



## Table of Contents

Provisional Tracking System .....	2
Using the Provisional Tracking System .....	3
Recording No Provisional Ballots .....	10
Municipality .....	10
Polling Place .....	11
Reporting Unit .....	12
Check the Status of a Provisional Ballot on Voter Public Access .....	13
Search by Voter Name.....	14
Search by Provisional Ballot Number (PV Number) .....	15

## Introduction to the Provisional Ballot Tracking System



The Provisional Tracking System is an online database where municipal clerks enter their provisional ballot information which has been recorded on the Provisional Ballot Reporting Form (GAB-123r). The GAB-123r is an election reporting form that election inspectors complete. It is available in paper form on the Government Accountability Board's (GAB) website but has to be entered electronically into the Provisional Tracking System on Election Night so that the electors who voted a provisional ballot can check the status of their provisional ballot and the reason. 42 U.S.C. §15482(a)(5)(B). The Provisional Tracking System also allows municipal clerks an electronic option for transmitting the GAB-123r to other clerks and it will provide the number of pending provisional ballots by reporting unit that is required to be posted on Election Night. Wis. Stat. § 7.515(5), 2011 SB-381/AB-476, Wis. Stat. § 7.15(15).

In Wisconsin, provisional voting is ONLY used in three situations:

1. If an individual is a first-time voter, who registered by mail and has failed to provide the required proof of residence, he or she may vote provisionally.
  - a. The poll list will contain the notation "POR Required" to identify those first-time voters who registered by mail and who must show proof of residence before being allowed to vote
  - b. If an individual fails to provide the required proof of residence he or she may vote provisionally.
  - c. In the case of a first-time voter who voted absentee, the returned absentee ballot will be treated as provisional if no proof of residence has been provided with the returned absentee ballot.
2. If an individual who registers on Election Day has a Wisconsin driver's license, but is unwilling or unable to provide the license number, he or she may vote provisionally.
  - a. Individuals who have a Wisconsin driver's license may NOT use the last four (4) digits of their Social Security number.
  - b. Electors may vote provisionally if providing the driver's license number is the only missing registration element. If an elector is also missing required proof of residence, then he or she may NOT register or vote
3. If an individual wishes to cast a ballot on Election Day but fails to provide an acceptable form of photo ID, he or she may vote provisionally.
  - a. Individuals who wish to vote on Election Day must show election inspectors a photo ID that is contained on the list of acceptable IDs for voting purposes.
  - b. In the case of an absentee ballot whose envelope indicates that photo ID must be included with the ballot, the ballot will be treated as provisional if no acceptable photo ID has been provided with the returned ballot.

The election inspectors record the name of the elector, the Provisional Number (PV#), and the reason for the provisional ballot on the Provisional Ballot Reporting Form GAB-123r. A Provisional Ballot Reporting Form (GAB-123r) must be completed by the election inspectors at the polling place listing all of the electors who cast a provisional ballot. **All electors who have been issued a provisional ballot must be tracked in SVRS using the Provisional Ballot Tracking System on election night. The Provisional Ballot Tracking System must also be updated if/when an elector provides the missing information.**

## Using the Provisional Ballot Tracking System

The recommended minimum computer requirements for the Provisional Ballot Tracking System are:

OS: Windows XP SP2 32bit or higher

RAM: 1GB or more

Disk: 1GB Free Space or more

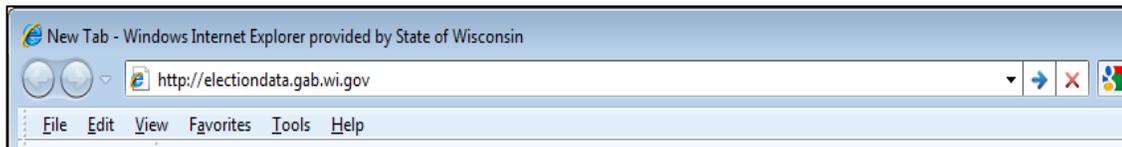
Video RAM: 256MB (512 Recommended)

Browser: Internet Explorer 8 (If you use another browser you may not be able to access the Provisional Tracking System).

