



# *SVRS Project Update #42*

## Wisconsin State Elections Board

*... because every voter counts!*

April 28, 2006

### Part II - Statewide Voter Verification Postcards: The Next Steps

There are steps required to be taken now that Wisconsin has statewide voter registration, relating to verifying voters who registered on Election Day and by mail. Also, Part II it is a continuation of what was taught in business process training.

The SVRS Help Desk has received replies from clerks live on the SVRS giving consent to the SEB to send out the Voter Verification Postcards on their behalf. Clerks in live municipalities yet to reply are encouraged to do so by contacting the Help Desk at [svrshelpdesk@seb.state.wi.us](mailto:svrshelpdesk@seb.state.wi.us).

#### 1. Ordering Postcards from the SEB by municipalities waiting to go live

A Voter Verification Postcard template is available on the SEB website (print on card stock). Hard copies of the postcards can be ordered free of charge by contacting the SVRS office. The postcards are available in bundles of 100, with areas left blank for the voter address and the municipality's return address. The municipality pays the first class postage, labels the postcards and mails them. Call the Help Desk at 608-261-2028 to order or send the order to the e-mail address above.

#### 2. What to do when postcards are returned by the USPS to the municipality

If a municipal clerk receives a postcard back from the USPS as "undeliverable," first check for an address error, by comparing the address on the postcard to the original Voter Registration Application (EB-131). If an error is found the clerk should (or have their Provider) update the address in the SVRS. The postcard must then be re-sent to the correct address. Notify the SEB that the postcard process needs to be repeated for a particular voter. Contact SVRS staff at 608-261-2028 and ask them to re-send with the correct address. Be prepared to provide the SVRS Voter ID Number.

If a postcard comes back as "undeliverable" and it is not due to a data entry error, a clerk must change the status of the voter on the form from *active* to *inactive*. The original EB-131 must be marked to note the change in status, the date of the change, the reason for the change and the date of the destruction of the EB-131 (4 years after cancellation.) The returned postcard must be attached to the original application form and the form filed for future destruction.

#### 3. The voter's status is changed in the SVRS to "inactive-mailing undeliverable," detailing the results of postcard verification process and steps taken to resolve the status issue.

4. Moreover, if the Voter Registration Application form was submitted on Election Day and the postcard returned to the municipality in which the voter registered, it is the clerk's duty to mail a notice of change of the status to the elector and pass the information regarding the application to the District Attorney. See S.6.56 (3), Wis. Stats. Clerks with questions regarding the Voter Verification Postcard audit process can contact the SVRS Help Desk 608-261-2028 or [svrshelpdesk@seb.state.wi.us](mailto:svrshelpdesk@seb.state.wi.us).

### **Regions waiting to go live and about to be frozen will follow steps 1, 2, and 4.**

Wait until going live on the SVRS to update the postcard verification information in the system.

### **Notification of Special Elections**

In preparation for any upcoming special election prior to the September Partisan Primary, contact the SVRS Specialist with the dates and municipalities affected regardless of whether the municipality is live on SVRS or waiting to go live.

From Project Director Barbara Hansen and the SVRS Team