



## *Instructions For List of Wisconsin Deaths For Use In Clerk's Office*

### *November General Election 2006*

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

The Wisconsin Deaths 2003-2006 document is a list of Wisconsin deaths provided by the Department of Health and Family Services (DHFS), Vital Records Office.

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

The Wisconsin Deaths 2003-2006 list contains information that is organized by municipality within your county. Within the municipality, the list includes last name, first and middle name, municipality of residence, zip code, date of birth, and date of death.

#### ***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 because they are deceased.

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

You use this list for maintaining your voter registration records.

#### ***How do I use the list?***

You are encouraged to review this list to determine if a person currently registered is ineligible to vote because the person is deceased.

Before poll books are printed, review your voter records. If there is a match between a person on the list provided by DHFS and an already registered voter, in SVRS, should mark the voter record as "Cancelled – Death Record Match." Instructions on how this is done in the application can be found on the SEB website at [elections.wi.gov](http://elections.wi.gov). There are many common names, please exercise due care when determining whether you have a match with an ineligible voter because they are deceased.

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 "Deceased per DHFS." Instruct poll workers not to permit an individual to vote if he/she is marked as deceased as based on DHFS information. If the voter insists that this information is not correct, the poll workers should issue the voter a challenged ballot following the challenge procedures.

#### ***Do I need to secure this list?***

The death record list sent to your office contains more information than is allowed by law on a public death record index. Therefore, your office must take measures to insure that any printed or electronic death record list provided to you is not used for any other purpose than for the use intended (identifying ineligible voters).

The information on this list must be kept confidential and secure at all times. The list should be kept in a locked cabinet under your supervision.

You may not use the list for personal use, even as a genealogical research tool. There is a penalty for violating the laws regarding access to vital records lists.

#### ***What should I do with the list I received before the September primary election?***

You may use the previous death record list to compare that information with this list to identify new records that have been added since August. Afterwards, you must destroy the previous death record list by shredding or otherwise destroying the list so that the information cannot be available to anyone for any other purpose.

#### ***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