### Entering Data:

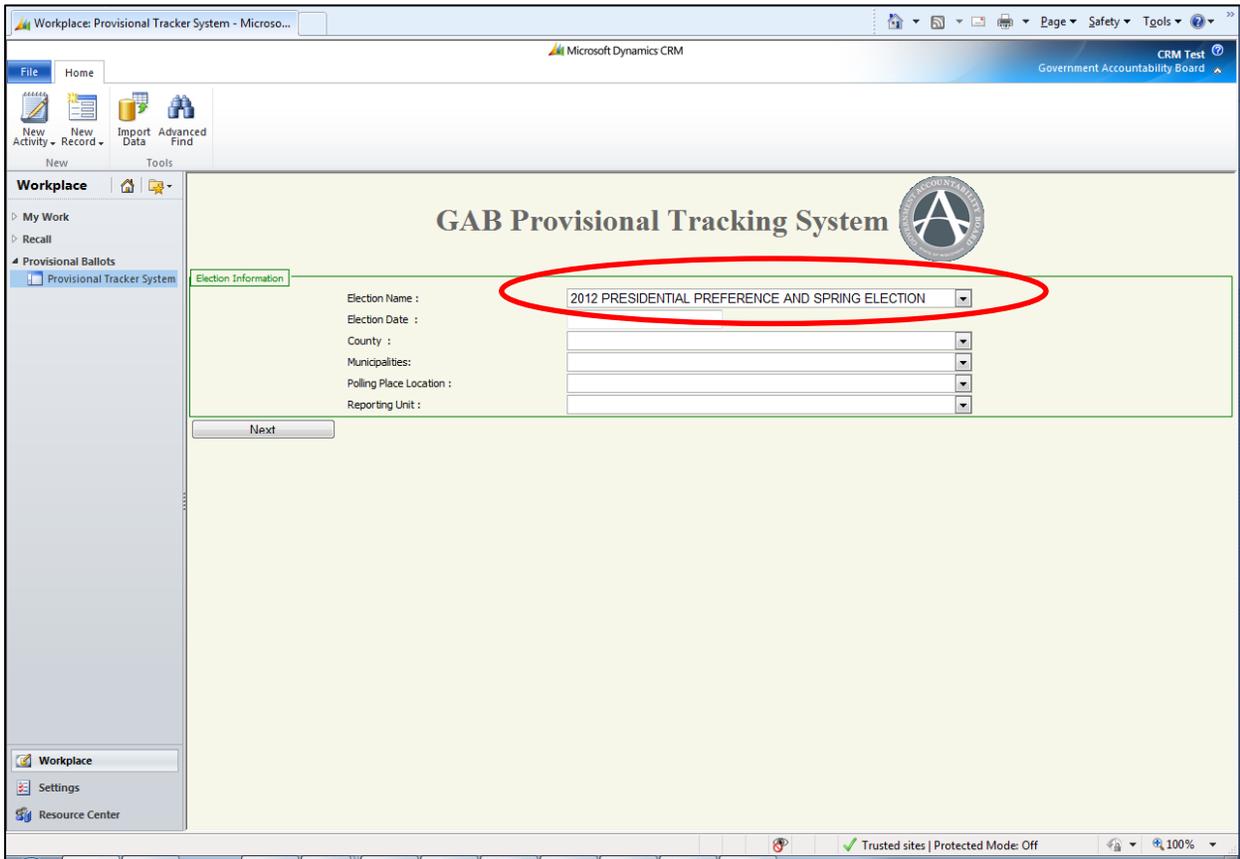
To enter data into the Provisional Tracking System:

