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# Voter Applications

The Voter Application mode is used to register a new voter or process a name or address change for an existing voter. You will want to use the Voter Application node every time you are working with a new GAB-131 form. As you enter each registration, SVRS prevents duplicate records by checking to see if the voter is already registered in SVRS, either in your municipality or in another municipality. The system also will validate that the application has processed properly by assigning a unique voter registration number (or if already a registered voter, by providing the registration number previously assigned to the voter). Finally, SVRS will automatically associate the voter with the correct voting districts.

## Key Terms

**District Combination (District Combo):** A District Combo is a series of numbers that represent a unique combination of voting districts in which the voter lives. District Combos have a new standard format of **AABCC-DDD-EEEE-F** where:

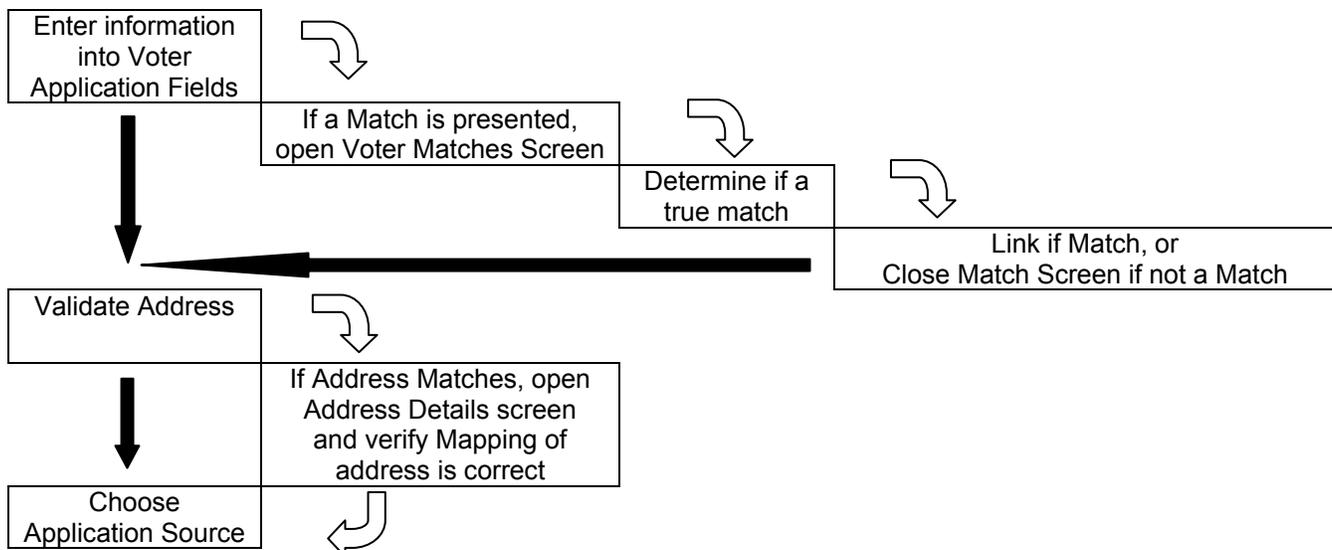
- **AABCC** is the HINDI, or Highway Identification number
- **AA** is the two digit code for the county
- **B** indicates the type of municipality (0=town, 1=village, 2=city)
- **CC** is the two digit code for the municipality
- **DDD** is the three digit code for the ward number
- **EEEE** is the FOUR digit code for the School District Number
- **F** represents a division within a ward

For example, one of the District Combos for the Town of Blooming Grove is 13008-3269-1. In this combination, 13 is for Dane County, 0 is for Town, 08 is for Blooming Grove, 001 is for Ward 1, 3269 is the Blooming Grove School District and 1 is for a split in the ward. (If there are no divisions within a ward, the last digit will be 1.)

**Voter Matching:** When you enter an application, SVRS checks to see if there is already a voter registration record for that person in SVRS.

**Linking an Application:** When a voter match is identified, SVRS allows you to link a voter record to the application. When you process the application, SVRS updates the voter registration record instead of creating a new voter record. This means that there will be only one voter record (and one voter registration number) in SVRS.

## Key Steps in Adding a Voter Application (GAB-131)



## Enter Information from GAB-131 Form



Follow these steps whenever a new Voter Application (GAB-131) has been completed by an eligible elector. If the application was received on Election Day, see the additional instructions for processing an Election Day Registration.



The GAB-131 voter registration form is completed and signed by an individual when that individual desires to participate in the electoral process. This applicant could be newly 18, a new resident of Wisconsin, or a long-time resident of Wisconsin desiring to vote for the first time. Except for military voters, a new registration application must be submitted when an elector transfers his or her registration to a new address or changes the name on their voter registration record, regardless of whether the change is requested at the polling place or prior to that time.

