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## Contact Records



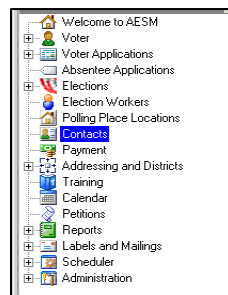
A contact record is automatically created when a voter application is processed and the person becomes a registered voter. You may also enter a contact who is not a voter, such as a candidate who is not registered to vote, a vendor, a poll worker, or a business address for a clerk or other officeholder.



The contacts in SVRS are like an elections-specific address book. Information from contact records appear throughout SVRS, including on mailings generated and sent to voters, and on the Voter Public Access (VPA) website where voters can look up contact information for officeholders.

## Search for a Contact Record

1. In the Main Menu tree, click on **Contacts**.
2. Enter in search criteria and click **Search**.
3. You will see contacts not only from your municipality, but also contacts made visible to your county and statewide. The **Owner** column shows whether the contact is from your municipality or another jurisdiction.
4. Check the **Non-Person** checkbox to search for contact records that are businesses or organizations. You will use this setting to find contacts for municipalities and counties.



Search form with fields: Last Name, First Name, Middle Name, Suffix, Date of Birth, Soc Sec Num, Party, House No, Street Name, City, State, ZIP Code. Search Options: ☐ Non-Person, ☐ Include Retired Contact Records. Search button.

Owner	Name	Address	Residential City/State/ZIP Code	District
STATE OF WIS...	Albricht, Michell	N8409 Cty Rd M	Collas, WI 54730	
STATE OF WIS...	ALBRECHTSON, BARBARA	420 SECOND ST PO BOX 130	TAYLOR, WI 546590130	
STATE OF WIS...	ALLEN, James	PO BOX 434	PRESCOTT, WI 54021	
STATE OF WIS...	ALTMANN, Richard	10103 CTY F PO BOX 46	BLECKER, WI 544150046	
STATE OF WIS...	AMES, Bonnie	W5122 MEIRKWOOD DR	JEFFERSON, WI 535499783	
STATE OF WIS...	ABRAHAMSON, SHIRLEY S	2012 WAUNONA WAY	MADISON, WI 53713	

Search Options: ☒ Non-Person, ☐ Include Retired Contact Records.



*Mailings generated out of SVRS pull information from the clerk contact record. If the clerk address, phone number, or email is being cut off of your mailings, you will have to search for the contact and adjust the information in the contact record to fix the mailing.*

5. Double-click to open a record. If you open a **Voter Contact Record**, you will see a notice that **This contact is also a voter**. There is a button to **Open Voter Record**. The address should be validated.



*Contacts that you add are not **Voter Contact Records**, and don't need to have a validated address.*

Contact - Update - DONALD AMPE

Name: AMPE, DONALD A. **This contact is also a voter**

Address: 2417 VONDRON RD, MADISON, WI 537186735

Phone: 13098-003-3

Other: Vendor Number, Soc Sec Num, Party, WSEB ID #, Organization

More Contact Options: Email, IM Address, Website, Comments

Do Not Use - Retired Record: ☐ Open Voter Record

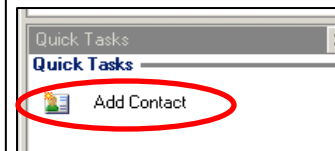
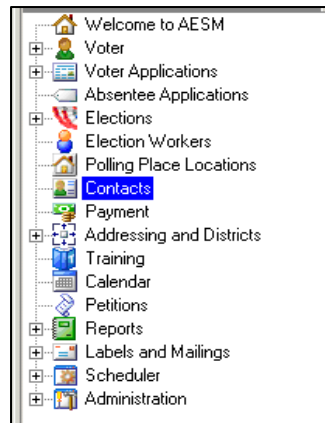
Owner: TOWN OF BLOOMING GROVE - 1

Created On: 9/30/2005 12:00:00 Created By: Conversion

Last Changed On: 12/1/2006 11:42:00 Last Changed By: astrellac

## Add a Contact

1. Click on the **Contacts** node.
2. Click the **Add Contact** Quick Task.
3. Enter the appropriate information



a. **Name** is the only required field.

b. If the contact is a business or government organization, check **This contact is not a person**.

c. The **Address** field does not have to be validated.

d. For a clerk or other officeholder, fill out the **Phone** fields. Check **Primary** for the main number, select the type (usually **Work**) and enter the number.

e. For a clerk or other officeholder, fill out the **Email** field.

f. If you are adding a contact for a **Candidate Filing**, or an **Election Worker** nominated by a political party, you will add the **Party**.

g. The **WSEB ID#** is usually used only for state level candidates.

h. The **Show contact to users in or under** field controls who can see your contact record. Initially, **Voter Contact Records** are visible only to their municipality of residence. If the contact is candidate running for a statewide or countywide office, or a school board seat, the county or state level user must change this drop down to make the contact record visible at the proper level. This allows you to use the contact record for **Candidate Filings**. For school districts that cross county lines, the county should make the contact records visible at the state level, so all counties can use the same contact record.

4. Click **Save and Close**.

## Officeholder Contacts

Voters can use the **Voter Public Access** (VPA) website (at <http://vpa.wi.gov>) to look up the districts that they live in and the officeholders for those districts. You should check the links in VPA to make sure that they display the appropriate contact information for your jurisdiction's officeholders.

If the wrong information is displayed, you will have to change the officeholder contact record under **Office Types** in the **Addressing and Districts** node. In some cases, you may have to create a brand new contact with the correct information. For more information on entering officeholders, see the Post Election Activities chapter of this manual.

Voting Districts and Current Office Holders			
District Type	District	Office Holder	Office position
Assembly District	Assembly - District 44	<a href="#">MIKE SHERIDAN</a>	Assembly - District 44
Circuit Court District	Circuit Court - Rock County	<a href="#">ALAN BATES</a>	ROCK COUNTY CIRCUIT COURT JUDGE, BRANCH 2
Circuit Court District	Circuit Court - Rock County	<a href="#">MICHAEL FITZPATRICK</a>	ROCK COUNTY CIRCUIT COURT JUDGE, BRANCH 3

State of Wisconsin Voter Public Access
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[Ballot Search](#)

### 5\_Office Holder Contact Information

**4\_District:**

**4\_Name:**

**4\_Mailing Address:**

**4\_Phone Number:**

**Email**