1. From your Internet browser log in to <http://electiondata.gab.wi.gov>

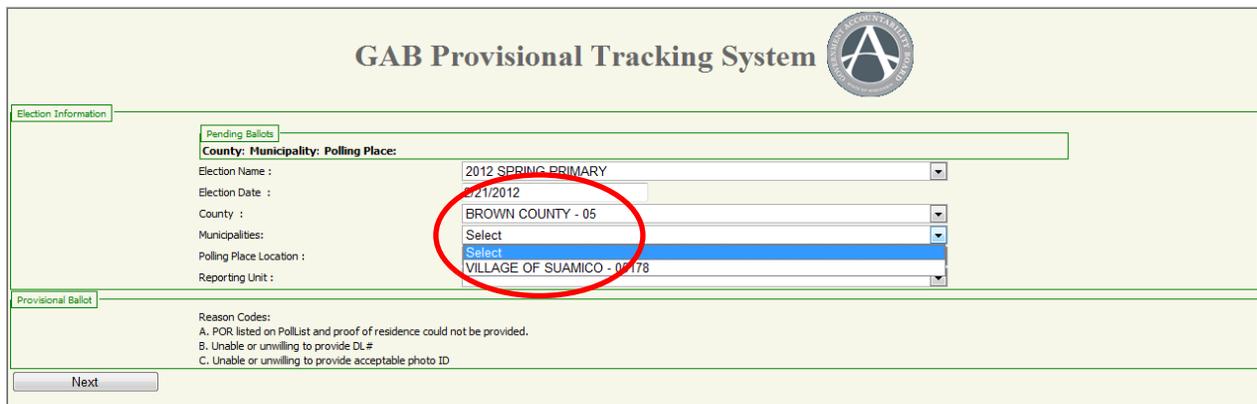


2. Enter your SVRS username and password. **Your username must be entered as svrs\\*\*\*\*\***





3. Click on **Provisional Tracker System**, and select the appropriate election from the menu.
4. Select the correct **County** and **Municipality**.



- Select the correct **Polling Place Location** and the correct **Reporting Unit**. If any provisional ballots have already been entered they will appear.

## GAB Provisional Tracking System

**Election Information**

Pending Ballots

County: Municipality: Polling Place:

Election Name : 2012 SPRING PRIMARY

Election Date : 2/21/2012

County : BROWN COUNTY - 05

Municipalities: VILLAGE OF SUAMICO - 05178

Polling Place Location : Select

Reporting Unit : Select

IDLEWILD PARK BUILDING  
MUNICIPAL SERVICES CENTER

Reason Codes:  
A. POR listed on Polllist and proof of residence could not be provided.  
B. Unable or unwilling to provide DL#  
C. Unable or unwilling to provide acceptable photo ID

Row#	Status	Name Of Elector	Address Of Elector	PV #	Absentee or In-Person Elector	Reason Code	Type of provisional Doc. provided	Method of providing Missing Info.	Date and time Elector provided Missing Info.	Clerk or Election Inspector Name	Voter Number Issued	Voter Reg.No.	Ward	123R Page No.	Note	Save
1	pending	First: Deo M.I.: a Last: Matre	Line 1: 123 Line 2: 1211 City: Madison Zip: 53717	12	Absentee					Mahadeo	123	<a href="#">Voter Lookup</a>	1			
2	Pending	First: <input type="text"/> M.I.: <input type="text"/> Last: <input type="text"/>	Line 1: <input type="text"/> Line 2: <input type="text"/> City: <input type="text"/> Zip: <input type="text"/>		Select	<input type="checkbox"/> a <input type="checkbox"/> b <input type="checkbox"/> c		Select				<a href="#">Voter Lookup</a>				<input type="button" value="Save"/>

- Enter provisional data from the GAB-123r. Click **Edit** if record already exists.

Row#	Status	Name Of Elector
1	Pending	First: <input type="text"/> M.I.: <input type="text"/> Last: <input type="text"/>

- Enter the provisional voter's **First, Last, and Middle Name**. The **Status** field will default to a status of **Pending**. The provisional ballot statuses are: **Requirements Met – Counted at PP** (this status will automatically update if the date missing information provided is Election Day), **Requirements Met – Pending BOC** (the status should be changed to Requirements Met – Pending BOC after Election Day after the missing information is provided), **Counted** (The status should be changed to counted after the Board of Canvass returns the GAB-123r and a voter number is entered on the form by the Board of

Canvassers), **Rejected – BOC** (this status is entered after the Board of Canvassers returns the GAB-123r). **Rejected – Failed to Provide Missing Information** (this status will automatically update provisional ballots in pending status where the voter did not provide the required information by 4pm on the Friday before the election.

8. Use the **TAB** key to move to the next box.

9. Enter the provisional voter’s address.  
The address should be listed on the GAB-123r.

**Address Of Elector**

Line 1:	
Line 2:	
City:	
Zip:	

10. The **Voter Reg. No., Voter Lookup** will allow you to look up the voter in SVRS and get the SVRS voter Registration Number for use later when recording votes in SVRS under the Record Votes Node. Click on [Voter Lookup](#) and a screen will appear that will allow you to select the voter that was issued a provisional ballot. *You will not be able to look up a provisional voter who does not provide a DL# because they can not legally be registered.* Clicking [Select](#) will automatically fill in the Name, Address, Ward, and Voter Reg Number from the SVRS voter record. *It will overwrite any data already entered in the name and address fields.*

