

2.2 Voter Registration

The Voter Registration tile is used to register a new voter and process a name or address change for an existing voter. WisVote prevents duplicate records from being created by searching all records to see if the voter is already registered in WisVote. (Election Day Registration (EDR) is created under the specific election under the Elections tile – see Chapter 6.2 Post-Election Activities.)

The system validates voter registrations by assigning a unique voter registration number (or if updating an existing voter, by providing the registration number previously assigned to the voter) and will automatically associate the voter with the correct voting districts.

Voter Registration Tips

Voter Types

- Regular
- Military
- Permanent Overseas

Registration Period

- Open
- Closed – after the 3rd Wednesday before an election

Registration Date

- Date the election official receiving the application determined it complete, acceptable form of proof of residence provided

Required Fields for Data Entry

- Name
- Date
- Residential Address
- Date of Birth
- Valid Wisconsin Driver License, State ID number, or last 4 digits of Social Security Number (or an indication that the voter has none of the above)
- Proof of Residence (POR)
- POR issuing entity
- POR unique number, if any

Add a New Voter Registration (Open & Late Periods)

1. Click the Voter Registration tile
2. Enter the required Last Name , First Name, and Date of Birth of the voter and any optional information in the Voter Registration Search page, then click search

Voter Registration: GAB-131

Enter all of the following information as provided on the GAB-131 or any other registration form/source.
This includes adding the Previous Name as listed on Section 6 of the GAB-131:

Last Name:*	<input type="text"/>	Previous Last Name:	<input type="text"/>
First Name:*	<input type="text"/>	Previous First Name:	<input type="text"/>
Middle Name:	<input type="text"/>	Driver License / WI State ID #:	<input type="text"/>
Date of Birth:*	<input type="text"/>	Social Security #:	<input type="text"/>

- If a match is not found, click the *...New Voter Record* message bar to create a new voter record

None of these are my voter; Create a New Voter Record

- If a match is found, the voter record will appear in the Voter List; verify the information to determine if the voter is already registered; click the message bar to create a new voter record or click the Update button to update the voter record

Voter List

Review the voter records below to determine whether to add registration to an existing voter record or create a new voter record:

	Name	DOB	Address	DL/ID	SSN	Municipality	Status/Reason
Update	Smiley, Guy Lee	4/24/1978	15 WOODWARD AVE, CHIPPEWA FLS, WI 54729-2944	S167-1525-8004-16		CITY OF CHIPPEWA FALLS - CHIPPEWA COUNTY	Active - Registered

None of these are my voter; Create a New Voter Record

Note: a Duplicate Election Participation warning displays if the elector has already registered a vote

- Enter the driver license or state ID number in the DL/ID field
- Enter the driver license or state ID expiration date in the Expiration Date field (MM/DD/YYYY)
- Enter the last 4 digits of the social security number in the SSN field (if available)
- If neither a DL/ID number or SSN were provided, click the Neither DL/ID nor SSN checkbox
- Enter the optional Phone and Email fields
- Voter Type is default to Regular; change if Military or Permanently Overseas
- Enter the applicants street number and name in the Home Address field, then press enter or click the magnifying glass to display the search results
Note: exclude or abbreviate the street type (St, Ave, Ct, Rd, Cir) to produce results
- Select the address from the drop-down list of address search results

VOTER : NEW GAB - 131

Smiley, Guy

Voter Entry

Voter	
DL/ID	S167-1525-8004-16
Expiration Date	4/24/2020
SSN	0541
Neither DL/ID nor SSN	<input type="checkbox"/>
Name *	Smiley, Guy
Suffix	--
DOB *	4/24/1978
Phone	--
Email	--
Voter Type *	Regular
Home Address *	--
Different Mailing Address	<input type="checkbox"/>

15 woodward
🔍

📍 15 WOODWARD AVE, CHIPPEWA FLS, WI 54729-2944
15WOODWARDAVEC...

