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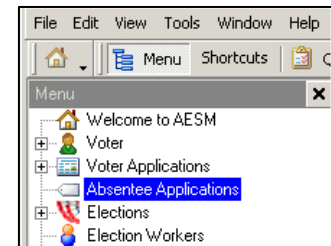
Search for an Absentee Application



You will use the Absentee search panel to search for existing absentee applications in SVRS. Important information includes the status of the application (Approved or Cancelled), the application type (Permanent, Regular, or Military); whether there is an absentee address and the end date of any application set up for multiple elections. There are two places to search for absentee applications in SVRS, the main Absentee Applications node, and the Absentee node within an election.

Using the Absentee Applications Search Panel

1. Select the **Absentee Applications** node on the Main Menu tree. The Absentee Search Panel will appear. This panel will display applications for all elections, including past elections, unless you enter criteria on the **Elections** tab.
2. Enter your search criteria into one of the blank fields and click on the **Search** button.



- a. Search by **Last Name** or **Voter Reg Num** to find a specific voter.

- b. Search by **Application Type** to identify your **Permanent**, **Military**, or **Overseas** voters.

- c. Search by **Application Status** to identify **Approved** or **Cancelled** applications. Only **Approved** applications will produce ballot labels for an election. However, not all **Approved** applications will produce ballot labels; for example, they may be approved for a single election in the past.
- d. Use the **Vote Location** drop down to search for **Nursing Home** voters, or voters that receive a ballot in the **Clerks Office**, **Via Mail**, **Via Fax** or **Via Email**.

- e. To limit your search to applications valid for one election only, go to the **Elections** tab. Select an election from the drop down list and click search.

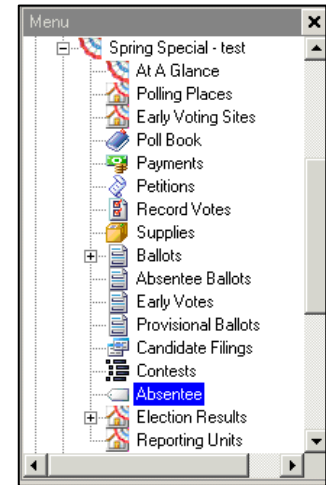
- f. Double-click an application record to open it and see more details.



You may wish to limit your search to applications that would be valid for an upcoming election. However, if that election is not yet active in SVRS, you cannot find applications that would produce ballot labels for that election. You will either have to run an Absentee Application Listing report, described later in this chapter, or wait until the election is set up in SVRS.

Using the Absentee Search Panel within an Election

1. Expand (+) the **Elections** node in the Main Menu tree.
2. Expand (+) the desired election.
3. Highlight the **Absentee** sub-node. The Absentee Search Panel will appear. This search panel will only show absentee applications active for the selected election.
4. Enter your search criteria into one of the blank fields and click on the **Search** button.



Once ballots have been issued for this election, you can use this search panel to identify absentee applications that have not been issued a ballot. Each application record has a **plus sign** at the far left of the record. If the **plus is black and white**, the application has been issued a ballot. If the **plus is gray**, no ballot has been issued. You can click the plus sign to see a nested grid with more details on the issued ballots.

General

Last Name: First Name: Middle Name: Suffix: Voter Reg Num:

Date of Birth: Application Type: Application Status: Application Date:

Voting Method: Voting Location:

