



SVRS Election Checklist II
2013 Spring Election
April 2, 2013



The Government Accountability Board – Elections Division (G.A.B) has checked Milestone #3 for the State on Tuesday, March 6, 2013.

County Tasks (performed by Friday, March 8, 2013):

Step 1: Add in any county contests and candidates, or municipal contests and candidates for reliers. The G.A.B. has entered all school district and multi-jurisdictional judge contests and candidates. Please review the school district and multi-jurisdictional judge contests and contact the G.A.B. immediately with any corrections or additions. If you have questions on adding any additional contests or candidates, please contact the Government Accountability Board. **Any additional contests or candidates must be added before municipalities generate absentee ballots.**

NOTE: Counties should be in contact with the G.A.B. about any sanitary district contests prior to checking Milestone #3. (Sanitary District contests were previously entered by municipalities, but they now need to be done at the County level). Please contact the G.A.B. Help Desk with any questions.

Step 2: **Counties use the G.A.B. Canvass Reporting System to verify that all contests and candidates have been entered into SVRS correctly. Also verify that all referendum questions have the appropriate vote choices for MyVote Ballots. Sample ballots are available on the Election Data (CRM) website. <http://electiondata.gab.wi.gov>** The Election Night Call-In Return Sheet and the Canvass Report-GAB 106 reports both show all contests and candidates and can be used for this purpose. See the Canvass chapter of the SVRS Application Training Manual for more information.

Step 3: Counties check Milestone #3 for the 2013 Spring Election no later than Friday, March 8, 2013. (*Election Set-Up: Page 27*) Please notify Self-Providers that Milestone #3 has been checked at the county level.

Municipal Self-Providers/Provider Tasks (performed by Tuesday, March 12, 2013):

Step 4: Self-Providers/Providers check Milestone #3 no later than Tuesday, March 12, 2013. Do not complete this step until receiving notice that the county has checked Milestone # 3. Continue immediately through Step 7 of this check list. (*Election Set-Up: Page 28*)

Step 5: Self-Providers/Providers generate Ballot Styles if no SVRS district mapping updates are pending. (*Election Set-Up: Page 29*)

Step 6: Self-Providers/Providers set Milestone #4 no later than Tuesday, March 12, 2013 for the election. (*Election Set-Up: Page 30*)

Step 7: Self-Providers who use SVRS to track Absentee Ballots should issue absentee ballot labels for all absentee electors no later than Tuesday, March 12, 2013 for all absentee applications approved and on file for the election. **NOTE:** All military absentee ballots must be tracked in SVRS. Permanent overseas voters are not eligible to vote in the 2013 Spring Election.

Wednesday, March 13, 2013 CLOSE OF VOTER REGISTRATION

Enter all GAB-131s from voters who registered in person by close of business March 13, 2013.

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◆ “In Person” is defined as registering in front of an election official – a clerk or special registration deputy. Examples of in-person registration are: in your office, at libraries, and at schools. In-person registration can also occur during special registration drives in front of a special registration deputy.

Enter all mailed-in GAB-131s that are postmarked on or before March 13, 2013.

◆ You must enter into SVRS all mailed-in GAB-131s postmarked on or before March 13. In the Voter Application screen in SVRS, you will enter the postmark date into the field labeled **Effec. Reg. Date**. **Example:** John’s registration form is postmarked March 13 and it arrives in the clerk’s office on March 14; you should enter March 13 as the effective registration date. If you are transferring John into your municipality, make sure you update the effective date to reflect the postmark.

Review any New or Pending voter applications in SVRS.

◆ Review any new applications that were entered but not processed. Note that Online Mail or Online Late applications cannot be processed until you receive the paper form in your office. If 30 days have passed since the application was submitted online, but it has not been received, the application can be denied as application not received.

Thursday, March 14 to Friday, March 29, 2013 LATE REGISTRATION PERIOD

When voters register in your office after March 13, 2013, you must issue each of them a Certificate of Registration (GAB-133). Since the GAB-133 is used exclusively by clerks in their office, the form is available to clerks from the G.A.B. Help Desk (608-261-2028) by fax, USPS, email or generated through SVRS. A fill-able version of the form, which can be typed-in rather than hand-written, is also available by email or generated through SVRS.

◆ Late Registration may only take place:

1. In the Municipal Clerk’s office
2. In the County Clerk’s office if the municipality is relying on that County
3. If a hospitalized elector registers by agent.

◆ Anyone registering on or after March 14, 2013 must receive a Certificate of Registration.

◆ Prior to permitting an elector to register to vote during late registration the municipal clerk shall review the list of Ineligible Voters provided to the G.A.B. by the Department of Corrections. The Ineligible Voter Lists are available online at <http://electiondata.gab.wi.gov/>. Clerks may search the Ineligible list online or print lists for use during this time period. Municipalities are responsible for printing the lists unless other agreements have been made between Provider and Relier clerks.

◆ Providers who carry out late registration duties on behalf of their Relier(s) during this period must also issue Certificates of Registration (GAB-133). When Providers assign sequential numbers to the Certificates of Registration, the Provider should put a “C” after the number.

Example: Jane lives in the Village of Elkhart Lake which Relies on Sheboygan County. Jane can go to the Sheboygan County Clerk’s office to register and receive a Certificate of Registration instead of visiting the clerk’s office in Elkhart Lake.