**Voter Reg. No.**

Voter Lookup

provisional.gab.wi.gov/VoterLookup.aspx?FName=&LName=&MName=&JID=171&Row=0 - Google Chrome

provisional.gab.wi.gov/VoterLookup.aspx?FName=&LName=&MName=&JID=171&Row=0

First Name  Middle Name

Last Name

Search

	Voter Reg. #	First name	MI	Last Name	Address Line1	Address Line2	City	Zip Code	Ward
Select	0000063398	NATALIE	ROSE	STONE	318 W PINE ST		WASHBURN	548919557	City of Washburn - Ward 2
Select	0000182518	NICOLE	R	GERMANN	24 E 3RD ST		WASHBURN	548919536	City of Washburn - Ward 2
Select	0000356658	MARY	DOROTHY	MOTIFF	302 W OMAHA ST		WASHBURN	548919506	City of Washburn - Ward 2
Select	0000359063	JO ANNE	M	KATZMAREK	103 W 3RD ST		WASHBURN	548919507	City of Washburn - Ward 2
Select	0000431753	MARILYN	H	WILSON	824 JACKSON RD		WASHBURN	548919346	City of Washburn - Ward 4
Select	0000374919	JOSEPH	P	LE BOUTON	5 W 3RD ST		WASHBURN	548919355	City of Washburn - Ward 2
Select	0002242668	KENNETH	R	WEILER	222 1ST AVE E		WASHBURN	548911101	City of Washburn - Ward 1
Select	0000585469	HELEN	P	MILLER	710 E BAYFIELD ST		WASHBURN	548914411	City of Washburn - Ward 1
Select	0000584278	DAVID	KENNETH	MILLER	710 E BAYFIELD ST		WASHBURN	548914411	City of Washburn - Ward 1
Select	0000492367	MARIAH	L	RAADE	220 WOODLAND DR		WASHBURN	548919499	City of Washburn - Ward 4

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | ...

11. Enter the **Provisional Voter Number (PV#)** and select **Absentee or In Person** from the dropdown.

PV #	Absentee or In-Person Elector
<input type="text"/>	Select ▼

12. Select a **Reason Code**.  
More than one Reason Code can be selected.

Reason Codes:

- A. POR listed on PollList and proof of residence could not be provided.
- B. Unable or unwilling to provide DL#
- C. Unable or unwilling to provide acceptable photo ID

Reason Code		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
a	b	c

13. Enter the **Type of Provisional Documentation Provided** (this is a free-form text field), and select the **Method of Providing Missing Information** from the dropdown. The Method of Providing Missing Information should correspond to the reason the voter was given a provisional ballot. For example, a DL# may be provided by telephone if reason B is the reason code entered.

Type of provisional Doc. provided	Method of providing Missing Info.
<input type="text"/>	Select ▼

**14. Enter the Date and Time the Elector Provided the Missing Information.**



*If the date entered is Election Day the status will change to Requirements Met – Counted at PP. If the date entered is after Election Day the status will automatically change to Requirements Met – Pending BOC. The status of Counted must be manually chosen.*

DATE AND TIME ELECTOR PROVIDED MISSING INFO.

Input a date and time

**15. Enter the Clerk or Election Inspector’s Name** from the GAB-123r.

**16. Enter the Voter Number Issued** from the GAB-123r. If a voter number is entered on the GAB-123r the Status should be changed to Counted.

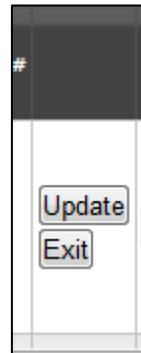
Voter Number Issued

17. Enter the GAB-123r page number. The page number is located on the top right corner of the GAB-123r. A notes field is provided where you may type in notes that were written on the GAB-123r.

18. After you have entered all of the information for the provisional voter click the **Save** button and proceed to the next provisional ballot issued. When you are finished exit the Provisional Ballot Tracking System .



19. To Update a saved record in the Provisional Ballot Tracking System click the **Edit** button. Enter the new information in the appropriate field and click **Update** to save the updated information to close the record without updating the information click **Exit**.



### Recording No Provisional Ballots:

Users have 3 options for recording that there are no provisional ballots in an election:

- 1. By municipality
- 2. By polling place
- 3. By reporting unit

#### No Provisional Ballots By Municipality

Select the Election, County and Municipality. Next to the Municipality click on the words No Provisional Ballots. A pop-up window will appear with a confirmation message. Click confirm to complete recording no provsional ballots for the *Municipality*.