Records Returned: 563 ☐ Count Only

Drag a column header here to group by that column

Name	Voter Reg Num	App Type	App Status	Date on App	Soc Sec Num																
+ ACHTERBERG, FRED	0046969031	Permanent	Approved	2/27/2009																	
+ ACHTERBERG, JANICE	0046969033	Permanent	Approved	2/27/2009																	
+ ALBINGER, DIANNE	0046969107	Permanent	Approved	2/24/2009																	
+ ALLOTA, CHRISTOPHE...	0046969147	Permanent	Approved	2/24/2009																	
<table border="1"> <thead> <tr> <th>Election</th> <th>Descrip...</th> <th>Ballot Type</th> <th>Ballot Status</th> <th>Ballot Status Re...</th> <th>Date Ballot Gen...</th> <th>Date Ballot Sent</th> <th>D...</th> </tr> </thead> <tbody> <tr> <td>2009 SPRING E...</td> <td></td> <td>Normal</td> <td>Issued</td> <td>Not Returned</td> <td>3/12/2009</td> <td>3/12/2009</td> <td></td> </tr> </tbody> </table>						Election	Descrip...	Ballot Type	Ballot Status	Ballot Status Re...	Date Ballot Gen...	Date Ballot Sent	D...	2009 SPRING E...		Normal	Issued	Not Returned	3/12/2009	3/12/2009	
Election	Descrip...	Ballot Type	Ballot Status	Ballot Status Re...	Date Ballot Gen...	Date Ballot Sent	D...														
2009 SPRING E...		Normal	Issued	Not Returned	3/12/2009	3/12/2009															
+ ALLEN, GLEN P	0046969153	Permanent	Approved	2/27/2009																	
+ ALLEN, MARLENE J	0046969159	Permanent	Cancelled	7/19/2006																	
+ ALLEN, MARLENE J	0046969159	Permanent	Approved	2/27/2009																	
+ ALVAREZ, MARLENE	0046969180	Permanent	Cancelled	7/19/2006																	
+ ALVAREZ, MARLENE	0046969180	Permanent	Approved	2/27/2009																	
+ APPEGARTH, PAULA...	0046969276	Permanent	Cancelled	7/19/2006																	
+ AVILA, ROSEL	0046969367	Permanent	Cancelled	7/19/2006																	
+ AVILA, ROSEL	0046969367	Permanent	Approved	2/27/2009																	

Add an Absentee Application



To enter an absentee application in SVRS, the applicant must have a voter record. Military voters, who do not have to register before voting absentee, should be entered into SVRS as a registered voter using information gathered from the absentee application. See [Voter Application](#) chapter for more information.



All absentee applications are one of seven types: 1) Hospitalized; 2) Military; 3) Overseas; 4) Permanent (Indefinitely Confined); 5) Presidential only; 6) Regular or 7) Sequestered Juror.

An absentee application must include the following to be considered complete: date of the election; residential address; municipality; mailing address; and the signature of the voter requesting the ballot.

Absentee applications can be entered into and processed in SVRS in three ways:

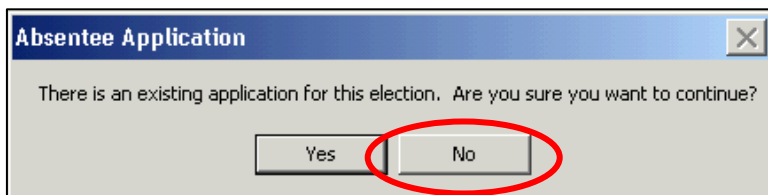
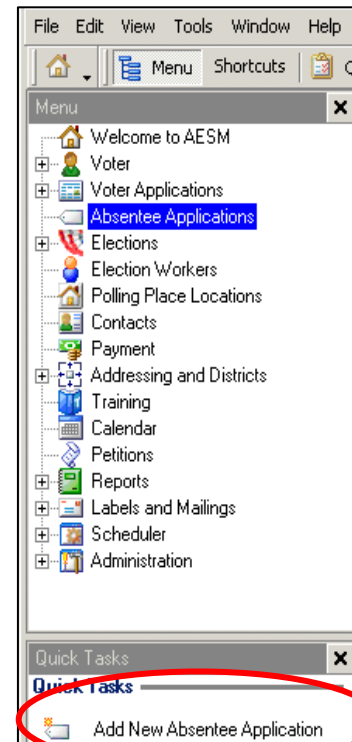
1. **Absentee Applications Node** (can be used for all absentee requests)
2. **Absentee Node under a Specific Election** (after an election has been set up in SVRS, this node can be used for any absentee requests, including permanent requests or requests for multiple elections.)
3. **Voter Node** (only if the application is for a single election, and you will be printing the ballot label immediately.)

Using the Absentee Applications Node

1. Select the **Absentee Applications** node on the Main Menu tree.
2. Click the Quick Task: **Add New Absentee Application**.



*If you are not sure whether you have entered an absentee application for this voter, you may want to search for their name in the search panel to see if an application currently exists for the voter. SVRS will also search to verify that the voter does not have another active application before you process the application. If another application is detected you will see the message below. Click **No**. You should close the application without processing it, and cancel the duplicate application as described later in this section.*



3. The **Absentee Application-Add New Application** form appears.

4. Enter the applicant's name into the **Name** fields. **Tab** out of the name field. The voter's information will fill in automatically. If there is more than one potential match, The **Voter Search Container** will open.

