



SVRS Election Checklist II 2010 Partisan Primary

Wednesday, August 25, 2010 CLOSE OF VOTER REGISTRATION

Enter all GAB-131s from voters who registered in person by close of business August 25, 2010.

◆ “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 August 25, 2010.

◆ You must enter into SVRS all mailed-in GAB-131s postmarked on or before August 25. 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 August 25 and it arrives in the clerk’s office on August 28; you should enter August 25 as the effective registration date. If you are transferring John into your municipality, make sure you update the effective date to reflect the postmark.

Thursday, August 26, 2010 – Monday, September 13, 2010 LATE REGISTRATION PERIOD

When voters register in your office after August 25, 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 GAB Help Desk (608-261-2028) by fax, USPS, email or generated through SVRS. A fillable 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 after August 25 must receive a Certificate of Registration.

◆ 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.

Example: Mary lives in the City of DePere – a Self Provider. If Mary tries to register in the County Clerk’s office after August 25, she will be re-directed to the City of DePere Clerk to register and receive a Certificate of Registration.



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- ◆ All mail-in registration forms that are postmarked **AFTER AUGUST 25** are **INVALID** for the 2010 Partisan Primary. If you receive mail-in registration forms postmarked after August 25, 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 will not be allowed to vote until a future election.

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

September 13, 2010 DEADLINE TO PRINT POLL BOOKS

When Should I Print My Poll Book?

The GAB Elections Division strongly encourages you to wait until at least September 1, 2010 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) from those who provide 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 for clerks.

Check SVRS to make sure you have your poll books set up properly for the Partisan Primary. You need a separate poll book for each Assembly District, State Senate District, and/or Congressional District. Unless there is a special school district contest on the ballot, you should have the same number of poll books as you have types of ballots.

- ◆ The Polling Place Assignment Plan and the Reporting Unit Plan set up when the election was inherited in SVRS need to match. Each line in the Polling Place Assignment Plan and in the Reporting Unit Plan represents a separate poll book and reporting unit, respectively. The number of lines in these plans needs to match. **Example:** If your Reporting Unit Plan has Ward 1 as a reporting unit and Ward 2 as a separate reporting unit, then your Polling Place Assignment Plan must have Ward 1 as a poll book and Ward 2 as a separate poll book. See pages 4 – 9 of the *Election Set Up* chapter in your updated SVRS Application Training Manual. (page numbers refer to the updated sections posted on the GAB website)



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How Is My Poll Book Organized?

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

- a) Contains names of all voters who registered by August 25
- b) Contains names of all Confidential Voters who registered by August 25

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

- a) Contains names of all voters who registered during Late Registration until the time you printed your poll book
- b) Contains names 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

| <i>How Application Received</i> | <i>By 5pm on Aug 25</i> | <i>Between Aug 26 and the day you print your Poll Book</i> | <i>From when you print your Poll Book through Election Day</i> |
|---|---|--|--|
| <i>In Person in clerk's office</i> | Part I of Poll Book | Part II of Poll Book | GAB-107 Supplemental List Only voters who present Certificates of Registration at the polls |
| <i>In Person outside clerk's office</i> | Part I of Poll Book | Invalid. Not included on any list. | GAB-107 Supplemental List Only voters who register at the polling place on Election Day |
| <i>Mail</i> | Part I of Poll Book postmarked by Aug 25 | Invalid. Not included on any list. | Invalid. Not included on any list. |

How Do I Print My Poll Book?

- ◆ Instructions are on Pages 2-17 of the *Poll Books* chapter in your updated SVRS Application 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.



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◆ If you do not have names on your poll book, check to make sure you have generated ballot styles. Page 28 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
- Provide poll workers with copies of blank Supplemental Poll List forms for your poll book binder.
(**GAB-107** from *Forms* at <http://gab.wi.gov/>)
- 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 37 of the *Absentee Ballots* chapter of the SVRS Application Training Manual.

TUESDAY, SEPTEMBER 14, 2010 PRIMARY ELECTION DAY!

Coming Soon: September 15-October 15: Post Election Activities and Close-out Tasks