

2.4 Registration List Alerts

The Federal Help America Vote Act (HAVA) requires that local election officials perform voter list maintenance on a regular basis to determine if any duplicate or ineligible individuals should be removed from the list. To identify ineligible voters in WisVote, election officials are required to review three types of voter registration list alerts: 1) Deceased, 2) Felon, and 3) Duplicate.

To comply with federal law and effectively maintain voter records, election officials should frequently review registration list alerts in WisVote.

Types of Voter Registration List Alerts

■ Deceased Alerts

WisVote generates deceased alerts by comparing voter records against the death records maintained by the Wisconsin Department of Health Services (DHS). If the voter information matches, a deceased registration list alert will be created and displayed in the "Needs Review – Active Voters" and "Needs Review – Deaths" views located within the Reg List Alert tile. A voter record must be deactivated in WisVote when a valid deceased registration list alert or documentation of the death is received.

■ Felon Alerts

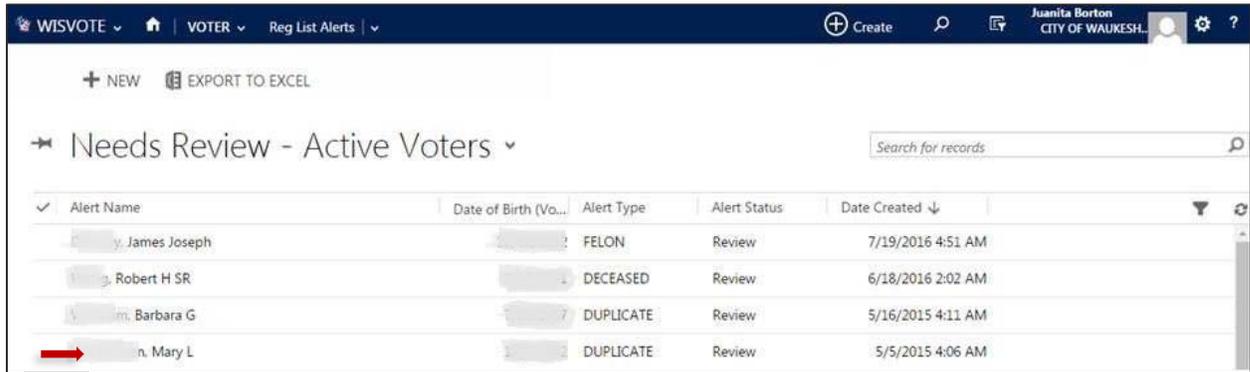
WisVote generates felon alerts by comparing voter records against a list of felons provided by the Wisconsin Department of Corrections (DOC). If the voter information matches, a felon registration list alert will be created and displayed in the "Needs Review – Active Voters" and "Needs Review – Felons" views located within the Reg List Alert tile. A voter record must be deactivated in WisVote when a valid felon registration list alert is received and a Felon Ineligible Notification Letter sent to the voter when a voter record is deactivated because of a confirmed felon match.

■ Duplicate Alerts

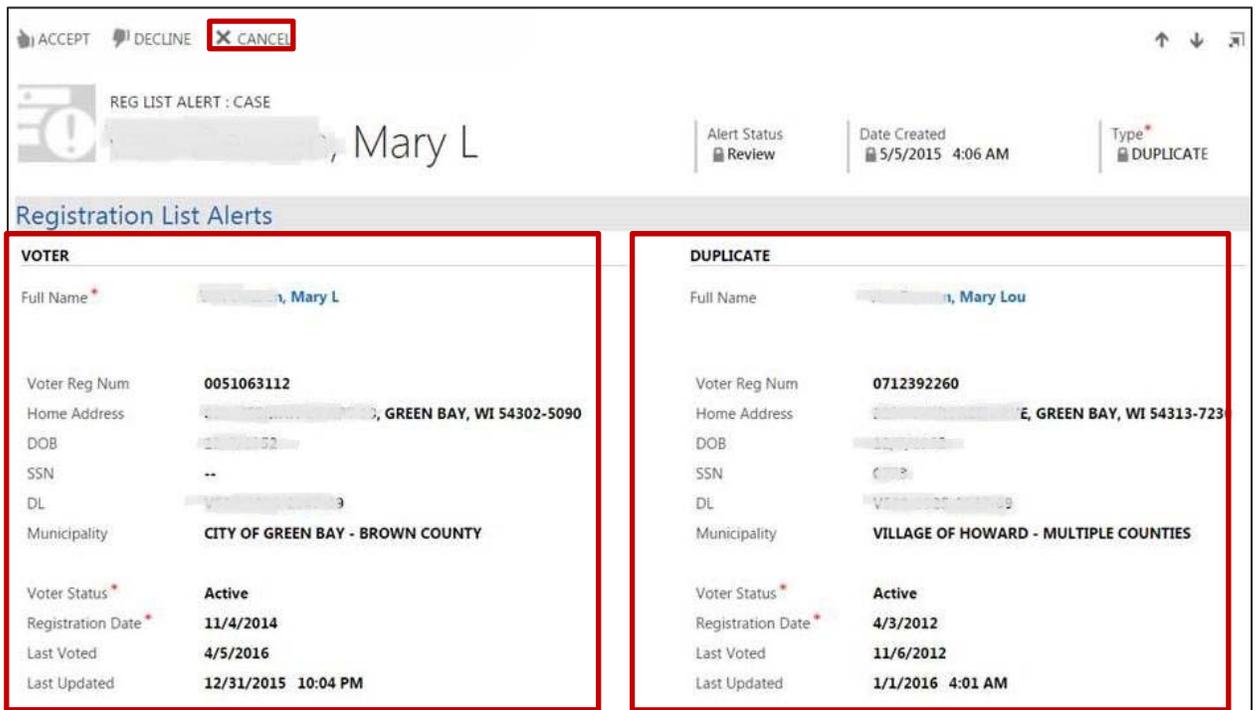
HAVA requires that election officials perform voter list maintenance to help prevent the creation of duplicate voter records. WisVote automatically checks for duplicate records when a voter search is performed as part of the voter registration process. WisVote generates duplicate alerts by comparing the existing voter records against a list of new or updated voter records. If the voter information matches, a duplicate registration list alert will be created and displayed in the "Needs Review – Active Voters" and "Needs Review – Duplicates" views located within the Reg List Alert tile.

