

Update a Voter Record – Voter Status Change to Cancelled or Inactive



This process is used for changing the Voter Status to Cancelled or Inactive. This process is **not** used for entering information from an EB-131.

1. Click on the **Voter** node from the Main menu tree.
2. Search for and open voter record using the search panel.
3. Change Voter Status:

- Locate “Status-Reason” field on the general tab.
- Use the drop-down menu. Expand the list by clicking and dragging the bottom right corner of the drop-down box.
- Select cancelled or inactive status with appropriate reason.
 - (1) Change voter status to **Inactive – Felony Notification** if Voter listed on Ineligible Voter List from Department of Corrections.
 - (2) Change voter status to **Cancelled – Deceased – Death Records Match** if Voter listed on Wisconsin Death 2003-2006 list from Department of Health and Family Services, Vital Records Office..



Voters with an inactive or cancelled status will **not** appear on a poll list.

4. **Save and Close** voter record.



When searching for cancelled voter records, you will need to check the “Cancelled / Non-valid Voters” box under the “People Included in the Search” section of the search panel (upper right-hand corner).