

## Presidential Only and Provisional Ballots



Presidential Only Ballots must be entered into SVRS to correctly record voter participation and ensure that your vote count in SVRS matches the vote count on your canvass. By federal law, Provisional Ballots must be entered into SVRS so they appear on the Voter Public Access (VPA) website, so voters can check the status of their Provisional Ballots.



During a presidential election, any person who is qualified as an elector but has resided in Wisconsin less than 10 days can vote for president and vice president. Also, former residents who are not eligible as electors in the state to which they have moved may vote an absentee presidential only ballot. The proper forms can be found on the GAB's website: New Resident Presidential Only Ballots (form GAB-141) and Former Resident Presidential Only Ballots (form GAB-140). The statutes also require clerks to keep a list of all Presidential Only electors.

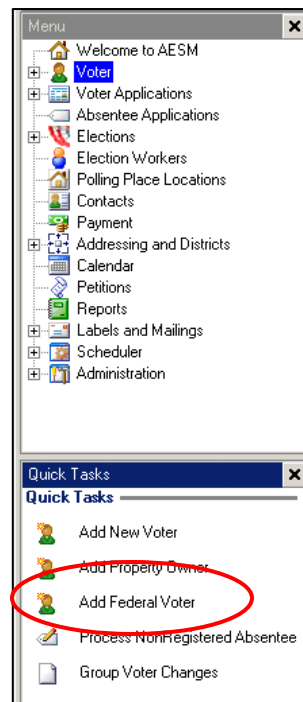
During any election, two groups of voters must cast Provisional Ballots: 1) a first-time voter who registered by mail and did not provide proof of residence, and cannot provide it on Election Day; and 2) a voter who has a WI Driver's License or WI Identification Card, but is unable to provide the Driver's License or ID Card number. Anyone who votes provisionally must provide the missing information to their local clerk by 4:00pm the next day, or their ballot will not be counted.

## Presidential Only Ballots

### Add a Presidential Only Voter

Voters who have resided in Wisconsin for less than 10 days will not be registered voters, and you must add a **Federal Only Voter** record to record their voter participation. You will also follow those directions if a previous Wisconsin resident does not have a voter record in your municipality. If previous Wisconsin residents do have an existing voter record in your municipality, you will change it to a **Federal Only Voter** record.

1. On the Main Menu Tree, click on the **Voter** node.
2. Click the **Add Federal Voter** Quick Task. The **Voter – Add – New Voter Record** form will open.
3. Enter data from the **Application for Presidential Ballot – New Wisconsin Resident** (form GAB-141).
  - a. Enter the voter's name in the **Name** field.
  - b. In the **Home Address** field, enter the address in Wisconsin.
  - c. In the **Date of Birth** field, enter the voter's date of birth. If no date of birth was provided, you will enter 1/1/1900.
  - d. In the **Status Reason** field select the status **Active – Presidential Only Ballot**.



- e. Enter the former street address and former state in the **Status Comment Field**. The G.A.B. will use this address to send a cancellation notification to the election administrator in the previous state. You will not need to forward the Authorization to Cancel Registration New Wisconsin Residents (form GAB-139) to the GAB or the previous jurisdiction.
- f. Enter the date of application in the **Date Registered Field**.

4. Click **Save and Close**.

If the voter has an existing record:

- 1) Search for the former resident from the **Voter** node.
- 2) Open the record and change the **Status Reason** to **Active – Presidential Only Ballot**.
- 3) Enter the former street address and former state in the **Status Comment Field**. The G.A.B. will use this address to send a cancellation notification to the election administrator in the previous state. You will not need to forward the Authorization to Cancel Registration New Wisconsin Residents (form GAB-139) to the GAB or the previous jurisdiction.
- 4) Update the **Date Registered Field** with the date on the application.
- 5) Click **Save and Close**.