### **Registrations lacking a Proof of Residence (POR) document or Required POR document**

**Information:** Voter registration applications should no longer be processed and entered in SVRS as “POR Required.” If POR is not submitted, the application cannot be processed. When a GAB-131 is not accompanied by the POR document or does not include the required POR document information the clerk shall contact the elector in writing using GAB-132 and require the elector to provide a copy of the POR document to the clerk. If provided in-person, the elector may present the POR document to the clerk who can record the information without retaining the document.

After the Open Registration period, POR documents can no longer be provided by mail and must be submitted in person. In the event that an elector submits a POR document after the end of open registration for a GAB-131 that was previously submitted without POR, the elector must again sign and date the GAB-131 because that is the date the registration process was completed.

The following information is required for the voter registration application (GAB-131) to be considered complete:

- Name
- Date
- Residential Address
- Citizenship, Age, and Eligibility Certification (Boxes 8 and 9 on form)
- Date of Birth
- Valid Wisconsin Driver’s License or Wisconsin State ID number
  - The voter may provide the last four digits of his or her Social Security Number only if he or she has not been issued a WI Driver’s License or State Identification Card.
  - If the voter does not have a Driver License, State ID, or Social Security Number, the voter must indicate that fact
- Proof of Residence (including POR account number and POR issuing entity)
- Applicant’s signature - If the applicant is unable to sign, an assistor may be authorized to sign the form on his or her behalf

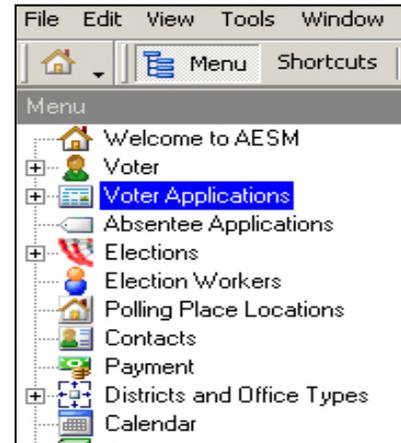


*Verify the voter application has Proof of Residence (POR) or required POR document Information. Those without must not be entered in SVRS and are not registered.*

1. Click on the **Voter Applications** node from the Main menu.
2. Click on the **Add New Application** Quick Task.



*You may also open a new application form by using the **Add New Voter** quick task in the **Voter** node.*



3. Enter information from the GAB-131 form into the **Voter Application** screen. Please use ALL CAPS when entering any voter information.

a. Begin by entering:

- **Last Name**
- **First Name**
- **Middle Name or Initial**
- **Suffix**
- **Date of Birth**
- Use the **tab** key to move from field to field

- b. If a name change has been listed on the GAB-131 form, enter the **Prior Name** in the **Name fields** first. SVRS will then search for a previous registration to link with the new name. If no match is found, you must later update the name and repeat this search process with the current name.



*If entering only a middle initial the SVRS standard is to not enter the letter and a period [.].*



- c. After you have tabbed through the **Date of Birth** field:
- d. Wait for the **(number) Matches Found!** to appear at the bottom center of the screen.
  - i. If **0 Matches Found!** appears, go to **Step 9** and continue data entry.
  - ii. If **1 (or more) Matches Found!** appears, go to **Step 4** for the Voter Matching instructions. **Steps 4-8** are required steps if SVRS suggests 1 or more possible matches.

## Voter Matches Found: Match and Link Voter



When entering an application, SVRS checks statewide to see if there is already a voter record for that voter. Based on entered information, SVRS will suggest possible matching records. It is your job to evaluate these possible matches, decide whether the voter has an existing registration record, and if so, to link the application to that record. Linking an application to an existing record automatically removes the voter record from its previous jurisdiction and transfers it to yours, which is how SVRS ensures each voter has one and only one voter record.



It is very important to carefully review the suggested matches. Linking two records when the records belong to two different people will remove that person from the poll list in the correct municipality.

4. Double-click on the **Matches Found!** text located at the bottom center of the window.
5. Determine if any of the records on the Voter Matches screen are for the same voter whose application you are entering. The **Prior Address** or the **Driver's License Number** can be helpful in determining matches.
  - a. SVRS will search for matches based on:
    - i. **Last Name, Date of Birth**
    - ii. **Last Name, First Name, Date of Birth**
    - iii. **Date of Birth, Soc. Sec. Num.**
    - iv. **Last Name, Date of Birth and Driver's License Num.**

- b. The **Match Basis** column will identify which information from the voter record was matched.
  - i. **LN** = last name match
  - ii. **FN** = first name match
  - iii. **DB** = date of birth match
  - iv. **SSN** = Social Security Number match
  - v. **GID** = Driver's License match (Government ID)

- c. Use the horizontal scroll bar to see additional voter information such as **Address** or **Driver's License Number**. Ignore the **Preview Record Detail** as the information may not correspond to the grid.

