter Application' is overlaid on the form, displaying the text: 'Application successfully processed. Voter Reg Number is 40049. Would you like to open a new data entry form?'. Below the message box are 'Yes' and 'No' buttons. The form also includes an 'Update Voter' button and a section for 'Associated Voter' with the name 'ANDERSON, ROBERT R' and the number '40049'.

- c. Click **Yes** if there are additional voter applications to enter. A blank **Voter Application** form will appear with the Quick Task right side panel remaining open.
 - i. After you enter the next voter application, you must run the **HAVA Check** and **Process** the application. If the next application being entered is of the same type (New or Update Voter) as the previous one, you may use the tabs at the bottom of the Quick Tasks panel to toggle back and forth between the **HAVA Check** and the **Process Voter Application** screen.
 - ii. If the previous voter was new and the next voter is an update because of an address or a name change (or vice versa), you will need to click **Process Application** on the Quick Task panel after you run the **HAVA Check**.. Doing this allows the correct **Status Reason** to be available.

The screenshot shows the 'Quick Tasks' panel. It contains a list of tasks: 'Add New Application', 'Process Application', 'Forward Application', 'Send Mailing', and 'HAVA Check'. At the bottom of the panel, there is a 'Smart buttons' section with two buttons: 'Process Voter Application' and 'Quick Tasks'. These buttons are circled in red.

Election Day Registrations



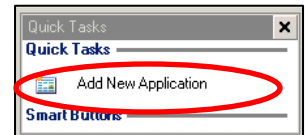
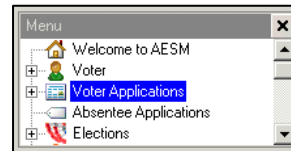
Adding a new application with Election Day Registration in the application source field will record a vote for that person for the election you select.



Election Day Registration is when a voter registers to vote on Election Day at the polling place and completes a GAB-131 Voter Registration Application. Be sure to record the proof of residence on the paper copy of the application, and enter that information into SVRS.

1. Click on the **Voter Applications** node from the Main menu.

2. Click on the **Add New Application** Quick Task.



3. Enter information from the GAB-131 form into the **Voter Application** screen. Enter all information as you would for a non-Election Day Registration application, as described previously in **Steps 1 – 22**. When you reach the **App Source** field, begin to follow **Step 4** below.

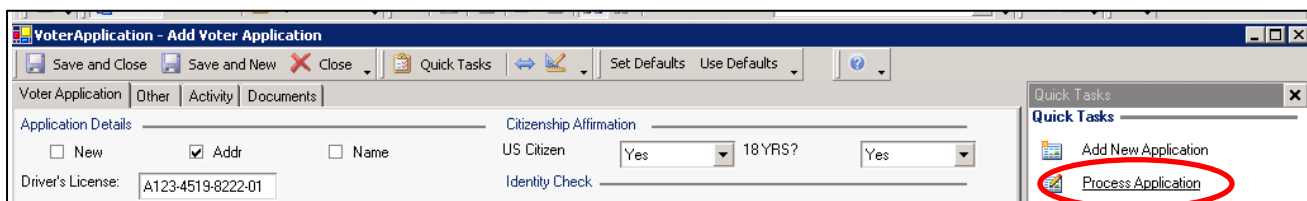
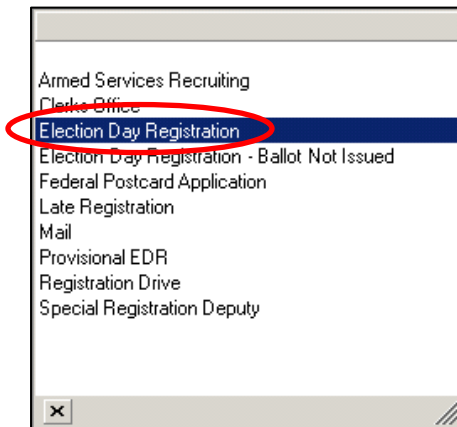
If the voter's address does not validate, or the voter information is incomplete, see the [Post Election Activities](#) chapter for directions on processing incomplete and problem Election Day Registration applications.

4. If the voter cast a ballot, choose the **App Source** of **Election Day Registration** using the drop down menu. If the voter completed an application and chose not to cast a ballot, choose the **App Source** of **Election Day Registration – Ballot Not Issued**. (This will not record voting history for that voter.)