*The presidential only voter will now appear on your poll list. If the new resident is voting a presidential only ballot by absentee, you must now issue them their ballot. If you add the absentee application the voter will appear with an **Absentee** watermark on the poll list, and show up on your **Absentee Ballot Log**. If you do not use SVRS to process absentee ballots, you may skip the next set of instructions. You will still need to record the voter's participation in SVRS.*

### Search for a Presidential Only Voter

- 1) In the **Voter** node, check the **Federal Registrants Only** checkbox in the upper right.
- 2) Enter the voter's name or other search criteria and click the **Search** button. Select a **Status** of **Active** and click **Search** to see all of your federal voters.

Menu: Welcome to AISM, Voter, Voter Applications, Absentee Applications, Elections, Election Workers, Polling Place Locations, Contacts, Payment, Addressing and Districts, Calendar, Petitions, Reports, Labels and Mailings, Scheduler, Administration

Quick Tasks: Add New Voter, Add Property Owner, Add Federal Voter, Delete Voter, Send Mailings, **Process As An Absentee**, Merge Voters

General | Districts | Other | Elections

Last Name: VOTER, First Name: , Middle Name: , Suffix: , Voter Reg Num: , Date of Birth: , Soc Sec Num: , Status: , House No: , Street Name: , City: , State: , ZIP Code:

People Included in the Search: ☐ Cancelled / Non-Valid Voters, ☒ Federal Registrants Only, ☐ Property Owners Only

Search Options: ☐ Prior and Alternate Names, ☐ Sounds - Like Search, ☐ Include pending Voter Apps

Records Returned: 1 In CITY OF WEST BEND - 67 ☐ Count Only Search Clear

Jurisdiction	Name	Date Of Birth	Place Of Bir	Party	Gen	Status	Status Reas
67231	VOTER, PRES ONLY	1/1/1900				Active	President Only

### Issue an Absentee Ballot for a Presidential Only Voter

- 1) Follow the directions above to search for the voter. Click the voter record in the search grid to highlight it.
- 2) Click the **Process As An Absentee** Quick Task. The **Process Voter As Absentee** task pane will appear.
- 3) In the **Election** field select the correct election.
- 4) In the **Absentee Type** field select "**Presidential Only**".
- 5) **Party** should be left as **Non-Partisan**. **Reason** is not used in Wisconsin.
- 6) In the **Vote Method** field select "**Absentee**".
- 7) Select "**Approve – Valid Application**" in the **Application Status – Reason** field.
- 8) If you are generating a label for your absentee check the **Send Mailings** check box and select the appropriate absentee mailing label and printer settings for your printer.
- 9) You can check the **Use Different Addr** checkbox and click the **Address** button to enter an **Absentee Address**.
- 10) When you are finished, click the **Process** button.

Process Voter As Absentee

Election: 2012 GENERAL ELECTION

Absentee Type: **Presidential Only**

Party: Non-Partisan

Reason:

Vote Method: Absentee

Voting Site:

☐ Create Application Only

Application Status - Reason: Approved - Valid Application

☒ Send Mailing

Mailing to Send: WI Absentee Voter Label

Mailing Message: (Select Message) Custom

☒ Use Different Addr Address

Ballot Handler 1:

Print Options: Printer Settings, Print Now, Queue for Later

Process



You may also use the **Add New Absentee Application** Quick Task from the main **Absentee Applications** node, or the **Absentee** node within an election to add a presidential only application. However, when you first enter the voter's name, the voter will not be found. The **Voter\_SearchContainer** screen will appear, and you will have to check the **Federal Registrants Only** checkbox and **Search** to find the voter record. Double-click the record to select it. Make sure you select **Presidential Only** in the **App Type** field.

The image shows two overlapping windows from the SMS voter registration system. The 'Voter\_SearchContainer' window on the left has a 'General' tab with fields for Last Name, First Name, Middle Name, Suffix, Voter Reg Num, Date of Birth, Soc Sec Num, Status, House No, Street Name, City, State, and ZIP Code. A red circle highlights the 'People Included in the Search' section, where the 'Federal Registrants Only' checkbox is checked. The 'Application Details' window on the right shows the 'App Type' dropdown set to 'Presidential Only' and the 'Vote Method' dropdown set to 'Identity Check'.