◆ Counties cannot register voters on behalf of Self-Providers during Late Registration.



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Example: Mary lives in the City of DePere – a Self Provider. If Mary tries to register in the County Clerk’s office after March 14, she will be re-directed to the City of DePere Clerk to register and receive a Certificate of Registration.

◆ All mail-in registration forms that are postmarked **AFTER March 13** are **INVALID** for the 2013 Spring Election. If you receive mail-in registration forms postmarked after March 13, please contact the voter and recommend that he/she choose one of the following:

1. Visit the clerk’s office and register in person before the election – requires proof of residence
2. Register (EDR) at the Polling Place – requires proof of residence
3. Hold his/her registration for post election entry – this option means the person’s registration will be entered after the election, if the voter does not register in the clerk’s office or at the polling place.

(Optional) If you are using SVRS to track absentees, continue to process absentee applications and issue absentee ballots in SVRS.

April 1, 2013 DEADLINE TO PRINT POLL BOOKS

When Should I Print My Poll Book?

Poll books cannot be printed before 5:00pm on March 13, 2013. The G.A.B Elections Division strongly encourages you to wait until at least March 22, 2013 to print your official poll book Please consider the following when determining when to print your poll book:

- ◆ Once you print your final poll book, anyone who registers after that will not show up on any pre-printed poll list, and will be required to provide a Certificate of Registration (GAB-133) at the polling place. Although all late registrants will have received a Certificate of Registration, only those not appearing on the pre-printed list will be required to provide it at the polling place.
- ◆ Poll workers will need to record voter information on the Supplemental Poll List (GAB-107) for those who provide a Certificate of Registration (GAB-133) at the Polling Place and who do not appear on the pre-printed Supplemental Poll Book (see below).
- ◆ Providers should consider how long it takes to print and deliver poll books. Give yourself a reasonable timeframe to deliver poll books to your polling places on time.

The more names that appear on the printed poll book, the fewer names poll workers will have to manually add to the GAB-107 on Election Day and the fewer names clerks will have to later manually reconcile voter participation within SVRS. This will reduce confusion for poll workers, reduce inconvenience to voters, and reduce confusion and work for clerks.

Check SVRS to make sure you have your poll books set up properly for the election.

The Polling Place Assignment Plan and the Reporting Unit Plan set up when the election was inherited in SVRS must match. The Reporting Unit Plan must match how your voting equipment has been programmed and how you will be reporting your results to the County for canvassing. Each line in the Polling Place Assignment Plan and in the Reporting Unit Plan represents a separate poll book and reporting unit, respectively. (*Election Set-Up: Pages 4-9*)



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Review any New or Pending voter applications in SVRS.

Review any new applications that were entered but not processed. Review pending applications to see if voters have provided sufficient information to process them. Note that Online Mail or Online Late applications cannot be processed until you receive the paper form in your office. (*Voter Applications: Page 21*)

How Is My Poll Book Organized?

PART I: Poll Book (generated by and printed from SVRS)

- a) Contains names and addresses of all voters who registered by March 13, 2013
- b) Contains names and Confidential ID number of all Confidential Voters who registered by March 13, 2013

PART II: Supplemental Poll Book (generated by and printed from SVRS)

- a) Contains names and addresses of all voters who registered during Late Registration until the time you printed your poll book
- b) Contains names and Confidential ID number of all Confidential Voters who registered during Late Registration until the time you printed your poll book

HAND-WRITTEN SUPPLEMENTAL LIST (GAB-107):

- a) Contains names of voters who present Certificates of Registration at the polls and whose names do not appear on the supplemental poll book
- b) Contains names of voters who register on Election Day

How Do I Print My Poll Book?

- ◆ Instructions are on Pages 2-17 of the Poll Book chapter of your updated SVRS Training Manual.
- ◆ If you generate and print a test poll book before your official poll book, you need to delete it and generate a new one to use as your official poll book.
- ◆ If you print your poll book from a computer that is not certified for use on SVRS, you must install the 3 of 9 *Barcode* font before barcodes will print.
- ◆ If you do not have names on your poll book, check to make sure you have generated ballot styles. See Page 29 of the *Election Set Up* chapter in your updated SVRS Application Training Manual.

What Happens After I Print My Poll Book?

- Prepare Poll Lists for use at Polling Places.
- Print a copy of the **Ineligible List** for the polling location.

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The Ineligible Voter List, a list of all felons who have addresses located in the area served by a polling place, must be made available at each polling place. Prior to permitting an elector to register to vote on Election Day, the inspectors or special registration deputies shall review the list. The list may be made available at the polling place in a searchable online format or a printed list. Municipalities are responsible for making the lists available at their polling places unless other agreements have been made between Provider and Relier clerks.

- Provide poll workers with copies of blank Supplemental Poll List forms for your poll book binder. (**GAB-107** from *Forms & Publications* at [Government Accountability Board -- All Forms | Government Accountability Board](#))
- Self-Providers and Providers for their Relier(s) set Milestone #5. Checking Milestone #5 is an indication to GAB that you have printed out official poll books – do not do this until you know you are satisfied with your poll list.
- Print an Absentee Ballot Log for each polling place. If you use SVRS to track your absentee electors, instructions for printing the WI Absentee Application Ballot Log from SVRS are on page 11 of the *Absentee Ballots* chapter of the updated SVRS Application Training Manual.

TUESDAY, April 2, 2013 ELECTION DAY!