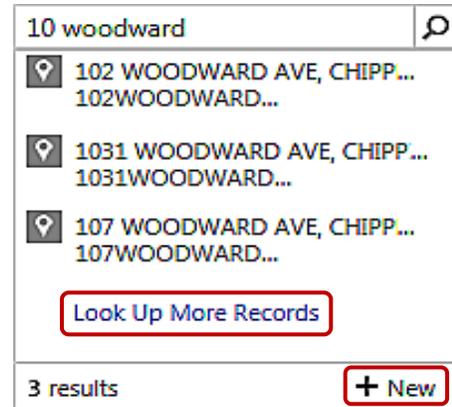
[Look Up More Records](#)

1 result
+ New

13. If the address is not found in the drop-down list of search results, click *Look Up More Records* to display more records or refine the search parameter

If a matching address is still not found, and a new address must be entered, click the +New button in the Look Up Record window to add a new address

Note: *Address Already Exists in Database* error may display after attempting to add a new address (see 7.2 Addresses)



14. Click the different mailing address checkbox if a different mailing address was provided, then enter the mailing address
15. In the New Voter Registration Application form, enter the date the registration was effective in the Registration Date field

Registration Entry			
Registration Date *	--	Submitted FPCA	<input type="checkbox"/>
Registration Period *	Open	POR Type *	--
Registration Source *	--	POR Entity *	--
Jurisdiction *	CITY OF CHIPPEWA FALLS - CHIPPEWA CO	POR Account	--
Voter Status Reason	Registered		
Unable to Sign Poll Book	<input type="checkbox"/>		
Election Worker Interest?	<input type="checkbox"/>		

16. The Registration Period field can be changed from Open to Late; verify which registration period is appropriate
17. Click the Registration Source field and select the source of the voter registration application from the drop-down list
18. Click the POR Type field, and select the type of proof of residence received with the voter registration application from the drop-down list

- Affidavit for Homeless Electors
- Bank Statement
- College Student ID with Fee Receipt (dated within last nine months)
- Care Facility Document
- Driver License or ID Card
- Employment ID Card (not business card)
- Government ID Card
- Other Document Issued by a Unit of Government
- Paycheck
- Real Estate Tax Bill (current year or the year preceding)
- Residential Lease
- Utility Bill (within 90 days of the date of registration)

Note: a corroborating witness is no longer an acceptable form of POR. The option remains for historical purposes for the past voter records associated with that POR type.

19. Click the POR Entity field and enter the name of the entity that issued the proof of residence
20. If there is a unique number associated with the proof of residence document, click the POR Account field and enter the last few digits of the number
 - 7 or more digits in length, record the last 4 digits
 - 6 or fewer digits in length, record the last 2 digits

Registration Entry			
Registration Date *	4/5/2016	Submitted FPCA	<input type="checkbox"/>
Registration Period *	Open	POR Type *	Utility Bill
Registration Source *	Mail	POR Entity *	TIME WARNER CABLE
Jurisdiction *	CITY OF CHIPPEWA FALLS - CHIPPEWA CO	POR Account	0001
Voter Status Reason	Registered		
Unable to Sign Poll Book	<input type="checkbox"/>		
Election Worker Interest?	<input type="checkbox"/>		

21. Click Save & Close to save registration record and return to the Voter Registration page

Update an Existing Voter Registration (Open & Late Periods)

1. Click the Voter Registration tile
2. Enter the required Last Name, First Name, and Date of Birth of the voter, then click search (For name change, enter the new name and include the previous name)
3. Click the Update button next to the matching voter registration record
4. Compare the information on the registration form to the information in the voter record; update the information
5. Enter the date the registration was effective in the Registration Date field
6. The Registration Period field can be changed from Open to Late; verify which registration period is appropriate
7. Click the Registration Source field and select the source of the voter registration application from the drop-down list
8. Click the POR Type field and select the type of proof of residence received with the voter registration application from the drop-down list
9. Click the POR Entity field and enter the name of the entity that issued the proof of residence
10. If there is a unique number associated with the proof of residence document, click the POR Account field and enter the last few digits of the number
 - 7 or more digits in length, record the last 4 digits
 - 6 or fewer digits in length, record the last 2 digits
11. Click Save & Close to save the updated voter registration record and return to the Voter Registration Search page

Federal Post Card Application

The Federal Post Card Application (FPCA) is a dual federal voter registration and absentee request form that is available to military and overseas voters. The FPCA is available on the internet, military bases, embassies, and consulates worldwide.

