

SVRS Project Update #41

Wisconsin State Elections Board

... because every voter counts!

April 21, 2006

A Primer for Sending Voter Verification Postcards

Statewide Voter Registration Has One More Step

Now that every Wisconsin municipality has statewide voter registration there is another step to take to verify all electors who registered by mail and on Election Day. Ss. 6.32 (4), 6.56 (3), Wis. Stats. Wisconsin voter registration law requires that municipal clerks conduct a postcard audit of those electors.

Municipalities Live on the SVRS

Municipal clerks live on the SVRS may, by mutual consent, designate the State Elections Board (SEB) to design, print and mail the postcards on their behalf. Once proper consent is given, SEB will now generate, print and mail the postcards to all voters who register by mail or on Election Day.

In order for the SEB to send out the postcards on behalf of municipalities on the system, clerks must enter all Voter Registration forms (EB-131) into the system 30 days after the election and by the deadline, May 4. The SEB is preparing to mail out the Voter Verification Postcard (EB-180) to voters who registered on Election Day for the February and April 2006 elections, and to those who registered by mail since January 1, 2006, based on the information SVRS users entered into the system.

The postcards must display all the information required by state statute so, Self-Providers, Providers and Providers on behalf of their Reliers must assign normal polling places to their wards. Look for a follow-up email from the SVRS Help Desk with step-by-step instructions on performing this task. Normal polling place locations must be assigned for *all wards* no later than May 12.

Municipalities Using Legacy Systems

Clerks using their legacy systems are to follow normal procedures to generate and send out the Voter Verification Postcards.

Municipalities Waiting to Go Live Including Those Using a Legacy System

Election Day and mail-in registrants must now receive a Voter Verification Postcard from the municipality. For those municipalities waiting to go live or on a legacy system, a Voter Verification Postcard template is available on the SEB website (print on card stock) or hard copies of the postcards can be ordered by contacting the SVRS office.

How to Use the Postcard

Simply add voter name and address information (Avery 5960 labels or an equivalent will fit), apply the municipality's return address and send out the cards via the United States Postal Service (USPS) first class. All Voter Verification Postcards must have the elector's ward and/or aldermanic district on it. Mail-in registrant cards must also have the polling place. Clerks should prepare and mail the cards by mid-May for all mail-in and election day registrants from the February and April elections.

Next week's Project Update will provide information on what to do if a municipal clerk receives postcards back from the USPS that were undeliverable, a refresher of what was taught in Business Process training.

From Project Director Barbara Hansen and the SVRS Team