



**SVRS Election Checklist II**  
**2012 Spring Primary**  
**February 21, 2012**



Please refer to the training manual found on the Government Accountability Board - website: [gab.wi.gov](http://gab.wi.gov)  
For the SVRS manual go to [gab.wi.gov](http://gab.wi.gov); publications, manuals, SVRS Training Manual or [click here](#)

**The Government Accountability Board – Elections Division (GAB) will check Milestone #3 for the State on Saturday, January 28, 2012.**

**County Tasks:**

**\*Steps 1 - 2 are performed by each county by the end of the day, Monday, January 30, 2012.**

Step 1: Follow the Election Set-Up chapter to add contest and enter candidate filings. (Election Set-Up: Page 15-26, 21-26 are optional) Please use the Contest Ballot Position numbers that are listed on page 16 in the Election Set-Up Chapter of the SVRS Application Training Manual.

Step 2: Counties use the G.A.B. Canvass Reporting System to verify that all contests and candidates have been entered into SVRS correctly. The Election Night Call-In Return Sheet and the Contests By Reporting Unit for County Use reports both show all contests and candidates and can be used for this purpose. See the Canvass chapter of the SVRS Application Training Manual for more information.

Step 3: Counties check Milestone #3 for the 2012 Spring Primary no later than Monday, January 30, 2012. (Election Set-Up: Page 27) Please notify Self-Providers that Milestone #3 has been checked at the county level.

**Municipal Self-Providers/Provider Tasks:**

Step 4: Follow the Election Set-up chapter to add contest and enter candidate filings, if there are municipal level contests. (Election Set-Up: Page 15-26, 21-26 are optional)

Step 5: Self-Providers/Providers check Milestone #3 no later than Tuesday January 31, 2012. Do not complete this step until receiving notice that the county has checked Milestone # 3. Continue immediately through step 6 of this check list. (Election Set-Up: Page 27)

Step 6: Self-Providers/Providers generate Ballot Styles. (Election Set-Up: Page 28)

Step 7: Self-Providers/Providers set Milestone #4 for the election. (Election Set-Up: Page 29)

Step 8: All Military absentee electors must have their official absentee ballot sent to them no later than January 31, 2012. All Self-Providers must track these Absentee Ballots in SVRS on the day the absentee ballot is sent. Providers must track the absentee ballots for military electors in SVRS for their Reliers no later than February 01, 2012. Providers should work with Relier municipalities to determine the number of military absentee electors each Relier municipality.

Step 9: Self-Providers who use SVRS to track Absentee Ballots may begin issuing absentee ballot labels for non-military electors.



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**Wednesday, February 01, 2012 CLOSE OF VOTER REGISTRATION**

Enter all GAB-131s from voters who registered in person by close of business February 01, 2012.

◆ “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 February 01, 2012.

◆ You must enter into SVRS all mailed-in GAB-131s postmarked on or before February 1. 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 February 1 and it arrives in the clerk’s office on February 2; you should enter February 1 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, February 02, 2012 – Friday, February 17, 2012 LATE REGISTRATION PERIOD**

When voters register in your office after February 01, 2012, 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 fill-able 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 February 01, 2012 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 February 01, she will be re-directed to the City of DePere Clerk to register and receive a Certificate of Registration.

◆ All mail-in registration forms that are postmarked **AFTER FEBRUARY 01, 2012** are **INVALID** for the 2012 Spring Primary. If you receive mail-in registration forms postmarked after February 01, 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.



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**February 20, 2012 DEADLINE TO PRINT POLL BOOKS**

**When Should I Print My Poll Book?**

The GAB Elections Division strongly encourages you to wait until at least February 2, 2012 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 Spring Primary.**

Each Reporting Unit needs to have a separate Poll Book.

- ◆ 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 February 01
- b) Contains names of all Confidential Voters who registered by February 01

**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 February 01</i>	<i>Between February 02 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	<b>Invalid.</b> 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 February 01	<b>Invalid.</b> Not included on any list.	<b>Invalid.</b> Not included on any list.

**How Do I Print My Poll Book?**

- ◆ Instructions are on Pages 2-16 of the *Set up & Print Poll Book* tab in your updated Application Training Participant Guide. (page numbers refer to the updated sections posted on the GAB website)
- ◆ 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.
- ◆ If you do not have names on your poll book, check to make sure you have generated ballot styles. See Page 28 of the *Election Set Up* chapter in your updated SVRS Application Training Manual.



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**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 & Publications* at <http://elections.wi.gov/>)
- February 2012 may see a large increase in the number of provisional ballots. Please review the *Provisional Voting* section in the *Electors* chapter of the Election Administration Manual, and make sure your election workers are prepared.
- 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, FEBRUARY 21, 2012 ELECTION DAY!**