5. Select the matching voter by double-clicking on the record in the results grid to link the application to a voter.



The **Associated Voter** area in the lower right shows information about the voter you linked. If you see that you need to make a change to the voter record, click on **Go to Voter**. The voter record will open and you can make the change and **Save and Close**. The voter record will close and bring up the absentee application. The **Go to Voter** button will now read **Refresh Voter**. Click **Refresh Voter** on the absentee application and continue processing. You can also **Unlink** the voter record if the voter you chose was incorrect.



Make sure that the **Voter Status Reason** is **Registered**, indicating an **Active** voter. Voters with reasons like **Deceased**, **Notice from Clerk**, or **4 Year Maintenance** are **Inactive** or **Cancelled** and will not be issued ballot labels.

6. Enter the **Absentee Address** if different from the voter's home address. Avoid using **Address Line 1b**. Do not type the voter's name, or it will appear twice on the label.

- a) **Military and Overseas addresses:** Click on the **Absentee Address** button to open the **Address Detail** form. Select **Unparsed** from the **Format** drop down, enter the address and click **OK**. Again, avoid using **Address Line 1b**.

- b) **Fax and Email applications:** Use the **Unparsed Format** described above, and enter the email address or fax number in **Address Line 1a**. This will prevent you from accidentally mailing the ballot.

- c) **Nursing Home addresses:** Enter the nursing home facility name in **Absentee Address Line 1a** and the street number and name in **Address Line 2**. This will allow you to easily identify Absentee Labels for these voters. You also should choose **Nursing Home** in the **Vote Location** field.



You will receive **two labels** for each absentee voter. The first label will display the **Residential Address** and can be placed on the return envelope. The second label is for the mailing envelope, and will contain the **Absentee Address** you have entered. If you did not enter an Absentee Address, the second label will display the **Mailing Address** from the **Voter Record**. If there is no Absentee Address or Mailing Address, the second label will display the **Residential Address**. If an absentee label displays nothing but a "WI," or has something else wrong, it may be because of an incorrect **Mailing Address** in the **Voter Record**. If you delete each field of the Mailing Address in the voter record and regenerate your absentee label, the address may print correctly. See the [Examine your Absentee Ballot Labels](#) section of the [Absentee Ballots](#) chapter for more information.

Special Notes on Types of Absentee Requests

Application Type	Qualification	Special Notes
Hospitalized	Registered voter in hospital up to 7 days before election, including Election Day	See Wis. Stats §6.86(3) for procedure
Military	Military, Peace Corps, merchant marines, spouses and dependents	<p>Do not have to be registered to receive absentee ballots, but a Voter record must be entered in SVRS.</p> <p>Must be sent a write-in ballot 90 days before election day.</p> <p>These voters are allowed an additional 7-10 days to return their ballots in September and November</p> <p>Can request ballots indefinitely, receive ballots for 6 years (3 general elections), even after they stop returning ballots.</p>
Overseas	U.S. citizens who live abroad with no intent to return and are registered voters	<p>No longer Wisconsin residents, but they last resided in your municipality. This may include adult children whose parents lived in your municipality.</p> <p>Only vote for federal offices in federal elections (U.S. Congress, U.S. Senate, and President)</p> <p>May request ballots for 4 years (2 general election cycles) at a time</p> <p>Must be sent a write-in ballot 90 days before election day.</p>
Permanent	Registered voter who must specify they are "Indefinitely Confined"	<p>If Nursing Home: you may use the <i>Other</i> tab to enter Special Voting Deputy and facility name</p> <p>Receive ballots indefinitely, until they are removed from permanent list.</p>
Regular	Any registered voter	<p>Can request absentee ballots for a single election, multiple elections, or all elections within a calendar year</p> <p>May vote absentee in the Clerk's Office from 30 days before the election to 5:00pm the day before</p>
Sequestered Juror	Registered voter unable to vote because they are a sequestered juror.	See Wis. Stats §6.86(1)(b) for procedure



For **Presidential** and **Provisional** procedures, see Appendix F – Presidential Only and Provisional Ballots.

7. Application Details:

a) Select the **App Type**:

- i. **Permanent** absentees will receive ballots until they are removed from absentee status.
- ii. **Regular** absentees can be for a single election, or multiple elections within a calendar year.
- iii. **Military** absentees will receive ballots until 6 years have passed without returning a ballot. Military absentees have special rules on registration, and different deadlines for returning their ballots.
- iv. **Overseas** absentees will receive ballots for federal elections only, and may request ballots for four years at a time. The **Overseas App Type** is for U.S Citizens that live abroad with no intent to return. Do not use the **Overseas App Type** for voters who are temporarily studying or working outside of the country. These voters should have an **App Type** of **Regular**.



