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Memorandum

DATE: August 26, 2016

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

FROM: Michael Haas
Elections Commission Administrator

Michael Nelson
WisVote Trainer

SUBJECT: Election Day Registration Verification Postcard Statistics Reporting

Wisconsin Statute §6.275 requires municipal clerks to report the following information to the Commission regarding the status of the Election Day Registration Verification Postcards in their municipality for every election with a state and/or federal contest or a statewide referendum.

1. The number of address verification postcards sent to Election Day Registrants (EDR).
2. The number of those postcards returned as undeliverable because the voter did not reside at that address.
3. The number of such voters inactivated as a result of the address verification postcard process.
4. The number of voters referred to the District Attorney.

Commission staff has developed an EDR Postcard Statistics Report in WEDCS to report the status of EDR postcards in your municipality. The report requires you to provide the number of postcards broken down into five categories (see attached). This report must be filed as soon as possible but **no later than 90 days** after each election with a federal or state contest. These statistics should be updated regularly until the status of all postcards mailed has been resolved.

The majority of EDR verification postcards will likely be delivered successfully to the Election Day registrants, confirming their address. In cases where the EDR verification postcard is returned as undeliverable, the Wisconsin Elections Commission asks municipal clerks to investigate those postcards to determine if there is a reasonable explanation for why the postcard was returned, such as a typo in the mailing address, a postal service error, or the elector moving between Election Day and when the postcard was delivered. Clerks should not refer such cases to the District Attorney. Please include such resolutions under Category #3 – Number of undeliverable EDR address verification postcards that are able to be resolved.

If a verification postcard is returned as undeliverable and the clerk cannot determine that there is a reasonable explanation, Wisconsin Statutes §§ 6.56(3) and 7.15 (1)(g) require municipal clerks to inactivate the voter record, mail the voter a notice of the change in status, and notify the District Attorney and the Wisconsin Elections Commission. If you make any District Attorney referrals following the election, please remember to also email that referral to the Elections HelpDesk at elections@wi.gov.

To get to the EDR Postcard Statistics Report:

1. Login to WEDCS at <http://wedc.gab.wi.gov/>
2. Click on EDR Postcards from the left-hand menu for the election you wish to enter statistics
3. Click on the name of your municipality
4. Enter your statistics
5. Click on the “Save and Submit” button at the bottom of the screen
6. Return to update your report as necessary.

Please remember that the statistics related to EDR postcards must be updated until the status of all postcards has been resolved. The Elections Commission is required to post the statistics for each municipality on our website, and that list includes an indication of which municipalities have not reported their EDR postcard statistics.

This process can be a bit confusing at first due to the categories which the Statutes require to be reported, and because it is still a new statutory requirement. We have found that compliance with the reporting requirement seemed to improve after the Spring Election compared to the Spring Primary. However, if you have any questions at all regarding this process, please contact the Elections HelpDesk at elections@wi.gov or at (608) 261-2028.

Election Day Registration Verification Statistics Reporting

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