Voter/Applic...	Match #...	Match Basis	Regular/Fed...	Name	Date of Birth	Party	Soc Sec
Voter Record	80	LNFN		ANDERSON, ROBERT L	1/1/1900	Not Applicable	
Voter Record	80	LNFN		ANDERSON, ROBERT L	1/1/1900	Not Applicable	
Voter Record	75	LNFN		ANDERSON, ROBERT F	1/1/1900	Not Applicable	
Voter Record	75	LNFN		ANDERSON, ROBERT W	1/1/1900	Not Applicable	
Voter Record	75	LNFN		ANDERSON, ROBERT O	1/1/1900	Not Applicable	
Voter Record	75	LNFN		ANDERSON, ROBERT C	1/1/1900	Not Applicable	
Voter Record	75	LNFN		ANDERSON, ROBERT EUGENE	1/1/1900	Not Applicable	
Voter Record	75	LNFN		ANDERSON, ROBERT E	1/1/1900	Not Applicable	



If you wish, you may change the criteria in the fields displayed and refresh the results by clicking the **Search** button.

- If a valid match is found, double-click on that voter record line to select and link. If there is no valid match, close the **Voter Matches** screen by clicking the 'X' in the upper right corner of the **Voter Matches** screen.



You may **Match and Link** to only one existing voter record. If there are duplicate records for the same voter, you must follow the **Merge** procedure in the Voter chapter of this manual.



If you have already created an application for this voter and saved or pended it instead of processing it, the incomplete application will show up in the **Voter Matches** screen. If you try and link to it, you will receive an error. Close the current application form, search for the existing application, and process it following the below directions.

- If the voter's previous registration was in a different Wisconsin jurisdiction, click on the **Yes** button when the "**Current jurisdiction differs from the matching voter...**" message box appears.
- If a voter has been selected as a match, the previous voter record information (e.g. State ID, Driver License, Social Security#) will auto-populate fields on the **Add New Application** screen. There will also be information in the **Associated Voter** portion of the screen.



If the linked voter has had a name change, be sure to type in the new name in the name fields.



If after reviewing, you find that the voter link is incorrect, click on the **Unlink** button to unlink the records. Unlinking must be done before processing.

Voter/Applic...	Match R...	Match Basis	Regular/Fed...	Name	Date of Birth	Party	Soc Sec
Voter Record	80	LNFN		ANDERSON, ROBERT L	1/1/1900	Not Applicable	
Voter Record	80	LNFN		ANDERSON, ROBERT L	1/1/1900	Not Applicable	
Voter Record	75	LNFN		ANDERSON, ROBERT F	1/1/1900	Not Applicable	
Voter Record	75	LNFN		ANDERSON, ROBERT W	1/1/1900	Not Applicable	
Voter Record	75	LNFN		ANDERSON, ROBERT O	1/1/1900	Not Applicable	
Voter Record	75	LNFN		ANDERSON, ROBERT C	1/1/1900	Not Applicable	
Voter Record	75	LNFN		ANDERSON, ROBERT EUGENE	1/1/1900	Not Applicable	
Voter Record	75	LNFN		ANDERSON, ROBERT E	1/1/1900	Not Applicable	

**Application Details**

New  Addr  Name  Citizenship Affirmation: US Citizen 18 YRS?

Driver's License: A123-4567-8900-00 Expr Date: 1/1/2017 Identity Check:

Soc Sec Num: ###-##-0000 Neither PDR Type:

Name: ANDERSON, ROBERT L PDR Acct#:

Date of Birth: 1/1/1900 Phone: (414)238-4387 PDR Entity:

**Address**

Home Addr:

Mailing Addr:

**Prior Registration**

Prior Name:

Prior Addr:

**Other**

Date on App:  App Source:

Effec Reg Date:  Language: English

Status-Reason: New

Voter Reg Num: 0714209790 District Combo: 1

**Notices**

Unable to sign Poll Book due to physical disability

**Associated Voter**

ANDERSON, ROBERT EUGENE 0714209790

1100 W WELLS ST

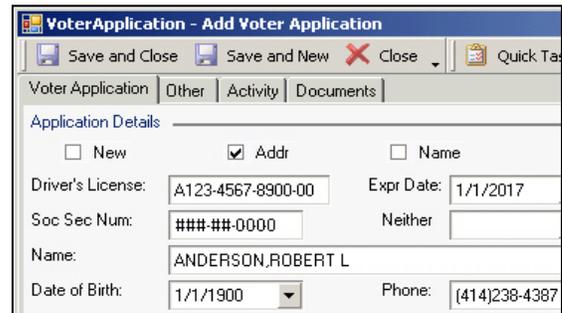
Status-Reason: Registered Date of Birth: 1/1/1900 Soc Sec Nu: 0000

**8 Matches Found!**

## Enter Information from GAB-131 Voter Application

- Driver's License/WI State ID/Social Security Number/Neither

9. Application Details – Be sure to check either:
- New** – for a new voter application.
  - Addr** – for an address change application.
  - Name** – for a name change application.
  - Occasionally you will check both **Addr** and **Name**, if a voter is changing both.