Remember to scan in the ballot as returned in SVRS when the voter returns it to you. For more information on processing an Absentee Application, see the [Absentee Applications](#) chapter, or the [Issue and Print Individual Absentee Ballots](#) section of the [Absentee Ballots](#) chapter.

### Record Voter Participation for a Presidential Only Voter

See the Post Election Activities chapter for directions on recording Voter Participation. Follow those directions, except that in the **Ballot Type Cast** field, select **Presidential**. (The **Method** may be **At Polls** or **Absentee** for new Wisconsin residents, and will be **Absentee** for previous Wisconsin residents.)

The image shows the 'Record Vote' window. It has tabs for 'Search Votes' and 'Record Votes'. Under 'Record Votes', there are checkboxes for 'Add Party' and 'Auto-Record', and a 'Count' field set to 0. The 'Voter Reg Num' field contains '0710364690'. The 'Method' dropdown is set to 'Absentee'. The 'Ballot Type Cast' dropdown is highlighted with a red circle and set to 'Presidential'. The 'Polling Place Location' dropdown is set to 'CITY HALL, DISTRICT 4 = WD 8, 9, 10'. The 'Election' dropdown is set to '2009 GENERAL ELECTION'. At the bottom, there are fields for 'Name / Address' (VOTER, PRES ONLY, 399 10TH AVE S, WEST BEND, WI 53095) and 'Ward' (City of West Ben, District Combo, 67291-002-1). A 'Delete Vote' button is at the bottom right.



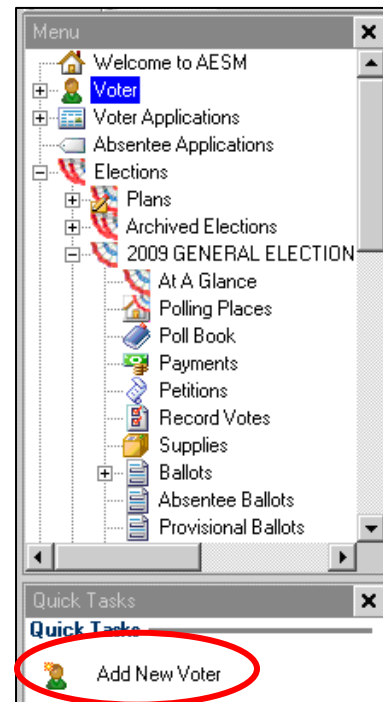
Please note that if you use the **Voter** node to search for the number of voters, the **Presidential Only Voters** will not show up unless the **Federal Only Voter** checkbox is checked. You will have to total them separately from your other voters. Presidential Only Voters do show up in the [Vote Count by Voting Method](#) report and the [WI Voter Participation](#) report.

## Provisional Ballots

## Add a Provisional Voter

Voters who were first time registrants by mail and did not provide proof of residence, and cannot provide it on Election Day, must vote a provisional ballot. So must Election Day Registrants that have a WI Driver's License or ID Card and are unable to provide that number. The directions below are for the second group of voters, who must have a voter application entered into SVRS. First time registrants by mail will already have a voter record in SVRS, so you can skip to the Add a Provisional Ballot section.

1. On the Main Menu tree, click on the **Voter** node.
2. Click the **Add New Voter** Quick Task. **The Voter – Application** form will open.
3. Enter the appropriate data:
  - a. Because the voter did not provide the required Driver's License or ID number, select **Neither** from the drop down. This will allow you to process the application without running a HAVA Check.



