

# State of Wisconsin \ Government Accountability Board

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**DATE:** March 20, 2012

**TO:** Wisconsin Municipal Clerks  
City of Milwaukee Election Commissioners  
Wisconsin County Clerks  
Milwaukee County Election Commissioners

**FROM:** Nathaniel E. Robinson, Elections Division Administrator  
Government Accountability Board

**SUBJECT:** Voter Registration Forms from Voter Participation Center

Many clerks have received voter registration forms from the Voter Participation Center (VPC) or Women's Voices, Women Vote (WVWV). We have received questions from municipal clerks with respect to disposition of these forms. Listed below are some common questions we have received from clerks regarding these forms and the answers we have provided.

**Q: This isn't a Wisconsin Form. Can I accept it?**

A: The forms VPC and WVWV have used are the National Voter Registration Application. They must be accepted.

**Q: There isn't an expiration date for the driver license. Can I still accept the form?**

A: Yes. The expiration date is not required by law. However, it is helpful in determining whether the voter needs to provide the last 4 digits of their SS #. Accept the form regardless of what identifying number (WI DL#, WI ID# or SS#) has been provided.

**Q: There isn't a reference to 28-day residency. Can I still accept the form?**

A: Yes. The National Voter Registration Application is a universal form that can be used by all states. The voter must certify that he or she "meets the eligibility requirements" of their state." It is the responsibility of the voter to know the eligibility requirements of their state.

**Q: I received these forms after the March 14, 2012 open registration deadline. Can I still accept them?**

A: If the ship date or postmark is on or before March 14, 2012, they are accepted as mailed registrations received timely. The forms are entered into SVRS so that the voter is registered for the next election. If there are registration forms from first-time Wisconsin voters, and proof of residence was not provided with the registration, when the application is entered into SVRS,

“YES” should be selected from the “POR required” dropdown on the voter application screen so that the appropriate notation appears on the poll list warning election inspectors that they must see proof of residence before they can issue a ballot to this voter.

If the ship date or postmark is after March 14, 2012, the forms cannot be entered into SVRS at this time and the voter is not registered for the next election. The forms may be entered after the next election so that the voter is registered for subsequent elections. If there are registration forms from first-time Wisconsin voters, and proof of residence was not provided with the registration, when the application is entered into SVRS, “YES” should be selected from the “POR required” dropdown on the voter application screen so that the appropriate notation appears on the poll list warning election inspectors that they must see proof of residence before they can issue a ballot to this voter.

**Q: Do I need to notify voters if the registration has been received too late/was incomplete and they will not be registered for the next election?**

A: Yes. Notify the voter that the registration form was received after the open registration cut off, or was incomplete, and that they are not registered for the next election. If they wish to vote in the next election, they will either have to come to your office before 5:00 p.m. on the Friday before the election to register, or come to the polling place and register on election day. In both cases, the voter will have to bring proof of residence.

Please contact the G.A.B. customer center at (608) 261-2028 or [gabhhelpdesk@wi.gov](mailto:gabhhelpdesk@wi.gov) if you have any questions. Thank you.

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