Application Details	
<input type="checkbox"/> New	<input checked="" type="checkbox"/> Addr
<input type="checkbox"/> Name	
Driver's License:	A123-4567-8900-00
Expr Date:	1/1/2017
Soc Sec Num:	###-##-0000
Neither:	
Name:	ANDERSON, ROBERT L
Date of Birth:	1/1/1900
Phone:	(414)238-4387

10. In the **Driver's License** field number enter the WI DL# or WI State ID# and expiration date. You need to enter a capital letter in the first position of the **Driver's License**. You do not need to type the hyphens. Go to **Step 11**.



*If there is neither a DL# nor a WI State ID# (or either is expired), enter the last 4 digits of the Social Security number.*



*Choose **Neither** in the drop-down menu if the voter has neither a driver's license number, state ID number or social security number. HAVA Checks will not be run for voters with neither a driver's license, nor a social security number.*

## Enter and Validate Address



When entering and validating a voter's address in SVRS, you are verifying that the voter has been correctly placed in their new districts by checking their address against the address mapping for your municipality. Validating a voter's address ties the voter to a District Combination, which ensures that the voter appears on the correct poll book and receives the correct ballot(s) at the polls.



This green box with white check mark is the sign that the address has been validated.



The green pencil icon means that the address has been manually districted. In the past, we asked clerks not to use the green pencil, but now it is fine to use. Each voter's home address in SVRS needs to show either of these boxes.

11. Enter the voter's address by clicking in the **Home Addr** fields rather than the button. Make sure the voter has a verified address, and they are located in the correct district combo.
  - a. Enter the **House Number** in the first field and **tab** to the next field.
  - b. Begin to type in the **Street Name**.



*The **Street Name**, **City**, and **Zip Code** will all auto-populate based on the information contained in mapping data. Once the correct information begins to auto-populate, there is no need to type in the remaining letters. If you press **tab**, the auto-populated information will stay in the field and you will be taken to the next field.*

- c. Type or select the city in the **City** field. Tab through the next fields containing the state abbreviation of WI and the Zip Code.
- d. Use the next three fields, as needed. Tab through the remaining address fields if no additional information is to be entered.
  - i. Use the **Address Line 2** if additional information is provided, such as the name of a dorm or trailer court. If none, tab to next field.
  - ii. Use the drop-down menu to select the **Unit Type**. Tab to next field.
  - iii. Enter the **Unit Number**, letter, or other designation as provided. Tab out of this field.

12.  A white check mark within a green box should appear in the address field. This means the address has been recognized or “**validated**” in SVRS as an address belonging to the municipality and a **District Combo** will be assigned. Verify that the District Combo assignment is correct and skip to Step 19 in the next section. If the District Combo assignment is not correct, continue through the following steps.



If the address field has a red sign  in the address field, the address has not been validated and the voter will not appear on the poll list. Continue with the steps below to validate the address.



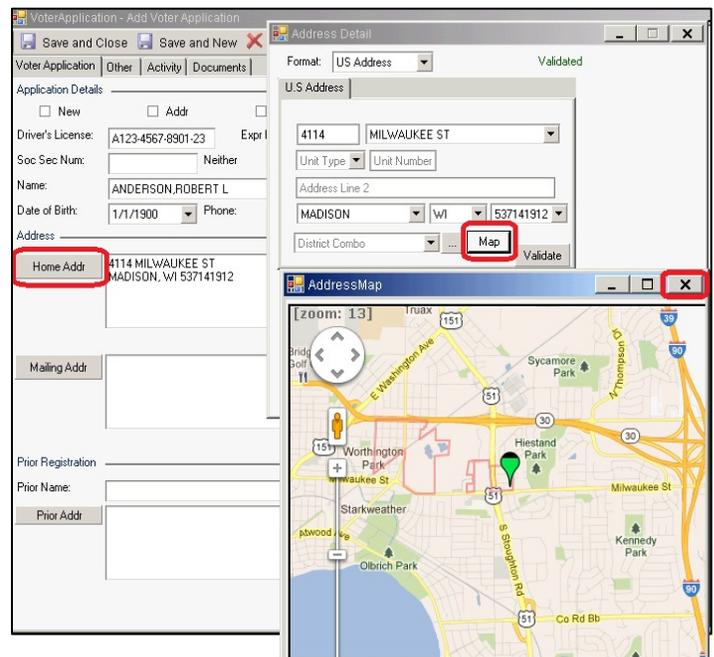
13. Click the **Home Address** button to open the **Address Detail** screen.

14. Click the **Map** button to see a map of the voter’s address.

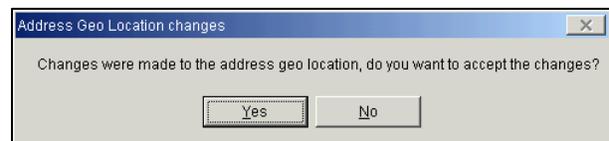
15. Use the map to pinpoint the voter’s address in the correct location. Click on the pin and drag and drop it to its correct position. (Even if the position looks correct, always move the pin slightly to ensure SVRS districts it properly). The pin color changes to green.



