

2.5 DMV Checks

A DMV check, commonly referred to as a HAVA check, compares the name, date of birth and driver's license or social security number of a voter record against the information in the Wisconsin Department of Transportation (DOT) database and Social Security Administration (SSA) database. If the information entered into WisVote is not identical to the information in the DOT or SSA database, the check will fail. The results of a failed check are categorized as a non-match, and a reason for the non-match is given.

When a new or updated voter registration is processed, the information is sent from WisVote to the DOT and SSA once a day. After the DMV Check is complete, the results categorized as a non-match are displayed in the "DMV Check Non-Matches" view located within the DMV Check tile. The results of a DMV check do not affect an elector's right to vote.

DMV Checks Tile - System Views

The DMV checks tile has four system views. The default view is DMV-Checks Non-Matches. To switch views, click the name of the view and select the preferred view from the drop-down list.

DMV Checks – Non-Matches	DMV Checks categorized as a non-match; default view
DMV Checks Pending	DMV Checks submitted in WisVote but not yet processed by DOT and SSA
Letter Sent	Reviewed DMV Checks that resulted in the voter being sent a non-match letter
No Further Action Required	Reviewed DMV Checks that resulted in no further action required

DMV Check – Non-Match Reasons

WI Department of Transportation Codes	Social Security Administration Codes
1-All Fields Match	S-Invalid Data Submitted
2-Name and DOB Do Not Match	T-Multiple Matches - All Dead
3-Name Does Not Match	V-Multiple Matches - At Least One Alive and One Dead
4-DOB Does Not Match	W-Multiple Matches - All Alive
5-No Record of DL Number	X-Single Match – Alive
6-Invalid Format of DL Number	Y-Single Match – Dead
7-Invalid Name	Z-No Matches Found
8-Invalid DOB	

Review a DMV Check

1. Click the DMV Checks tile
2. The DMV Checks View page will open and default to the, "DMV Checks Non-Matches" view
3. Click the name of the voter in the DMV Check Name field to open the DMV Check Case

✓	DMV Check Name	Reason	DMV Check Date ↑	Driver License or WI State I...
	[Redacted], Joline K	3-Name Does Not Match	7/19/2016	[Redacted]
	[Redacted], Nicholas M	5-No Record of DL Number	7/15/2016	[Redacted]
	[Redacted], Deloris A	Z-No Matches Found	7/12/2016	

4. Compare the Voter Information fields with the voter registration information submitted by the voter to determine if a data entry error caused the check to fail
5. If a data entry error was made, click the Full Name field on the DMV Check Case to open the voter record

DMV CHECKS: CASE

Nicholas M

DMV Check Details

VOTER INFORMATION

DL/ID: [Redacted]

Full Name: [Redacted], Nicholas M

First: **Nicholas**

Middle: M

Last: [Redacted]

DOB: [Redacted]

SSN: [Redacted]

6. Correct the data entry error on the voter record, then click Save & Close; the updated voter information will be sent to the DOT and SSA to run another DMV Check

Send a DMV Check Non-Match Letter

If a data entry error was not the cause of a failed DMV check, a DMV Check Non-Match letter must be sent to the voter to notify them of the discrepancy between the information in their voter record and the information in their DOT or SSA record.

After the DMV Check Non-Match letter is sent to the voter, the responsibility falls on the voter to verify the information. However, the results of the DMV Check will not affect the voter's eligibility to vote.

1. Click the Reg List Alerts tile

- Click the name of the voter in the DMV Check Name field to open the DMV Check Case

✓	DMV Check Name	Reason	DMV Check Date ↑	Driver License or WI State I...
	[Redacted], Joline K	3-Name Does Not Match	7/19/2016	[Redacted]
	[Redacted], Nicholas M	5-No Record of DL Number	7/15/2016	[Redacted]
	[Redacted], Deloris A	Z-No Matches Found	7/12/2016	

- Click on the Full Name of the Voter to open the voter record.

DMV CHECKS: CASE

Nicholas M

DMV Check Details

VOTER INFORMATION

DL/ID: [Redacted]

Full Name: [Redacted], Nicholas M

First: Nicholas

Middle: M

Last: [Redacted]

DOB: [Redacted]

SSN: [Redacted]

- When the Voter Record is opened, click Letters to view the Letter's menu.
- Click DMV Check Non-Match Letter

LETTERS

EMAIL A LINK

EDR

- EDR-Wrong Jurisdiction
- EDR-Wrong Polling Place
- Incomplete Registration

Mailings

- 30 Day Notice Letter
- Change of Polling Place
- DMV Check Non-Match Let...
- Felon Letter
- GAB 133 Certificate of La...

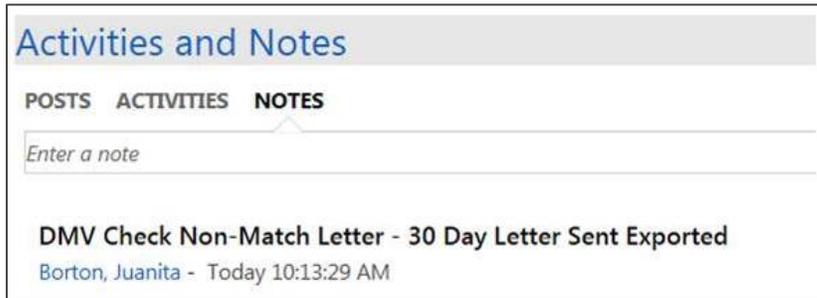
- When the letter opens, choose to print or export the letter to a Word document or Adobe PDF. Letters exported to Word may be easily edited.

Print

Export PDF

Export WORD

7. After the letter has been sent through the voter record, a Note is generated and may be viewed on the voter record under the Notes and Activities tab.



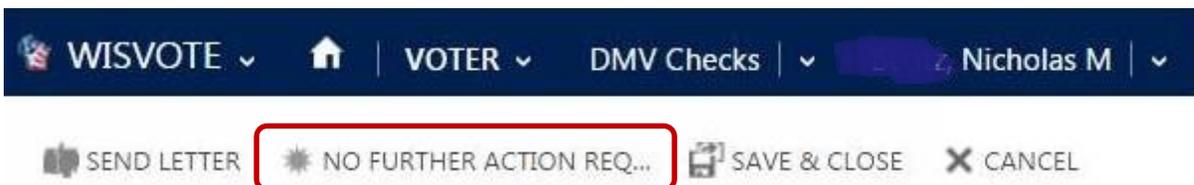
8. After printing or exporting the letter, click Cancel on the voter record.



9. Click the green button to Continue.



10. When the DMV Non-Match case is opened, click No Further Action Required



NOTE: The Send Letter function on the DMV Non-Match case is currently under development.

11. Change the view to see cases that have been marked No Further Action Required.



Using No Further Action Required When Letter is Not Sent to the Voter

When there is no data entry error, but a clear explanation exists for why the DMV Check returned a Non-Match, No Further Action Required may be selected without sending a letter to the voter.

For example: The voter has a hyphenated last name and the hyphen is included on their EL-131 form. The voter also provided a copy of their driver license as part of an absentee ballot request. Upon review, the driver license does not contain the hyphen and everything else on the driver license matches the information from the EL-131. In a case such as this, there would be no need to send the letter to the voter. Instead follow these steps:

1. Click the Reg List Alerts tile
2. Click the name of the voter in the DMV Check Name field to open the DMV Check Case
3. When the DMV Non-Match case is opened, click No Further Action Required