## GAB Provisional Tracking System

---

**Election Information**

---

**Pending Ballots**

County: 0 Municipality: 0 Reporting Unit: 0

Election Name : 2012 PRESIDENTIAL PREFERENCE AND SPRING ELECTION

Election Date : 4/3/2012

County : LAFAYETTE COUNTY - 33

Municipality: TOWN OF ARGYLE - 33002

Polling Place Location : Select

Reporting Unit :

[No Provisional Ballots](#)

**By selecting this option you are confirming that there are NO PROVISIONAL BALLOTS FOR YOUR ENTIRE municipality.**

### No Provisional Ballots By Polling Place

Select the Election, County, Municipality, and Polling Place. Next to the Polling Place name click on the words No Provisional Ballots. A pop-up window will appear with the Reporting Units or Wards at that Polling Place. Place a check in front of the desired Reporting Units or Wards and click the Save No Provisional Ballot box.

Pending Ballots	
<b>County:</b> 0 <b>Municipality:</b> 0 <b>Reporting Unit:</b> 0	
Election Name :	2012 PRESIDENTIAL PREFERENCE AND SPRING ELECTION ▼
Election Date :	4/3/2012
County :	LAFAYETTE COUNTY - 33 ▼
Municipality:	TOWN OF FAYETTE - 33014 ▼
Polling Place Location :	FAYETTE TOWN HALL ▼
Reporting Unit :	Select ▼
<a href="#">No Provisional Ballots</a>	

County :	LAFAYETTE COUNTY - 33
Municipality :	TOWN OF FAYETTE - 33014
Polling Place Location :	FAYETTE TOWN HALL
<input checked="" type="checkbox"/>	Reporting Unit
<input checked="" type="checkbox"/>	WARD 1
<input checked="" type="checkbox"/>	WARD 2
<input type="button" value="Save No Provisional Ballots"/>	

### No Provisional Ballots By Reporting Unit

Select the Election, County, Municipality, Polling Place, and Reporting Unit. Next to the Polling Place name click on the words No Provisional Ballots. A check box will appear next to the reporting unit name. **Check the box next to No Provisional Ballot, and you are DONE.** Select another municipality or polling place to continue or leave the entire system by selecting close under *File* in the upper left of the dashboard

## GAB Provisional Tracking System



---

**Election Information**

**Pending Ballots**

County: 0 Municipality: 0 Reporting Unit: 0

Election Name : 2012 PRESIDENTIAL PREFERENCE AND SPRING ELECTION

Election Date : 4/3/2012

County : LAFAYETTE COUNTY - 33

Municipality: TOWN OF BELMONT - 33004

Polling Place Location : BELMONT TOWN HALL

Reporting Unit : WARD 1

No Provisional Ballots

If you need to enter a provisional ballot after you have check no provisional ballots you simply select the reporting unit and **uncheck the No Provisional Ballots**. Continue by following the instructions under the Entering Data section.

## Look up a Provisional Ballot on Voter Public Access

Go **to the VPA** website at <https://vpa.wi.gov>.

**Wisconsin Voter Public Access**  
 Government Accountability Board

Voter Search    Address Search    Absentee Ballot Search    Provisional Ballot Search

**Note to Voter Public Access users:**

Polling place information for some voters may be temporarily incorrect.

As part of the redistricting process, ward definitions for each municipality have changed. Municipal Clerks are in the process of updating polling place information. As a result, some users may see incorrect polling place information.

Polling place information will be correctly updated prior to your next election in February 2012. Please check back later.