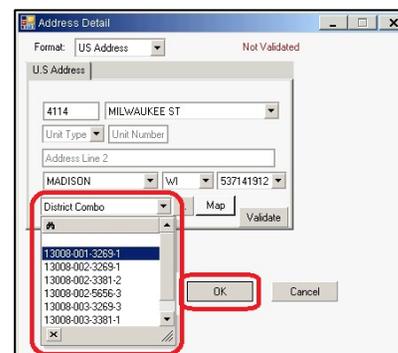
16. Once the pin is placed correctly, click the “**X**” in the upper right-hand corner of the map to close the screen.



17. Click **Yes** on the message that appears and the address will be accepted. On the **Address Detail** screen, click **OK**. Do Not click on the **Validate** button. Skip to Step 18.



If you have problems mapping the voter’s address as instructed in steps 14 -17, then select the correct district combo from the **District Combo** drop-down within the **Address Detail** screen and click **OK**.



18. Clicking **OK** returns the cursor to the **Home Addr** section. **Tab** through the home address fields to view the district combo code. Make sure the assigned district combo code shows the correct ward and school district.

Address

Home Addr	4114	MILWAUKEE ST
	MADISON	WI 537141912
Address Line 2	Unit	Unit Number

Address

Home Addr	4114 MILWAUKEE ST MADISON, WI 537141912	13008-003-3381-1
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See the green pencil icon in the lower left hand corner of the address field? The green pencil means that the address has been manually districted. In the past, we asked clerks not to use the green pencil, but now it is fine to use.



When you district one voter, every voter at that address will be moved to the same district combo. This will not work for apartments or trailer parks, since each lot/unit has is a unique address.

## Enter Information from GAB-131 Voter Application

- Mailing Address
- Prior Address
- U.S. Citizen
- 18 YRS?
- Proof of Residence (including POR account number and POR issuing entity)
- Date on Application and Effective Registration Date
- Application Source

19. If the voter has filled out a **Mailing Address** (Section 5 of the GAB-131), enter that address into the **Mailing Addr** field in SVRS.

Mailing Addr form with empty fields: Street Name, City, late, Zip, Address Line 2, Unit, Unit Number.

20. When you click into the **Mailing Address** section, it will divide into sections. Enter the address as given and **tab** past the remaining mailing address fields.

Mailing Addr form with data: 1000, LAKE SUMNER LNDG, LADY LAKE, FL, 32159.



*The mailing address and prior address fields do not have to be validated like the residential address, and may display the red icon in the lower right corner.*

21. If the voter has an international mailing address, click the **Mailing Addr** button to open the **Address Detail** screen. In the **Format** drop-down list, select **Non US Address**. This will give you four unformatted lines where you can type the address.

Address Detail screen showing 'Format: US Address' and 'Non US Address' options. The 'Mailing Addr' button is highlighted in red.



*The **Non US Address** format can also be used for Care Facility addresses.*



*If you use SVRS to print absentee ballot labels, pay close attention to the mailing address. If you do not specify an address in the absentee application, SVRS will then look to the voter's **Mailing Address** fields, and print that on the voter's absentee label. If the absentee ballot label is incorrect, check the voter's **Mailing Address** to see if that has caused the issue.*

Address Detail screen showing 'Format: Non US Addr...' and address lines: 469th MAC, TF LINEBACKER, KANDAHAR AIR FIELD, APO AE 09319.

22. Click **OK** to return to the **Mailing Address** section.

23. **Tab** through the mailing address fields to exit section and view the complete address.

Mailing Addr	469TH MAC
	TF LINEBACKER
	KANDAHAR AIR FIELD

Mailing Addr	469TH MAC TF LINEBACKER KANDAHAR AIR FIELD APO AE 09315
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24. If the voter has completed the **Prior Address** (Section 7 of the GAB-131), that address is entered in the **Prior Address** fields. Out-of-state prior addresses must always be entered. The Elections Division will use this information to notify other states to remove these voters from their rolls. You do not need to enter a prior address that is already shown in the **Associated Voter** panel.

Prior Registration	
Prior Name:	
Prior Addr	

25. Complete the **Citizenship Affirmation** section.

- Normally, choose **Yes** from the drop-down menu for **US Citizen**.
- Normally, choose **Yes** from the drop-down menu for **18 YRS?**

Citizenship Affirmation	
US Citizen	Yes
18 YRS?	Yes



*Remember, using the **Set Defaults** button saves data entry keying. See the [Set Defaults](#) page in this section.*

26. Regardless of how or when the GAB-131 was received (except Military and Permanently Overseas voters) proof of residence must be included, choose the **POR Type** from the drop-down menu.

- If the proof of residence is a **WI Drivers License or ID Card**, enter or verify the driver license number on the General tab. Then enter the last four digits
- If another type of proof was included, select it from the list. The applicable number needs to be entered in the **POR Acct #** field. If the account # is seven or more enter only the last 4 digits; if the account # is six or fewer enter the last 2 digits.