1. Click the Voter Registration tile
2. Enter the required Last Name, First Name, and Date of Birth of the voter and any optional information in the Voter Registration Search page, then click search
3. If a match is found, the voter record will appear in the Voter List; verify the information to determine if the voter is already registered; click the message bar to create a new voter record if the voter is not registered, or click the Update button to update the voter record
4. Enter the driver license or state ID number in the DL/ID field
5. Enter the driver license or state ID expiration date in the
6. Expiration Date field (MM/DD/YYYY)
7. Enter the last 4 digits of the registrants social security
8. number in the SSN field (if available)
9. If neither a DL/ID number or SSN were provided, click the Neither DL/ID nor SSN checkbox
10. Enter the optional Phone and Email fields
11. Click the Voter Type field in the Voter Record and select Military or Permanently Overseas

Voter Entry	
Voter	
Driver License or WI State ID	S167-1525-8004-16
DL Expiration Date	4/24/2020
Social Security No	0541
Neither DL or SSN	<input type="checkbox"/>
Name *	Smiley, Guy
Suffix	--
Date of Birth *	4/24/1978
Phone	--
Email	--
Voter Type *	Regular
Home Address *	15 WOODWARD AVE, CHIPP

Voter Type *	Regular
Home Address *	Military
Different Mailing Address	Permanently Overseas

12. Enter the applicants street number and name in the Home Address field, then press enter or click the magnifying class to display the search results
Note: exclude or abbreviate the street type (St, Ave, Ct, Rd, Cir) to produce results
13. Click to select the address from the drop-down list of address search results

If the address is not found in the drop-down list of search results, click *Look Up More Records* to display more records or refine your search parameters

If a matching address is still not found, and a new address must be entered, click the New button in the Look Up Record window to add a new address

Note: "Address Already Exists in Database" error may display after attempting to add a new address (see 7.2 Addresses)

14. Click the Different Mailing Address checkbox if a different mailing address was provided, then enter the mailing address

15. Enter the date the registration was effective in the Registration Date field

Registration Entry	
Registration Date *	7/12/2016
Registration Period *	Open
Registration Source *	Mail

16. The Registration Period field can be changed from Open to Late; verify which registration period is appropriate

17. Click the Registration Source field and select the source of the voter registration application from the drop-down list

Registration Entry	
Registration Date *	7/12/2016
Registration Period *	Open
Registration Source *	Mail
Jurisdiction *	<input type="checkbox"/> Clerks Office <input type="checkbox"/> Special Registration Deputy <input type="checkbox"/> Email <input type="checkbox"/> Fax <input type="checkbox"/> Registration Drive
Voter Status Reason	
Unable to Sign Poll Book	

 *Military and Permanent Overseas voters are not required to provide proof of residence!*

18. Click the Submitted FPCA checkbox

19. Click the Receive Absentee Ballot By field and select the method of transmission indicated
Note: This field will only display if the Submitted FPCA checkbox is selected

Absentee Ballot	Mail
Receive Absentee Ballot By *	Fax
	Email/Online

20. Click the Absentee Address Different checkbox if a FPCA mailing address was provided, then enter the FPCA absentee address

21. Click Save & Close to save the FPCA voter registration record and return to the Voter Registration Search page

 *An Absentee Application will automatically be created when a FPCA registration record is saved!
Go to the Absentee Applications tile to review the absentee application.*

