

What Do You Do if an Election Day Postcard is Returned as Undeliverable?
Reporting EDR Postcards in WEDC
<http://wedc.gab.wi.gov>

1. Record all postcards returned as undeliverable for any reason in category #2 – **Number or EDR Address Verification Postcards Returned To The Clerk As Undeliverable For Any Reason**

2. Review the address on the undeliverable postcard for any missing information or other obvious error. Compare the voter's address as it appears on the undeliverable postcard to the voter's paper registration form and look for typographical errors. Correct any obvious errors in WisVote, and email the Elections Help Desk at elections@wi.gov to have a postcard resent to the corrected address. Include the voter's registration number in the email.

Note: Note that if your municipality does not have postal mail delivery, you must enter a mailing address in WisVote for each of your voters in order for the verification postcard or other mailings to be deliverable. Please enter the mailing address in WisVote if it is missing, and email the Elections Help Desk at elections@wi.gov to have a postcard resent to the corrected address. Include the voter's registration number in the email.

3. If the address on the undeliverable postcard is complete and correct, and matches what the voter put on their registration form, more investigation needs to be done to determine if the voter deliberately gave an invalid address, or if some other circumstances apply, such as a post office error, the elector moving between Election Day and when the postcard was delivered, a homeless voter or other circumstance where a legitimate address is non-deliverable. If any of these reasons apply, record such undeliverable postcards in category #3 – **Number of Undeliverable EDR Address Verification Postcards That Are Able to Be Resolved**. Clerks should **not** refer such cases to the District Attorney.

4. If an elector moved between Election Day and when the postcard was delivered, you may mail the voter a 30 day notice letter to confirm their registration. The letter also provides information on how to re-register at a new address. If the voter fails to respond to the 30 day letter or the letter is also returned as undeliverable, inactivate the voter record. Record such inactivations in category #4 – **Number of Voters Inactivated in WisVote As A Result of the EDR Address Verification Process**. Clerks should **not** refer such cases to the District Attorney. If the voter receives the letter and responds confirming their registration, the voter remains active in WisVote and no further action is required.

5. If an Election Day verification postcard is returned as undeliverable and no reasonable explanation exists, Wisconsin Statutes §§ 6.56(3) and 7.15(1)(g) requires municipal clerks to inactivate the voter record, mail the voter a notice of change of status, and notify the District Attorney and the Elections Commission. The postcard and any other materials related to the clerk's investigation should be forwarded to the District Attorney. Record such inactivations in both the following categories:

a. Category #4 - **Number of Voters Inactivated in WisVote As A Result of the EDR Address Verification Process**.

b. Category #5 – **Number of Voters Referred To The District Attorney's Office As A Result of the EDR Address Verification Process**. Email referrals to the Elections HelpDesk at elections@wi.gov.