Citizenship Affirmation	
US Citizen	Yes
18 YRS?	Yes
Identity Check	
POR Type:	WI Drivers License or ID Card
POR Acct#:	
POR Entity:	<ul style="list-style-type: none"> <li>Affidavit for Homeless Electors</li> <li>Bank Statement</li> <li>Corroborating Witness</li> <li>Employment ID Card</li> <li>Government ID Card</li> <li>Other Document</li> <li>Paycheck</li> <li>Residential Lease</li> <li>College Student ID</li> <li>Tax Bill</li> <li>Utility Bill</li> <li>WI Drivers License or ID Card</li> </ul>
Other	
Date on App:	
Effec Reg Date:	
Status-Reason:	
Voter Reg Num:	
Notices	

c. Enter the **POR Entity**. This is name of the issuer of the proof of residence.

Identity Check	
POR Type:	Utility Bill
POR Acct#:	2140
POR Entity:	WE Energies



*Voter registration applications can no longer be processed and entered in SVRS as "POR Required." **If POR is not submitted, the application must not be processed.***

27. Using the date on the form when the application was signed, enter the **Date on App** date. This can be done by using the drop-down calendar or by typing in the date.

28. For the **Effec Reg Date** enter the date the clerk (or a SRD) determined that the GAB-131 is complete and that an acceptable form of POR was presented and recorded.

The screenshot shows a web form for a voter application. The 'Date on App' and 'Effec Reg Date' fields are highlighted with a red box and both contain '8/12/2014'. The 'App Source' dropdown menu is also highlighted with a red box and is open, showing options like 'Mail', 'Federal Postcard Appli...', 'Late Registration', and 'Online Election Day Re...'. Other fields include 'US Citizen' (Yes), '18 YRS?' (Yes), 'PDR Type' (WI Drivers License or ID Card), 'PDR Acct#' (1234), 'PDR Entity' (DMV), 'Status-Reason' (New), and 'Voter Reg Num' (0004168002).



*If the voter was previously registered in Wisconsin and the application was a "Match and Link", Do not forget to include the effective registration date otherwise, the **Effec Reg Date**, when linked, will have the date of the previous registration.*

29. Choose the **App Source** using the drop-down menu. This identifies how you received the GAB-131 form (clerk's office, mail, late registration, etc.).

30. If the voter is physically unable to sign the poll book check **Unable to sign Poll Book due to physical disability**.

The screenshot shows the 'Notices' section of the form. A red arrow points to a checkbox labeled 'Unable to sign Poll Book due to physical disability'. Below this is the 'Associated Voter' section with the name 'ANDERSON, GENE N' and address '2110 DUNCAN RD'. A red circle with a white exclamation mark is visible in the top left corner of the form area.

## Enter Information from GAB-131 Voter Application

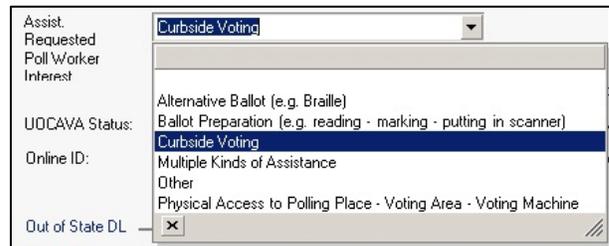
1. The Other Tab

31. If the voter registered via a **Special Registration Deputy (SRD)**, click on the **Other** tab and enter the **SRD Number** in the **Comments** field.

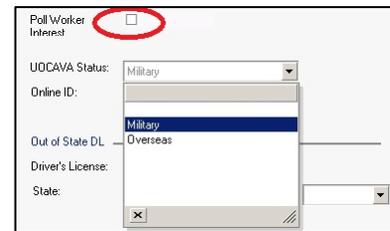


32. (Optional) Enter the **Email** address if given.

33. If the voter needs assistance during Election Day, choose from the **Assist Requested** drop-down list.

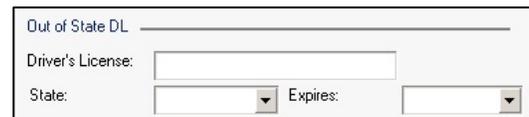


34. (Optional) If the voter indicated interest in becoming a poll worker on the GAB-131 form (section 8), check the box "**Poll Worker Interest**." This must be done before the application is processed.



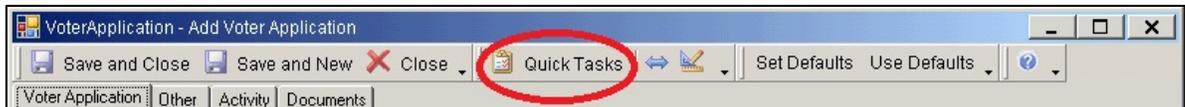
35. The military or overseas status is selected from the **UOCAVA Status** drop-down list.