5. Before processing the application, enter information on the **Other** tab if applicable. See **Steps 24 – 25** above.

6. Run the **HAVA Check** as described in **Steps 26 – 28** above.

7. Process the application by clicking on the **Process Application** button from the **Quick Tasks** panel.



8. Choose a **Status – Reason** from the drop down menu.
 - a. If this voter is registering for the first time in Wisconsin, and if the address validated (green check box and correct district combo), choose **Approved - New Voter**.
 - b. If this voter is updating the address through the “Match and Link” process, and the new address validated (green check box and correct district combo), choose **Approved - Update Voter**.
9. From the **EDR Election** drop down menu, choose the correct election.
10. Choose the correct **Polling Place Location** from the drop down menu.



*By choosing the **EDR Election** and **Polling Place Location**, the voter's participation in this election is recorded at the same time the applicant is processed as a voter in SVRS. This means that there is no need to separately use the **Record Vote** node to record participation for EDR applications.*

11. Click on the **Process** button.
12. Click “**Yes**” when the message “Do you want to process this application?” appears.
13. When the “**Application successfully processed...**” message box appears, write the voter registration number on the GAB-131 application form.

14. If you receive an error message, the application may not be able to be processed, or the vote history may not be able to be recorded. See the [Post Election Activities](#) chapter for more information on incomplete and problem applications.

Set Defaults Button



When entering several forms where the information in certain fields is always the same, you can use the Set Defaults and Use Defaults buttons from the Toolbar to automatically populate those values. Defaults are most useful with Election Day Registrations when the date on the application and application source remain the same for all applications. When using the default setting, ensure that all defaulted information is accurate for each application.

1. Click on the **Voter Applications** node from the Main Menu.
2. Click on the **Add New Application** Quick Task.
3. From the **Voter Application – Add Voter Application** window, enter information into the fields that will be consistent for each Voter Application. Suggested information to enter: **U.S. Citizen (Yes)**, **18 YRS? (Yes)**, **Date on App**, **Effec Reg Date**, and **App Source**.
4. In the toolbar, click on the **Set Defaults** button. Be careful to not enter personal information such as **Date of Birth** before clicking the **Set Defaults** button.
5. Click on **Use Defaults** button. Information recorded from the **Set Defaults** button will be entered into the form. Each time you open a new application, the defaulted values will be automatically populated.



You can change your default settings by changing any one of the defaulted fields and clicking the **Set Defaults** button again. The next new application you open will have the new information you entered.



The **Set Defaults** data you entered is cleared when you logout of SVRS. The values will need to be reset when you next log on.

The screenshot shows the 'VoterApplication - Add Voter Application' window. The toolbar at the top includes buttons for 'Save and Close', 'Save and New', 'Close', 'Quick Tasks', and 'Set Defaults' (which is circled in red). The 'Set Defaults' button is located next to the 'Use Defaults' button. The form contains various fields for application details, including citizenship affirmation, identity check, address, and registration information.

This screenshot shows the same 'VoterApplication - Add Voter Application' window, but with the 'Use Defaults' button in the toolbar circled in red. The form fields are populated with default values, such as 'US Citizen: Yes', '18 YRS?: Yes', 'Date on App: 8/17/2006', and 'App Source: Clerks Office'.

Search for a Voter Application



Applications entered into SVRS can be viewed in the data grid by entering the appropriate search criteria.

Applications can be saved or pended, and processed at a later time. Note that voters with saved and pended applications will not show up on the poll book, so you must return to the Absentee Applications node and process those applications. To find the saved or pended applications, use the Application Status search choice in the search panel.

Voter applications may have the status of New or Pending for a variety of reasons. Common reasons include:

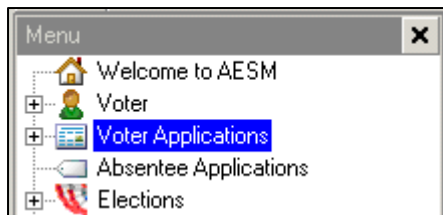
- The application is “saved and closed” instead of using the Process Voter Application Quick Task.
- The application is processed with Status Reason of Pending because the user was unable to validate the address.

Once processed, applications cannot be changed. Any necessary changes are made to the voter record (see the Update a Voter Record section in the Voter chapter).



Prior to an election, it is a good practice to search for new and pending applications. Use the Application Status search choice in the Search Panel. After identifying the new or pending applications, search by name to see if a duplicate Voter Application was entered and processed. If an application was Approved for that voter, you may delete the duplicate New application. If no application has been Approved, follow the directions below.

1. Click on the **Voter Applications** node from the Main Menu.



2. From the Search Panel, enter the search criteria into the appropriate field and click on the **Search** button or hit **Enter**.