*Both **Military** and **Overseas** absentee voters **must be sent a special write-in ballot**, containing only contests, 90 days before each election. SVRS is unable to generate or track these ballots at this time because Milestone #4 will not be checked when the write-in ballots must be sent. You must use some other system to record the fact that those ballots have been sent and returned.*

- v. **Hospitalized** and **Sequestered Juror** absentees can be processed up to and including Election Day.

8. The Vote Method will always be Absentee.

9. Enter the **Vote Location**. The most commonly used fields are **Via Mail**, **Clerks Office**, or **Nursing Home**. When issuing ballot labels, you can filter by these options to produce groups of labels with the same **Vote Location**. If the voter requested their ballot be sent **Via Fax** or **Via Email**, enter the fax or email address directly into the **Absentee Address** field so the ballot is not accidentally mailed.

10. The **Date on App** should be the date the application is entered, not the date it was signed. This will allow you to produce labels for all applications entered on a certain day.
11. The **Batch Name** field allows you to include other criteria you can use to generate batches of labels. For example, in a busy election, you may enter AM or PM in the Batch Name field. Then you can print absentee labels in two separate batches, one for AM, and one for PM.

12. Enter the For Election information:

- a) For a single election: Click the **Election** radio button, and select the desired election.

- i. If you receive an application for an election that is not yet active in SVRS, you must select the second radio button and choose **All**, and set both **Election(s) Between** fields to that election date.

For Election

☐ Election

☒ All Election(s) Between 11/2/2010 and 11/2/2010

- b) For multiple elections: Click the second radio button.

- i. For **Permanent** or **Military** applications, select **All** and enter today's date in the first **Election(s) Between** field. Leave the second field blank, so the voter will receive absentee ballots indefinitely.

For Election

☐ Election

☒ All Election(s) Between 9/6/2006 and

- ii. For **Regular** absentee requests for a calendar year, enter today's date in the first **Election(s) Between** field, and December 31st of that year in the second **Election(s) Between** field.

For Election

☐ Election

☒ All Election(s) Between 9/6/2006 and 12/31/2006

- iii. For **Overseas** applications, select **Type Of** and check off the correct federal only election types: **General Elections**, **September Partisan Primaries**, and **Presidential Primaries**.

Type Of Election(s) Between 1/1/2008 and

	Description
<input checked="" type="checkbox"/>	General Election
<input checked="" type="checkbox"/>	General Election - Presidential
<input type="checkbox"/>	Recall Election
<input checked="" type="checkbox"/>	September Partisan Primary

- iv. If a voter requests **Regular** absentee ballots for **non-consecutive elections**, for example the Presidential Primary and the Presidential Election, you can select **Type Of**, enter a date range for only that year, and check off the desired election types.



You may use the **Selected** option to check off multiple elections that are already active in SVRS. **Do not open old applications and check a new Selected election that has been inherited since the application was entered. Instead, use All and a date range that covers all desired elections. You should create a new application in SVRS to match each paper request you receive.**

Selected

	Date	Ty...	Description
<input checked="" type="checkbox"/>	4/7/2009	Spring...	2009 SPRING ELECTION
<input checked="" type="checkbox"/>	2/17/2009	Spring...	2009 SPRING PRIMARY
<input type="checkbox"/>	11/4/2008	General...	2008 PRESIDENTIAL AND GEN...
<input type="checkbox"/>	9/9/2008	Septem...	2008 PARTISAN PRIMARY

13. Additional Step for Nursing Home Applications only.

- a. Click on the **Other** tab.
- b. Enter the name of the **Nursing Home** on the first line.
- c. Enter the name of the **Special Voting Deputy** on the second line.

General Other Ballots

Nursing Home

Sp. Voting Dep.



The **Nursing Home** and **Special Voting Deputy** must be set up as contacts in SVRS before being entered in this field. For more on creating contacts, see the [Contacts](#) chapter.

Process an Absentee Application

14. Click **Quick Tasks** on the toolbar.

15. Click **Process Absentee Application** to display the Absentee Quick Task Pane.

16. The **Create an Application Only** box must remain checked until you have reached Milestone #4 in the election cycle. Once you have reached Milestone #4, **Create an Application Only** can be checked or unchecked.