36. If the voter has a **Driver's License** or **State ID** from outside of Wisconsin, then enter the number, state and expiration date.

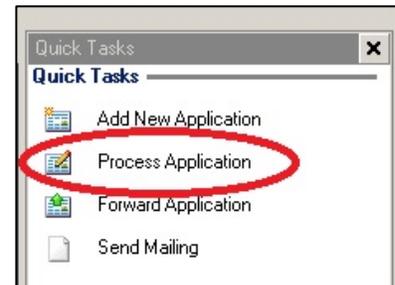


## Process Voter Application

37. Click on the **Quick Tasks** button from the Toolbar. The Quick Tasks side panel will open.



38. Click the **Process Application** Quick Task.



39. Select the **Status – Reason** from the drop-down menu.

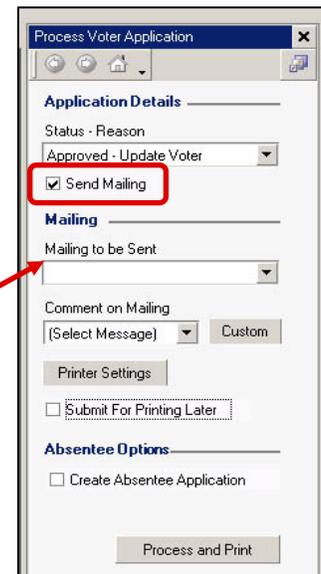
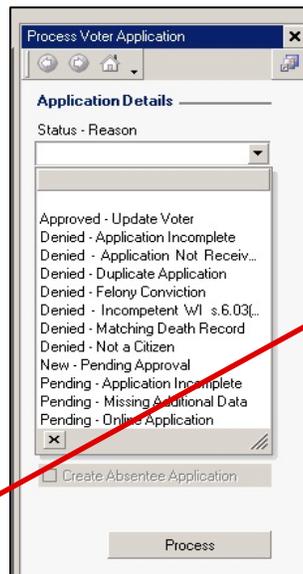


The **Status Reason** identifies why you are approving, pending, or denying the voter registration application. The two most common entries for **Status Reason** will be **Approved - New Voter** and **Approved - Update Voter**.

40. (Optional) Check the **Send Mailing** checkbox.



You might want to send a mailing if an application is incomplete (e.g. if the signature is missing) and you need to let the applicant know that their status will remain "inactive" until the application is complete. Or, during the Late Registration period, you might want to print the **Certificate of Registration** as you are processing the application.



**GAB-132:** Clerks must contact the applicants and inform them of the missing POR (**GAB-132 Missing POR Template**). This can be accessed online in the **Forms** page on the GAB website, but not within SVRS.

Select the type of **Mailing to be Sent** from the drop-down menu.

- a. Add any comments to the **Comment on Mailing** text list. Click the **Custom** button, select comments from the appropriate drop-down lists, and enter in data if necessary.
- b. Click the **Printer Settings** button to verify the correct printer is selected.
- c. Uncheck the **Submit For Printing Later** if you want to print the mailing immediately.



For more information on how to print mailings, please see the **Mailings** chapter.

41. (Optional) An absentee application can be created by checking the Create Absentee Application.

42. Click on the **Process** button.

The screenshot shows the 'VoterApplication - Add Voter Application' window. The main form contains fields for Application Details, Driver's License, Soc Sec Num, Name, Date of Birth, Address, and Mailing Address. The 'Process Voter Application' sub-window is open on the right, showing 'Application Details' and 'Mailing' options. The 'Process and Print' button is highlighted with a red rectangle, and a red arrow points to it from the top of the page.

The message box contains the following text: "Application was successfully processed, and a request for verification has been automatically submitted. Voter Reg Number is 0007329879. Would you like to open a new data entry form?" There are 'Yes' and 'No' buttons at the bottom.

43. When the the “**Application was successfully processed...**” message box appears, do the following:

- Write the **Voter Reg Number** onto the GAB-131 application form in the upper right hand corner.
- Click **No** if you are finished entering voter applications.
- Click **Yes** if there are additional voter applications to enter. A blank **Voter Application** form will appear with the Quick Task right side panel remaining open.



When the application is processed a verification request (HAVA Check) is automatically submitted, This will cause the **Driver's License, Soc Sec Num, Name, and Date of Birth** fields to become gray, and you will no longer be able to edit them. If you do need to edit information, such as a data entry error after you have processed the application, you can edit information from the Voter node after the HAVA check has run on the voter. You will not be able to validate an address from the Voter Application node after an application has been processed, however you will be able to validate addresses from the Voter node.

## Election Day Registrations



Adding a new application with Election Day Registration in the application source field will record a vote for that person for the election you select.



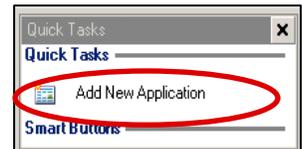
Election Day Registration is when a voter registers to vote on Election Day at the polling place and completes a GAB-131 Voter Registration Application. Be sure to record the proof of residence on the paper copy of the application, and enter that information into SVRS.