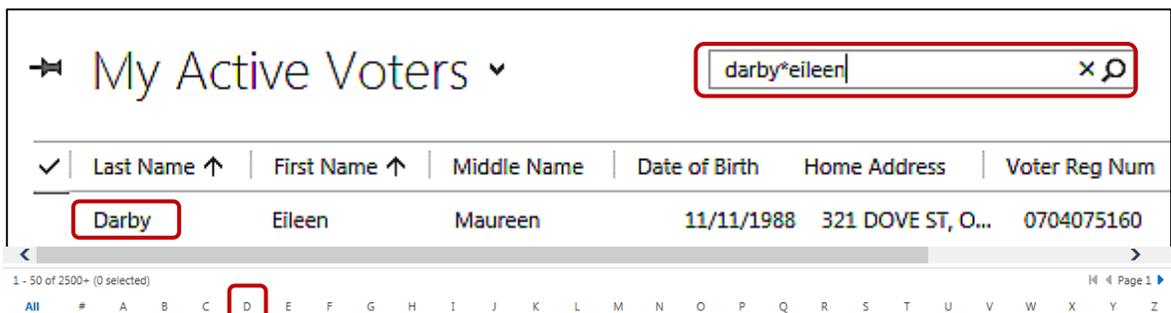
Confidential Voters

Individuals who are victims of domestic abuse or stalking have the option to apply for a confidential voter record status to prevent their names from appearing on poll lists, walking lists, and the MyVote Wisconsin website. Confidential electors are included in the poll book on a separate page, and are identifiable by the Confidential ID # assigned by the clerk.

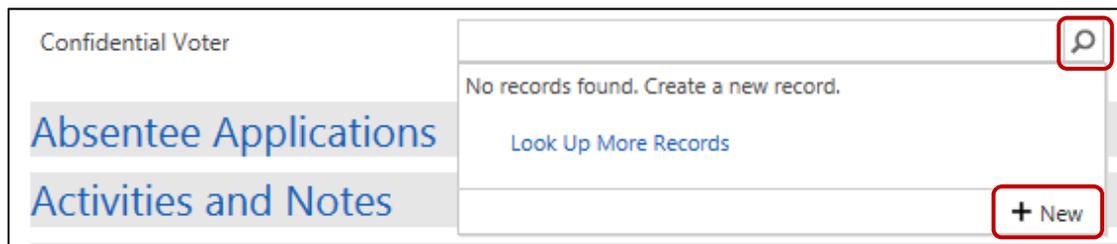
To apply for confidential status, a voter must provide the clerk a copy of a valid protective order, an affidavit signed by a sheriff or chief of police, or a statement signed by the operator of a residential shelter. After the voter has presented the qualifying documentation, they are issued a confidential elector identification card, and assigned a confidential elector number.

Change a Voter Record to Confidential Status

1. Click the Voter List tile
2. The *My Active Voters* view is the default display; enter the last*first name of the voter in the search bar, or select the first letter of the voters last name in the jump bar at the bottom of the page



3. Double click the name of the voter to open the Voter Record
4. In the Confidential Voter field, click in the field and press Enter or click the magnifying glass to open the record search window



5. Click the +NEW button to create the confidential voter record
6. A confidential voter window will display at the top of the Voter Record, enter the confidential voter status Effective Date
7. Click the Supporting Document field and select the document type from the drop-down list
Note: a supporting document expiration date will display if Protective Order is selected
8. Verify the automatically populated CV Expiration Status field, then click Save to save the confidential voter status and return to the Voter Record

Confidential Voter

Confidential Voter

Effective Date *	1/4/2016
Supporting Document *	<div style="border: 1px solid gray; padding: 2px;"> Protective Order </div>
Protective Order Expiration Date *	Affidavit
CV Expiration Date *	<div style="border: 1px solid gray; padding: 2px;"> Shelter Statement </div>
	<div style="border: 1px solid gray; padding: 2px;"> Service Provider Statement </div>

Save
Cancel

9. In the Voter Record, review the Confidential Voter field and click Save & Close to return to the *My Active Voters* view

Any Active Confidential Voters can be found by clicking on the Confidential Voter tile on the Easy Navigate page

VOTER : RECORD

Darby, Eileen Maureen

Different Mailing Address	<input type="checkbox"/>
DOB *	11/11/1988
DL/ID	D578-5856-8961-22
Expiration Date	11/11/2018
SSN	--
Neither DL/ID nor SSN	<input type="checkbox"/>
Phone	--
Email	--
Jurisdiction *	CITY OF OSHKOSH - WINNEBAGO COUNTY

Voter Verification & Status

Voter Status *	Active
Status Reason *	Registered
DMV Check Link	Darby, Eileen Maureen
DMV Check Status	Pending
Reg List Alert	<input type="checkbox"/>
Unable to Sign Poll Book	<input type="checkbox"/>
Election Worker Interest?	<input type="checkbox"/>
Confidential Voter	712660003