



## *Ineligible Voter List Instructions For Use In Clerk's Office September Partisan Primary 2006*

### ***What is this list?***

The Ineligible Voter List is a list of all felons who have addresses in your county and are currently under the Department of Correction's supervision. These individuals are on probation, parole, or extended supervision. The voting rights of these individuals have not been restored as of the date this list was issued and will not be restored until the individual completes the terms of his or her sentence. The information on this list is provided by the Department of Corrections (DOC).

### ***What is the layout of the list?***

The Ineligible Voter List information is organized by the person's last name. The list includes last name, first name, middle initial and includes the last known address, date of birth, and separation date. You may notice what appear to be duplicate names. This can happen when a record has slightly different information from another similar record, i.e. one record indicates middle initial and the next does not.

### ***What does the separation date mean?***

The separation date is the date when the individual has served their sentence and is no longer under supervision. Beginning with the separation date, the individual's civil rights are restored and he/she is eligible to vote. Note that in rare cases, the separation date noted on this list is a date **before** September 12. This individual **is** eligible to vote on September 12.

### ***What is this list used for?***

You will use this list to assist in identifying persons who are ineligible to vote under Wisconsin state statutes.

### ***When do I use this list?***

You use this list during the late registration process in your office, when issuing absentee ballots and when maintaining current registration records.

### ***How do I use it?***

#### ***• For Registration in Clerk's Office***

1. When a person presents him/herself at your office to register to vote, ask the person for his/her name and date of birth.
2. Compare the person's name and date of birth against the ineligible voter list.
3. Again, if a separation date is **before** election day, the person is eligible to vote.
4. If there is no match with the ineligible voter list, the person follows the late voter registration process.
5. If the name and date of birth are identical to an entry on the list and the person's separation date is **after** the election day, you must inform that person that they are ineligible to vote based on the information before you.
  - Use your best judgment. If a voter states his name is Jim John Smith, and the Felon list has

a Jim J. Smith and the date of birth is the same, this is good reason to challenge. Use the address as further corroborating information.

- If you find a matching name with a different date of birth, this is not a good reason to challenge. There are many common names, and clerks must exercise due care when determining whether you have a match with an ineligible voter.

6. If a person who matches a record on the list and maintains that he or she is eligible to vote, the registration form should be marked “ineligible to vote per DOC.” This person’s registration is challenged and should he/she wish to vote, his/her ballot is challenged.

- ***For Absentee Ballot Application***

When you are processing absentee ballots, you must review this list to determine if any applicant for absentee ballot appears on the list. If there is a match, then the absentee ballot should not be issued. The applicant should be informed of his/her ineligibility. If the person insists on voting by absentee ballot, you will need to inform the poll workers that the absentee ballot should be challenged at the polling place.

- ***For List Maintenance***

You are encouraged to review this list to determine if a person currently registered is ineligible to vote. Before poll books are printed and if you discover a match between a person on the ineligible list and a registered voter, in SVRS, mark the voter as “Inactive – Felon – Notification.” The voter should be notified of his/her ineligibility.

After poll books are printed, you are encouraged to review the poll book to determine if anyone on the list is ineligible to vote. If you discover a match, highlight the name and in the “Notes” section of the poll book write “Ineligible per DOC.”

### ***When do I refuse to let a person vote?***

You would refuse to let a person register and vote if they agree that they are ineligible to vote.

### ***Where can I get more information?***

Contact your SVRS Specialist or the SEB/SVRS Help List at (608) 261-2028.

PO Box 7984  
Madison, WI 53707-7984

Ph: 608-266-0395  
Fax: 608-261-2035

Website: <http://elections.wi.gov>  
E-mail: [svrs@seb.state.wi.us](mailto:svrs@seb.state.wi.us)

SVRS Help Desk: 1-877-885-7877  
Relier Help Desk: 1-608-261-2028