**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 ☐ Addr ☐ Name

Driver's License:

Soc Sec Num:  Neither  Neither

Name: VOTER\_PROVISIONAL

Date of Birth: 1/1/1950 Phone:

**Address**

Home Addr: 750 WORTHINGTON CT WEST BEND, WI 53090 67291-017-1

Mailing Addr:

**Citizenship Affirmation**

US Citizen: Yes 18 YRS? Yes

**Identity Check**

Proof of Res/ID Chk: Bank Statement

Account Number: 1ST NATIONAL 5678901

ID Required:

**Other**

Date on App: 8/22/2009 App Source: Provisional EDR

Effec Reg Date: 8/22/20

Status-Reason: New

Voter Reg Num:

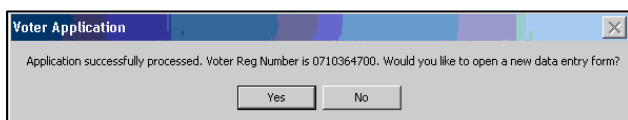
**Notices**

Prior Registration

Armed Services Recruiting  
Clerks Office  
Election Day Registration  
Election Day Registration - Ballot Not Issued  
Federal Postcard Application  
Late Registration  
Mail  
**Provisional EDR**  
Registration Drive

- b. Select **Provisional EDR** from the **App Source** dropdown.
- c. Enter other data as provided.

4. Click the **Quick Tasks** button and choose **Process Application**.
5. From the **Status – Reason** drop down list, choose **Approved – New Voter**.
6. Click the **Process** button. Click **Yes** or **No** as desired on the **Application successfully processed** prompt.




If the voter later contacts you with the **Driver's License** or **ID Card** number, you will follow the directions below for Processing a **Provisional Ballot** and mark the provisional ballot as **Approved**. You will also open up their voter record and enter the **Driver's License** information.



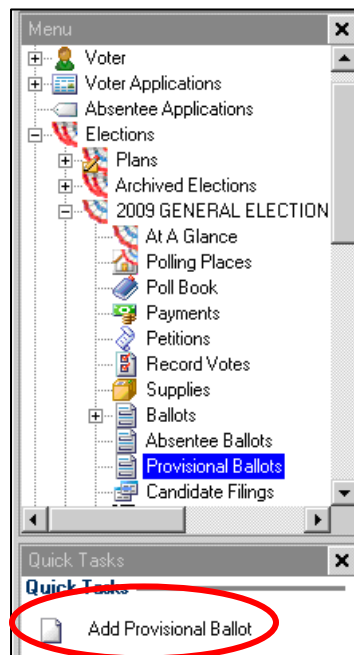
If the voter does not contact you with the **Driver's License** or **ID Card** number, you will follow the directions below for Processing a **Provisional Ballot** and mark the ballot as **Denied**. You will also open the voter record and change the **Status to Inactive – Incomplete EDR**. The voter will have to register again before they are allowed to vote. .



Note that the other type of provisional voter, the first time registrant by mail, is already registered. If that voter contacts you with the **Proof Of Residence**, you will follow the directions below and **Approve** their **Provisional Ballot**. You will also enter the **Proof Of Residence** in their voter record, and remove the **ID Required** notation. If the voter does not contact you with the **Proof Of Residence**, you will follow the directions below for Processing a **Provisional Ballot** and mark the ballot as **Denied**. You will not change the voter record, as the voter is already marked as **ID Required** and must provide the proof of residence the next time they vote.

### Add a Provisional Ballot

1. Expand (+) the current election and click on the **Provisional Ballots** node.
2. Click the **Add Provisional Ballot** Quick Task. The **ProvisionalBallot – Add – New Ballot** form will open.
3. Enter the voter's data:
  - a. Enter the voter's name in the **Name** field. Tab out of the field. If the **Voter\_SearchContainer** screen opens, double-click to select the correct voter.
  - b. Enter the correct **Date on App**.
  - c. Enter the provisional ballot number in the **Prov Num** field.