The screenshot shows the Search Panel with the following fields and values:

- Active Jurisdiction: TOWN OF BLOOMING GR...
- Last Name: (empty), First Name: (empty), Middle Name: (empty), Suffix: (empty), Status Reason: (empty)
- Application Status: New (selected), Application Type: (empty), Batch Name: (empty), Application Source: (empty), Voter Reg Num: (empty)
- Approved: (empty), Denied: (empty), New: (selected), Pending: (empty)
- Records Returned: 4
- Count Only: (unchecked)
- Search: (button), Clear: (button)

The results table shows the following data:

Group by that column	Home Address	Home City/State/ZIP	Party	Date of Birth
Endres, Samuel J	1500 BELLAIRE AVE	Bloomington, WI 53716		8/22/1977
Samuel, Endres J	1500 BELLAIRE AVE	Bloomington, WI 53716		8/4/1978
Samuel, Endres J	1500 BELLAIRE AVE	Bloomington, WI 53716		8/20/1980

- a. **Application Status** is a commonly used search field with the following options.

Application Status Options	Application Record Created	Application Processed	Voter Record Created	Voter Number Issued
Approved	Yes	Yes	Yes	Yes
Denied	Yes	Yes	No	No
New	Yes	No	No	No
Pending	Yes	Yes	No	No

3. The search results will appear in the data grid.

- a. To view the **Voter Application** in the data grid, select the record to highlight and then use the horizontal scroll bar to view more columns of information.

Drag a column header here to group by that column				
Name	Home Address	Application Status	Application Type	Application Source
EDWARD ROBERT SMITH	6714 TARTAN TRL	New	New Application	Clerks Office
ANN KATHERINE SMITH	6714 TARTAN TRL	New	Transfer Voter	Clerks Office
LAWRENCE WILLIAM SMITH	6782 NORTH STAR CIR	New	New Application	Election Day Registration
NORA BRIDGET SMITH	6782 NORTH STAR CIR	New	New Application	Election Day Registration

4 Record(s) returned

- b. To view the **Voter Application – Update** form, double-click on the record to open the application.

4. If you are reviewing an application for correctness and completeness, you may need the applicant's GAB-131 available for reference.

5. **Review** these items:

- a. Is the **Driver's License** number complete? If there is no **Driver's License**, did the applicant provide the last four digits of the **Social Security Number**? Or did the applicant indicate that **Neither DL or SSN** has been issued to the applicant?
- b. Is the **Name** and **Date of Birth** correct?
- c. Has the address been validated and shows the correct district combo?
- d. Does it indicate **Yes** for **US Citizen** and **18 Yrs**?
- e. If this was a first time registrant by mail, or a Late or Election Day Registration, has the **Proof of Res** information been entered? Note: If first time registrant by mail did not include **Proof of Residence**, mark **ID Required** as **Yes**.
- f. Do the **Date on App** and **Effec Reg Date** match the application?
- g. Has the correct **App Source** been chosen?

VoterApplication - Update - Samel, Endres

Application Details: ☒ New ☐ Add ☐ Name

Driver's License: S435-9219-7798-88

Soc Sec Num: Neither

Name: Samel, Endres J

Date of Birth: 8/22/1977 Phone:

Address: Home Addr: 1500 Bellaire ALY, Bloomington, WI

Citizenship Affirmation: US Citizen: Yes 18 Yrs? Yes

Identity Check: Proof of Res/ID Chk: Airplane Pilots License Account Number: 34762964 ID Required:

Other: Date on App: 11/7/2006 App Source: y Registration

Effec Reg Date: 11/7/2006 Language:

Status-Reason: New Voter Reg Num: District Combo:

Notices: Identity not confirmed

Prior Registration:

New Voter

6. After reviewing for completeness, click the **Quick Task** button and run the **HAVA Check**.
7. Then click **Process Application**, choose the correct **Status-Reason** (and other information if it is an EDR) and click the **Process** button.

Quick Tasks

- Add New Application
- Process Application
- Forward Application
- Send Mailing
- HAVA Check

Process Voter Application

Application Details

Status - Reason: Approved - Update Voter

Denied - Application incomplete

Denied - Duplicate Application

Denied - Felony Conviction

Denied - Incompetent WI s.6.03...

Denied - Matching Death Record

Denied - Not a Citizen

New - Pending Approval

Pending - Application Incomplete

Pending - Missing Additional Da...

Process

Process Election Day Reg App

Application Details

Status - Reason: Approved - New Voter

EDR Election: 2006 FALL GENERAL ELECTI...

Polling Place Location: PUBLIC LIBRARY

Send Mailing: ☐

Mailing to be Sent:

Comment on Mailing: (Select Message) Custom

Printer Settings:

Submit For Printing Later: ☐

Process