- To save an application and print the ballot label later, leave **Create an Application Only** checked.
- To print a label immediately, uncheck **Create an Application Only**. See the directions on how to Issue and Print Individual Absentee Labels in the Absentee Ballots chapter.



Do not leave both the Create an Application Only and Send Mailing Checkboxes unchecked. This will generate a ballot record for the voter, but you will have no mailing, and so will have no way to print the label. If this happens, you must cancel the first absentee ballot record and regenerate another correctly.

17. Select the appropriate **Application Status Reason**

- To approve an application, choose **Approved - Valid Application**.
- To cancel an application, select **Cancelled** and the appropriate reason for cancellation.

18. Leave the **Send Mailing** box unchecked.

19. Click **Process**.

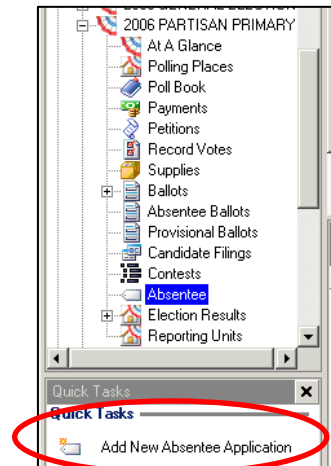
Alternative Ways to Add and Process Absentee Applications



There are two alternative ways to process an absentee application. The first is through the **Absentee** node you will find within a specific election. The second, generally used for “walk up” absentee voting in the clerk’s office, is through the **Voter** node.

From the Absentee node within an election

1. Expand (+) the **Elections** node.
2. Expand (+) the election for which the voter wants an absentee ballot.
3. Click on the **Absentee** node within the election.
4. Click the **Add New Absentee Application** Quick Task.
5. Proceed from here as directed in steps 4-19, of [Add an Absentee Application Using the Absentee Applications Node](#) (pp.5-10).



From the Voter Node

You can also create absentee applications from the **Voter** node. **This does not allow you to enter the Vote Location (Clerks Office or Via Mail) or the Batch Name.** In addition, you cannot adjust the **Absentee Address** unless you are printing a ballot label at the same time you process the application. The **Voter** node should not be used for applications if you are going to issue those ballot labels later as part of a batch. The **Voter** node can work well for issuing individual walk-up absentee ballot labels in the clerk’s office, and if you have an individual label printer. For that reason, directions on using the **Voter** node are in the next chapter, [Absentee Ballots](#). See the [Issue and Print Individual Absentee Labels](#) section for instructions.

Absentee Applications Data Quality Issues

After your Absentee Applications have been entered, but before you issue absentee ballot labels, you will want to check the data quality items below. Directions on editing and cancelling applications are located on the following pages.

- ☐ Are the district details and district combos the same as when ballot styles were generated? If you have changed a district combo after generating ballot styles, it will cause voters in the affected districts not to receive absentee ballot labels. *If you have changed these details since ballot styles were generated, you will need to uncheck Milestone #4, delete your current ballot styles, and then regenerate them. See [Elections Setup](#) for more details.*
- ☐ Have you checked and corrected any voters that have no district combo because their address has not been validated? These voters will not receive absentee ballot labels. *See the [Addressing and Districts](#) chapter for instructions on how to run the [Voters with No District Combination](#) report, and the [Voter](#) chapter how to fix these voters.*
- ☐ Have you checked for any underage voters, usually caused by a data entry error in the birth date field? These voters will not receive labels. *In the Voter node, go to the Other tab. In the Age Range fields, leave the first field blank and enter 17 in the second field, then Search. If any voters appear, verify if their date of birth is correct. If it is incorrect, open up the voter record and fix it. See the [Voter](#) chapter for more help.*
- ☐ Have you checked to see if all Absentee Applications have been processed? If an application was saved instead of processed, the voter will not receive a ballot label. *In the Absentee node under the election, search for New and then Pending applications. If any New or Pending applications appear, search using the last name to verify that the voter doesn't already have an approved application. Delete any duplicates, and process non-duplicate applications. See the [Process an Absentee Application](#) section in this chapter for more details.*
- ☐ Have you checked to make sure all Absentee Applications are correctly linked to voters? If the voter was not correctly linked, they will not receive a ballot label. *In the Absentee node of an election, search for all Approved Applications. (If you have more than 1,000, you will have to divide up your search by Application Type, or run a report instead.) Sort your application records by Voter Reg Num. Any applications that were not correctly linked to a voter will have an empty Voter Reg Num, and will appear at the top of the list. You will have to cancel these applications and enter another for each voter..*

Your SVRS Specialist may contact you with other data quality issues, including duplicate applications, bad mailing addresses, and applications linked to invalid voters. It is also possible to customize reports to help you find possible errors like Permanent Applications assigned to only one election, or Regular Applications with no end date. If you have absentee data quality questions, please contact the GAB Help Desk, or your SVRS Specialist for help.