**ProvisionalBallot - Add - New Ballot**

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

General Ballots

**Voter Identification**

Name: VOTER,PROVISIONAL  
Date Of Birth: 1/1/1950  
Addresses: 750 WORTHINGTON CT, WEST BEND, WI 53090, 67291-017-1

Owner: ST BEND - 67291

App Status - Reason: Pending - Incomplete Application

**For Election**

2009 GENERAL ELECTION

**Associated Voter**

VOTER,PROVISIONAL 0710364700  
750 WORTHINGTON CT 67291-017-1  
WEST BEND WI 53090

**Application Details**

Date on App: 8/22/2009 Prov Num: 001

**Identity Check**

ID Check Date: ID Method: ID Response:

**Mailing Address**

1/1/1950

**Voter Status Reason**

Registered 8/22/2009 4:56: Created By: harvea

**Go To Voter**

Unlink

4. If it is after 4:00pm the day after the election, you may click the **Quick Tasks** button and choose **Process Provisional Ballot**. If not, **Save and Close**, and return to process the ballot later, when you know whether it will be **Approved** or **Denied**.

### Process a Provisional Ballot

1. Under the current election, click on the **Provisional Ballots** node.
2. Click on the correct **Provisional Ballot** record and click the **Process Provisional Ballot** Quick Task. The **Process Provisional Ballot** task pane will open.

**Menu**

- Voter
- Voter Applications
- Absentee Applications
- Elections
  - Plans
  - Archived Elections
  - 2009 GENERAL ELECTION
    - At A Glance
    - Polling Places
    - Poll Book
    - Payments
    - Petitions
    - Record Votes
    - Supplies
    - Ballots
      - Absentee Ballots
      - Provisional Ballots
      - Candidate Filings

**Quick Tasks**

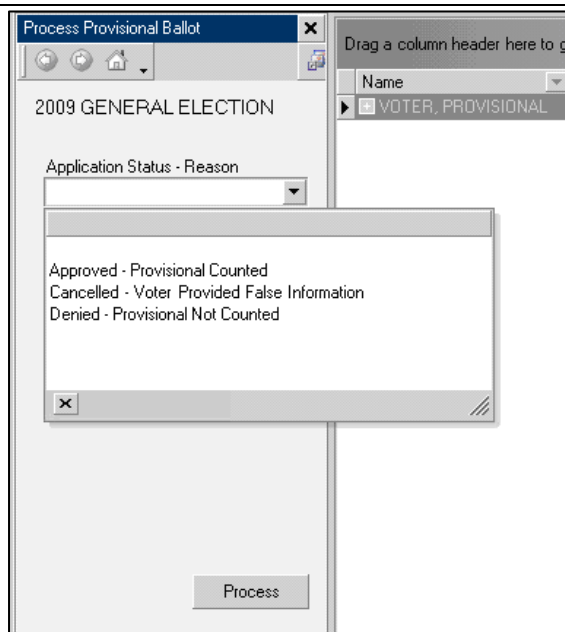
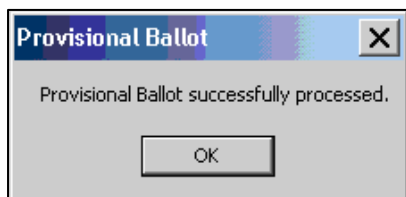
Quick Tasks

- Add Provisional Ballot
- Process Provisional Ballot

Drag a column header here to group by that column

Name	Voter Reg N...	Soc Sec Num
VOTER, PROVISIONAL	0710364700	

3. Select the appropriate **Application Status – Reason**.
4. Select the appropriate **Election Polling Place Location**.
5. Select the appropriate **Ballot Style**.
6. Click **Process**.
7. Click **OK** on the **Provisional Ballot successfully processed** dialog box.



Note that in the **Provisional Ballots** search grid, **Approved** provisional ballot records will have a **black and white plus sign**, indicating a provisional ballot record. You may click the plus sign to see a nested grid with provisional ballot information. **Saved**, **Cancelled**, and **Denied** records will have a **gray plus sign**, indicating no ballot record was created.