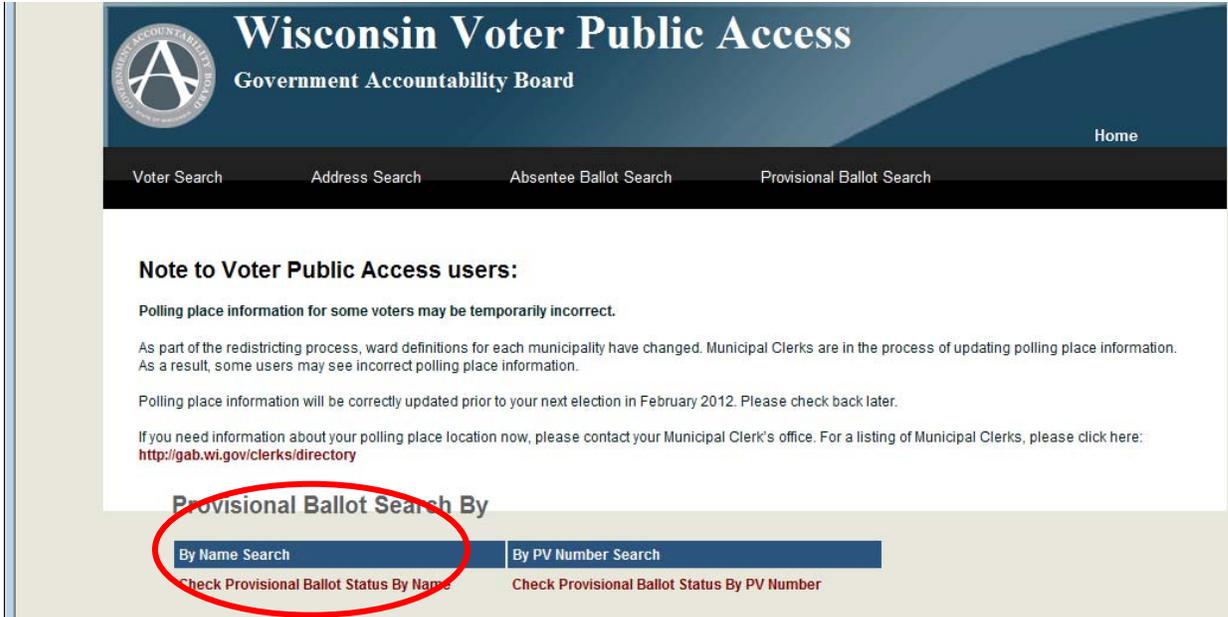
If you need information about your polling place location now, please contact your Municipal Clerk's office. For a listing of Municipal Clerks, please visit <http://gab.wi.gov/clerks/directory>

Voter Public Access gives Wisconsin voters one-stop access to information about their right to vote.

<b>Voter Search</b> <b>Look up your voter registration and polling place location</b> Look up your voter record to check your voter status and to check the polling place location, voting history, absentee ballot status and sample ballot (for a recent or upcoming election).	<b>Address Search</b> <b>Look up polling place location for an address</b> Look up the polling place location, and sample ballot (for a recent or upcoming election) for anyone who lives at a specific address (anonymous search).
<b>Absentee Ballot Status Check</b> <b>Military/Overseas Voters - Check Absentee Ballot Status</b> Military and Overseas voters can check the status of an absentee ballot issued or returned for a recent or upcoming election.	<b>Provisional Ballot Search</b> <b>Check Provisional Ballot Status</b> Check the status of your provisional ballot.

1. Under **Lookup Options**. Choose **“Check Provisional Ballot Status”**.

2. Provisional Ballots may be searched by **Voter Name** or by **Provisional Ballot Number (PV Number)**.
3. To Search by **Voter Name** Click on the words **Check Provisional Ballot Status by Name**.



4. Enter in the voter's **Last Name, First Name, and Date of Birth**. Click **Search**.
5. Click the **Name** of the provisional voter. The **Provisional Ballot Status Screen** will appear. Provisional Ballot information will be displayed, showing the **PV Number**, the **Election Date** and **Election Name**, **Ballot Status**, and the **Reason** the ballot is in the status shown.

### Provisional Ballot Status for:

ADAMS,DAVID K

#### Voting History

PV Number	Election Date	Election Name	Ballot Status	Status Reason
12	2/18/2003	2/18/2003 ELECTION	Pending	Ballot will not be counted unless an acceptable proof of residence is provided to your municipal clerk by 4 pm on Friday 2003-02-22 .

6. The **Provisional Ballot Status Screen** also displays the information provided on the **Provisional Voting Information Sheet for Voters**. This form is available on the G.A.B. website [gab.wi.gov](http://gab.wi.gov), and should be given to each voter given a provisional ballot at the polling place.

1. To Search by **Provisional Ballot Number** click on the words **Check Provisional Ballot Status by PV Number**.
2. Enter the **Municipality Name (Required)** and the **PV Number** and click search.

Provisional Ballot Status Search By PV Number

Search Criteria	
Municipality Name (*)	PV Number (*) = Required
town of albion	12

Name	Election Date	Municipality	County	PV Number
ADAMS,DAVID K	2/18/2003 12:00:00 AM	TOWN OF ALBION - 13002	DANE COUNTY - 13	12

3. Click the **Name** of the correct provisional voter. The **Provisional Ballot Status Screen** appears. Provisional Ballot information will be displayed, showing the **PV Number**, the **Election Date** and **Election Name**, **Ballot Status**, and the **Reason** the ballot is in the status shown.