

WISCONSIN ELECTIONS COMMISSION

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DATE: July 27, 2017

TO: Wisconsin County Clerks
Wisconsin Municipal Clerks
City of Milwaukee Election Commission
Milwaukee County Election Commission

FROM: Michael Haas
Elections Commission Administrator

Patrick Brennan
WisVote Elections Specialist

SUBJECT: Four-Year Maintenance Deadline Approaching

July 31, 2017 is the deadline for a voter to respond with a Request for Continuation of Registration for the 2017 four-year voter record maintenance. After 5 p.m. on Monday, July 31, 2017, Elections Commission technical staff will inactivate the voter records of individuals who did not respond to the Notice of Suspension of Registration sent in June 2017. Voters who did not respond with a request for continuation of registration will be given a status of “Inactive - 4 Year Maintenance” in WisVote. It is very important for clerks to record any Applications for Continuation of Registration in WisVote before 5 p.m. July 31, 2017. Clerks should also continue to record postcards that are returned as undeliverable. This will ensure accuracy of the process and that voter registrations are not erroneously inactivated.

Many clerks have asked, “Why should I record the undeliverable postcards if the voter records are going to be updated to Inactive status?”

- Statutes require that the number undeliverable post cards must be posted online.
- Recording the undeliverable mailings in WisVote shows whether a voter did not respond versus if a card was returned undeliverable, which may indicate different circumstances.

If clerks continue to receive responses after July 31, 2017, please handle as follows:

- **Undeliverables:** Clerks can continue to record undeliverable four-year maintenance postcards using the Letters tile in WisVote. This will not update the voter record but will accurately reflect the disposition of the postcard.
- **Continuations:** If you receive continuations after July 31, 2017, please check the postmark.

- If the postcard is postmarked on or before July 31, 2017, or if it has no postmark, this is considered a valid continuation request. To process this in WisVote, go to the voter record and reactivate the voter. You do not need to update the letter record as the continuation will no longer be available in WisVote under the Letters tile.
- If the postcard is postmarked after July 31, 2017, this is not a valid continuation request. The voter must reregister. Commission staff recommends directing the voter to <https://MyVote.Wi.gov> or mailing the voter an EL-131 registration form.

The Commission would like to thank all clerks for their efforts in the process so far. Clerks with questions may contact the Elections Commission Help Desk at (608) 261-2028, or at Elections@wi.gov.