Drag a column header here to group by that column									
Name	Voter Reg N...	Soc Sec Num	Driver's Lice...	Gen...	App Type	Provisional...	App Status		
VOTER, PROVISIONAL	0710364700				Provisional	001	Approved		
▶ JONES, MARY J	0046975558				Provisional	002	Approved		
Absent...	Absent...	VoterID	Jurisd...	Election...	Election...	Address...	NameF...	NameL...	Name...
70790733	70429727	46975558	1818	70000729	2009 GENE...	46982115	MARY	JONES	J
SMITH, JOHN R	0046982503				Provisional	003	Pending		

Approved provisional ballots will be automatically marked as having voted. These voters will appear in the **Voter** node if you search for voters participating in that election, and on the **WI Voter Participation** report. In the **Vote Count by Voting Method** report, these voters will appear under a separate **Provisional** column.

General Districts Other Elections

	Description	Election Date	Election Type
X	<input checked="" type="checkbox"/> 2009 GENERAL ELECTION	11/3/2009	General Election
	<input type="checkbox"/> 2009 SPRING ELECTION	4/7/2009	Spring Election
	<input type="checkbox"/> 2009 SPRING PRIMARY	2/17/2009	Spring Primary
	<input type="checkbox"/> 2008 PRESIDENTIAL AND GEN...	11/4/2008	General Election - Presidential
	<input type="checkbox"/> 2008 PARTISAN PRIMARY	9/9/2008	September Partisan Primary
	<input type="checkbox"/> 2008 SPRING ELECTION	4/1/2008	Spring Election
	<input type="checkbox"/> 2008 PRESIDENTIAL PREFERE...	2/19/2008	Spring Primary - Presidential Pref...

Include Voters who Voted in

☒ All of the Selected Elections

☐ Any of the Selected Elections

Records Returned: 2

In

CITY OF WEST BEND - 67

☐ Count Only

Search

Clear

Drag a column header here to group by that column

Jurisdiction	Name	Date Of Birth	Place Of Bir...	Party	Gen...	Status	Status Reas...
67291	JONES, MARY J	10/30/1968		Not Applicable		Active	Registered
67291	VOTER, PROVISIONAL	1/1/1950		Not Applicable		Active	Registered



After you have processed the provisional ballot, remember to open the voter record and enter the missing **Driver's License** or **Proof of Residence** information, or change the voter's **Status** to **Inactive – Incomplete EDR**, if appropriate.



### Look up a Provisional Ballot on Voter Public Access

1. Go to the **VPA** website at <https://vpa.wi.gov>.
2. Under **Lookup Options**, choose number 3, **Check Provisional Vote Status**.
3. Enter in the voter's **Last Name, First Name, and Date of Birth**. Click **Search**.
4. The Provisional Ballot information will appear, giving the **Ballot Status** and **Ballot Reason**.

**State of Wisconsin Voter Public Access** [Home](#)  
Language: [Español](#) [English](#)  
Government Accountability Board - Elections Division

*Voter Public Access helps you...*

- Look up voter registration and polling place location. Voter registration information, voting history, normal polling place location, current office holders, and a sample ballot for the upcoming election
- Look up polling place location for an address. Polling place location, current office holders, and a sample ballot for the upcoming election.
- Check Provisional vote status. The status of a provisional ballot cast in a recent election.

Choose what you want to do:  
**Lookup Options**

1. [Look up your voter registration and polling place location](#)  
Look up your voter record to check your voter status and to check the polling place location, and sample ballot (for an recent or upcoming election)
2. [Look up polling place location for an address](#)  
Look up the polling place location, and sample ballot (for an recent or upcoming election) for anyone who lives at a specific address (anonymous search)
3. [Check Provisional Vote Status](#)  
Check on the status for a Provisional Vote that you recently cast in an election.  
**Provisional vote status** may not be immediately available.

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

**Provisional Ballot Status Search** To Search Voter Information [Click Here](#)

**Search Criteria**

Last Name (*)	First Name (*)	Date of Birth (*)	Ballot Number	(*) = Required
<input type="text" value="BROOKS"/>	<input type="text" value="MARGARET"/>	<input type="text" value="1/1/1900"/>	<input type="text"/>	

Election	Ballot Status	Ballot Reason	Number
2008 PRESIDENTIAL AND GENERAL ELECTION	Pending	Incomplete Application	26-1

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