Editing and Cancelling Absentee Applications



You may need to update or cancel Absentee Applications as circumstances change. This may occur because of a mistake in data entry or a voter moves away or becomes deceased.

Editing an Incorrect Absentee Application

1. Select the **Absentee Applications** node on the Main Menu tree, or the **Absentee** node within an election. .
2. Enter the desired criteria and **Search** for the application.
3. Double click to open the absentee application.
4. Edit the incorrect Absentee Address, App Type, Vote Location, or Batch Name.

5. Click the **Quick Tasks** button, then choose **Process Absentee Application**.
6. Mark the application as **Approved**, and **Process** as normal.



If you simply save your changes, they may not take effect as desired. You should **Process** the application every time you make a change.

Cancelling an Absentee Application

SVRS will automatically cancel an absentee application if the voter is inactivated, cancelled or changes addresses. You may need to cancel an application if you have accidentally created a duplicate. If the voter has an issued ballot for an active election, the application may not be automatically cancelled, so you may have to cancel it manually.

1. Select the **Absentee Applications** node on the Main Menu tree, or the **Absentee** node within an election.

2. Enter the desired criteria and **Search** for the application.

3. Click on the application you wish to cancel.

4. Click the **Cancel Absentee Application** Quick Task. The **Cancel Absentee Application** pane will appear.

5. Select a **Cancellation Reason** from the drop down.

6. Click the **Cancel App** button.

7. You should see a dialog box confirming that the application has been cancelled. Click **OK**. If you receive a notice that there is a ballot for an active election, you will have to cancel the outstanding ballot first. See the section on [Cancelling Absentee Ballots](#) in the [Absentee Ballots](#) chapter.



You may select multiple applications by holding down the **Control** key and clicking on each application. This will allow you cancel several applications at once.

Adjust Permanent Absentee Voter Status



In Wisconsin, permanent absentee voters must vote in the April and November elections (not the primaries) or they must renew their permanent absentee application. A notice of renewal will be sent to those voters who did not vote in the election. You should wait to send this notice until 30 days after Election Day, to ensure that all voter participation has been entered into SVRS. If the voter does not return the completed renewal form within 30 days of the date sent, their "Permanent" absentee voter status will be adjusted to "Regular" with an ending date of 12/31 of the current calendar year.



DO NOT USE the Adjust Permanent Absentees Quick Task in the Absentee node of the election to adjust permanent absentee status. Instead, follow the directions below.

Use the Absentee Application Listing Report

(Optional) You can use the Absentee Application Listing report to obtain a list of Permanent Absentee voters who have not returned a ballot for a specific election. You may choose to send those voters a mailing directly out of SVRS, or mail merge your list into another document. If you do not need a separate list, you may skip to the next step, Use the WI Notice to Permanent Absentee Voters Mailing.

1. Click on **Reports**.
2. Click on the **Print Reports** Quick Task.
3. In the **Category** drop down, select **Absentee**.
4. Under **Reports**, select the **Absentee Application Listing**.
5. Click **Next**.
6. **Filter** your report:
 - a. Click the **Custom** button next to the **Filter** drop down.
 - b. Copy the filter displayed below. Type the correct election date in dd/mm/yyyy format.



The filter displayed will produce a list of Permanent Approved Absentee Applications with no vote recorded for the election date specified. The **6/6/2079** date is the way empty dates are stored in SVRS and will not change from election to election.

And/Or	Field Name	Condition	Value
And	Election Date	Equals	4/7/2009
And	Abs App Type Code	Equals	Permanent(PERM)
And	Abs App Status Code	Equals	Approved(APR)
And	Vote Recorded DateTime	Equals	6/6/2079

- c. Click **Use Filter**.

7. **Sort** your report:

- Click the **Custom** button next to the **Sort** drop down.
- Copy the **Sort** displayed. This will put your report in order by the voters' names.
- Click **Use Sort**.