View a Registration List Alert

1. Click the Reg List Alerts tile
2. The Reg List Alerts view page will open and default to the, "Needs Review - Active Voters" view
3. Click the Alert Name to open the registration list alert



4. Compare the information in the voter record to the registration list alert type information to determine if the records match
5. To accept or decline the alert at a different time, or to return to the view page, click the Cancel button



Decline a Registration List Alert

1. Click the Reg List Alerts tile
2. Click the Alert Name to open the registration list alert

- Click the name of the voter in the "Needs Review - Active Voters" view to open the registration list alert

Alert Name	Date of Birth (Vo...	Alert Type
y, James Joseph		FELON
g, Robert H SR		DECEASED
m, Barbara G		DUPLICATE
n, Mary L		DUPLICATE

- Compare the information in the voter record to the registration list alert type information to determine if the records match
- If the records do not match, click the decline button to decline the registration list alert



- To review the declined registration list alert, change the view to "Declined List Alerts"

Alert Name	Date of Birth (Vo...	Alert Type
n, Mary L		DUPLICATE

Accept a Duplicate Alert

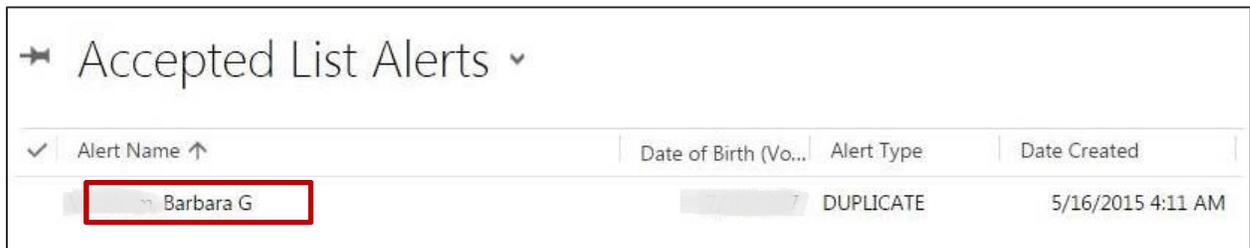
- Click the Reg List Alerts tile
- Click the name of the voter in the "Needs Review - Active Voters" view to open the duplicate alert

Alert Name	Date of Birth (Vo...	Alert Type	Alert Status
y, James Joseph		FELON	Review
g, Robert H SR		DECEASED	Review
m, Barbara G		DUPLICATE	Review
n, Mary L		DUPLICATE	Review

3. Compare the primary voter record to the duplicate voter record to determine if the records match
4. If the records match, click the accept button to accept the duplicate alert and merge the voter records



5. To review the accepted duplicate alert, change the view to "Accepted List Alerts"
6. Click the name of the voter to open the registration list alert case



7. To confirm the records were merged, open the Duplicate voter record by clicking the Full Name on the right side of the alert case.