- Click the **Printer Setup** button and verify that your printer settings are correct. Once they are correct, click **Save Settings**.

- Click the **Print Now** radio button.

- Click the **Print** button.

The Print Notification dialog box will open. Click **OK**.



For further information on printing and exporting a report, see the [Reports](#) chapter.

A sample of the [Absentee Application Listing](#) report is shown below.



Please note that this report also contains the voter's date of birth, but that has been removed for confidentiality reasons.



If you have a duplicate approved application for the same voter, they will appear on this list twice. It is possible that the voter has a duplicate application with no ballot issued or no vote recorded. They will appear on this list even if the first absentee application has an issued ballot and recorded vote.

ELECTION: 2009 SPRING ELECTION (4/7/2009)										
APPLICATION TYPE: PERM										
ID Number	Name and Address	District Combo	Political Party	App. Issued	App. Returned	Ballot Sent	Ballot Returned	Vote Recorded	Ballot Style	
0046969147	ALIOTA, CHRISTOPHER J 1315 DANDELION LN WEST BEND, WI 530900000	67291-012-1	NA	2/24/2009		3/12/2009			ODD DISTRICTS	
0046969305	BARBERCHECK, JOSEPH P 611 MULBERRY DR E WEST BEND, WI 530900000	67291-001-1	NA	2/24/2009		3/12/2009			ODD DISTRICTS	
0706283000	BAUER, MARY A 555 VETERANS AVE WEST BEND, WI 53090	67291-021-1	NA	2/26/2009		3/12/2009	3/24/2009		ODD DISTRICTS	
0046969777	BECKER, LAVERNE E 675 WASHINGTON ST E WEST BEND, WI 530950000	67291-004-1	NA	2/25/2009		3/12/2009	4/23/2009		ODD DISTRICTS	
0046969924	BENEDICT, DOLORES V 743 IMPERIAL CT WEST BEND, WI 530950000	67291-004-1	NA	2/26/2009		3/12/2009			ODD DISTRICTS	

Use the WI Notice to Permanent Absentee Voters Mailing

Following the steps below will generate a letter addressed to each Permanent Absentee Voter who did not cast a vote for the specified election. The letter can be folded to fit into a windowed envelope if desired. If you export the [Absentee Application Listing](#) report described above, and use your own letter or postcard if you wish.

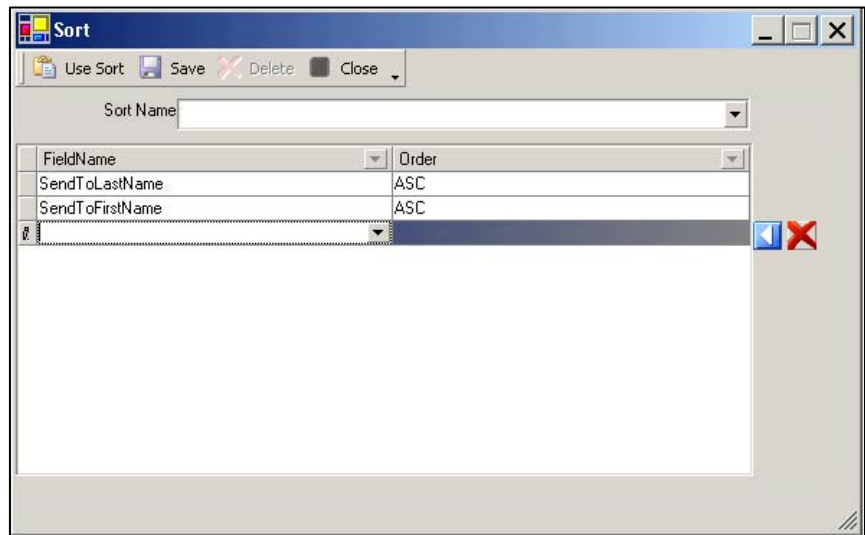
1. In the Main Menu, click on **Labels and Mailings**.
2. Click on the **Generate/Print Mailings Quick Task**.
3. In the **Category** drop down, select **Absentee Application**.
4. Under **Mailings**, select the **WI Notice to Permanent Absentee Voters**.
5. Click **Next**.
6. **Filter** your mailing:
 - a. Click the **Custom** button next to the **Filter** drop down list.
 - b. Copy the filter displayed. Enter the correct **Election Date** in mm/dd/yyyy format on the first line. This will generate a letter to every voter with a Permanent Absentee Application who did not have a vote recorded for the specified election.

And/Or	Field Name	Condition	Value
And	Election Date	Equals	4/7/2009
And	Absentee Application Type	Equals	PERM*
And	Abs App Status Code	Equals	APR*
And	Vote Recorded	Equals	NO

- c. Click **Use Filter**.

7. **Sort** your mailing:

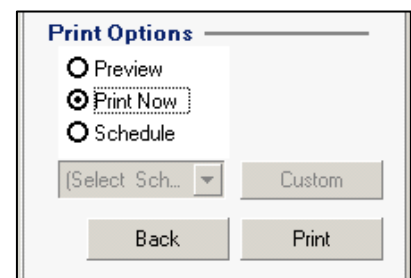
- d. Click the **Custom** button next to the **Sort** drop down.
- e. Copy the **Sort** displayed. This will put your report in order by the voters' names.
- f. Click **Use Sort**.



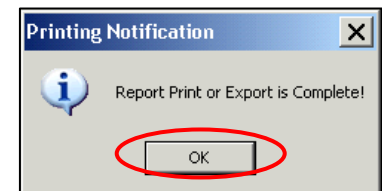
8. Click the **Printer Setup** button and verify that your printer settings are correct. Once they are correct, click **Save Settings**.

9. Click the **Print Now** radio button.

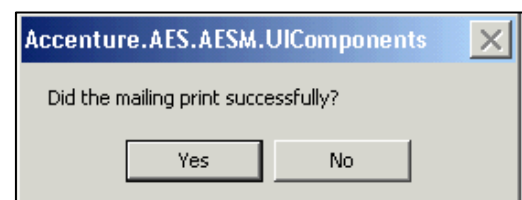
10. Click the **Print** button



11. The Print Notification dialog box will open. Click **OK**.



12. You will then see a dialog box asking "Did the mailing print successfully?" Click **Yes**.



For further information on printing and exporting a mailing, see the [Mailings](#) chapter.

A sample of the **WI Notice to Permanent Absentee Voters** mailing is shown below.

City Of West Bend
Amy Reuteman / Clerk
1115 MAIN ST S
WEST BEND, WI 53095
(262) 335-5103

August 17th, 2009

Delores A Bernarde
1905 Hilltop Dr
West Bend, WI 53095-0000

Dear Delores A Bernarde,

Our records indicate that we did not receive an absentee ballot from you for the 2009 SPRING ELECTION on 4/7/2009. Our office is responsible for comparing the list of permanent absentee ballot voters to those voters who cast and returned an absentee ballot during this election. S. 6.86 (2)(b), Wis. Stats. It is our responsibility to notify you that your name will be removed from the list of permanent absentee voters, unless you submit the renewal request below to our office within 30 days of receipt of this notification. Failure to do so within the 30-day period will cause your name to be removed from the list of permanent absentee voters. Please note that the removal of your name from this list does not affect your voter registration.


We appreciate your prompt attention to this notification. Please feel free to contact our office if you have any questions at (262) 335-5103.

Sincerely,
Amy Reuteman
CLERK

Request for Renewal of Permanent Absentee Ballot

I request that an absentee ballot be sent to me as provided by S. 6.86 (2)(a), Wis. Stats., and I certify that I am a United States Citizen, age 18 or older, and that I have resided at my legal voting address for at least 10 days.

I further certify that I am indefinitely confined because of age, illness, infirmity or disability. I request that an absentee ballot be automatically provided for every election until such time as I notify you or until such time as I fail to return an absentee ballot.


7047005

(Signature of Absentee Elector)



If the voter responds to this letter within 30 days, they will remain on the Permanent Absentee list. If they do not respond, you must open their application, change the end date to 12/31 of the current year,, and process it again.

Update Permanent Absentee Applications

For those voters who do not contact you to remain on the Permanent Absentee list:

1. Open their absentee application by searching in the **Absentee Applications** node.

- a. Type name of voter or other identifying information.
- b. Double-click the record in the grid to open the application.

11. Change the **Application Type** from **Permanent** to **Regular**.

12. In the **For Election** section, add an end date of 12/31 of the current year.

13. Click the **Quick Tasks** button. The **Process Absentee** pane will open

14. Under **Application Status – Reason**, select **Approved – Valid Application**.

15. Click the **Process** Button. If you simply save the application, your changes may not take effect as desired. You should Process an application every time you make a change.