8. Review the Voter Verification & Status fields on the duplicate voter record to confirm the voter status is inactive and the status reason is merged



Accept a Deceased Alert

1. Click the Reg List Alerts tile

- Click the name of the voter in the "Needs Review - Active Voters" view to open the deceased alert

Alert Name	Date of Birth (Vo...	Alert Type
[Redacted], James Joseph	[Redacted]	FELON
[Redacted], Robert H SR	[Redacted]	DECEASED
[Redacted], Barbara G	[Redacted]	DUPLICATE
[Redacted], Mary L	[Redacted]	DUPLICATE

- Compare the information in the voter record to the deceased record to determine if the records match

REG LIST ALERT : CASE [Redacted] Robert H SR

Alert Status: Review | Date Created: 6/18/2016 2:02 AM | Type: DECEASED

Registration List Alerts

VOTER	DECEASED
Full Name: [Redacted], Robert H SR	Full Name: [Redacted], Robert Homer
Voter Reg Num: 0012117234	Address: [Redacted]
Home Address: [Redacted] DR, GREEN BAY, WI 54303-2512	DOB: [Redacted]
DOB: [Redacted]	SSN: [Redacted]
SSN: --	Residence Muni: ALLOUEZ
Municipality: CITY OF GREEN BAY - BROWN COUNTY	Residence County: BROWN
Voter Status: Active	Date of Death: 5/27/2016
Registration Date: 5/29/1972	County of Death: BROWN
Last Voted: 11/4/2014	

- If the records match, click the accept button to accept the deceased alert and inactivate the voter record

VOTER | Reg List Alerts

ACCEPT | DECLINE | CANCEL

- To review the accepted deceased alert, change the view to "Accepted List Alerts"
- Click the name of the voter to open the alert case.

- To open the voter record, click the Full Name of the voter on the left side of the alert case.



- Review the Voter Verification & Status fields on the duplicate voter record to confirm the voter status is inactive and the status reason is deceased

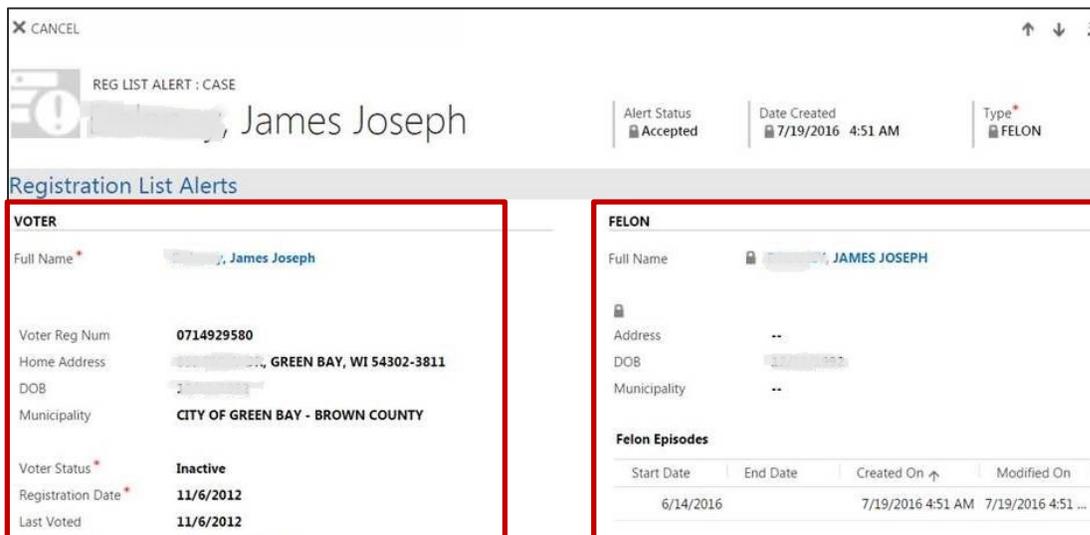


Accept a Felon Alert

- Click the Reg List Alerts tile
- Click the name of the voter in the "Needs Review - Active Voters" view to open the felon alert



- Compare the information in the voter record to the felon record to determine if the records match



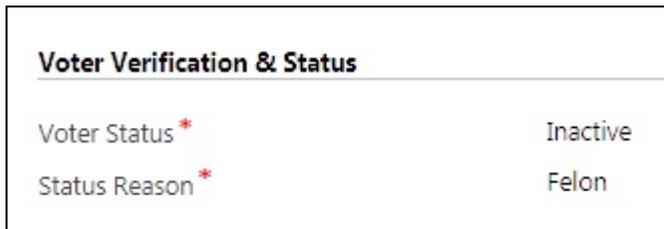
- If the records match, click the accept button to accept the felon alert and inactivate the voter record



- To review the accepted felon alert, change the view to "Accepted List Alerts"
- Click the name of the voter to open the alert case
- Click the voter's name on the left side of the alert case to open the voter's record



- Review the Voter Verification & Status fields on the voter record to confirm the voter status is inactive and the status reason is felon



- To send a felon letter, click the, Letters button at the top of the voter record and select the Felon Letter from the drop-down list