Processing EDRs when no POR was recorded on the GAB-131 Application must be approved to record the vote: In these cases both the “Date on App” and the “Effec Reg Date” must be entered and those dates must be the date of the election. However, the voter record must now be inactivated with the Status-Reason “Inactive-Incomplete EDR”. Inform the voter that they must re-register and provide POR. Once a new registration form and POR are submitted, link the two voters together as in any other voter match. See [Voter Matches Found: Match and Link Voter](#) section earlier in this chapter.

1. Click on the **Voter Applications** node from the Main



2. Click on the **Add New Application** Quick Task.

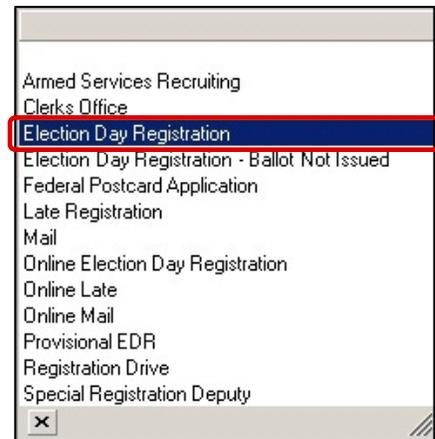


3. Enter information from the GAB-131 form into the **Voter Application** screen. Enter all information as you would for a non-Election Day Registration application, as described previously in **Steps 1 – 29**. (Use the election date for both **Date on App** and **Effec Reg Date**.) When you reach the **App Source** field, begin to follow **Step 4** below.



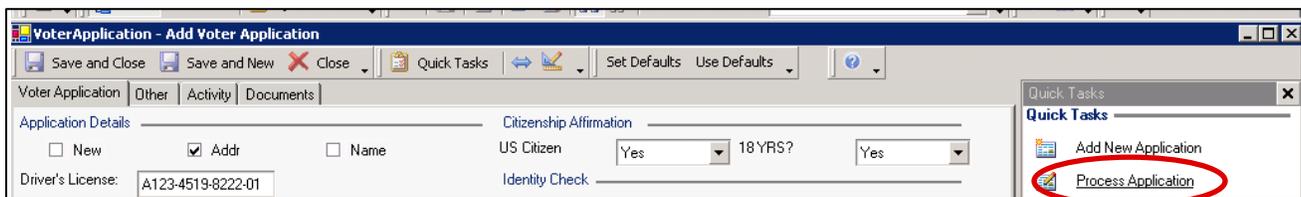
*If the voter's address does not validate, or the voter information is incomplete, see the [Post Election Activities](#) chapter for directions on processing incomplete and problem Election Day Registration applications.*

4. If the voter cast a ballot, choose the **App Source** of **Election Day Registration** using the drop-down menu. If the voter completed an application and chose not to cast a ballot, choose the **App Source** of **Election Day Registration – Ballot Not Issued**. (This will not record voting history for that voter.)



5. Before processing the application, check **Step 31** and enter information on the **Other** tab, if applicable. See **Steps 32 – 37** above.

6. Process the application by clicking on the **Process Application** button from the **Quick Tasks** panel.



7. Choose a **Status – Reason** from the drop-down menu.
  - a. If this voter is registering for the first time in Wisconsin, and if the address validated choose **Approved - New Voter**.
  - b. If this voter is updating the address through the “Match and Link” process, and the new address validated choose **Approved - Update Voter**.
8. From the **EDR Election drop-down menu**, choose the correct election.
9. Choose the correct **Polling Place Location** from the drop-down menu.



By choosing the **EDR Election** and **Polling Place Location**, the voter's participation in this election is recorded at the same time the applicant is processed as a voter in SVRS. This means that there is no need to separately use the **Record Vote** node to record participation for EDR applications.

10. (Optional) – Check the **Send Mailing** checkbox.



You might want to send a mailing if an application is incomplete (e.g. if the signature is missing) and you need to let the applicant know that their status will remain “inactive” until the application is complete. Or, during the Late Registration period, you might want to print the **Certificate of Registration** as you are processing the application.

11. Click on the **Process** button.
12. When the “**Application was successfully processed...**” message box appears, write the **Voter Reg Number** onto the GAB-131 application form in the upper right hand corner.

- a. Click **No** if you are finished entering voter applications.
  - b. Click **Yes** if there are additional voter applications to enter. A blank **Voter Application** form will appear with the Quick Task right side panel remaining open.
13. Click “**Yes**” when the message “Do you want to process this application?” appears.
  14. If you receive an error message, the application may not be able to be processed, or the vote history may not be able to be recorded. See the Post Election Activities chapter for more information on incomplete and problem applications.

## Set Defaults Button



When entering several forms where the information in certain fields is always the same, you can use the Set Defaults and Use Defaults buttons from the Toolbar to automatically populate those values. Defaults are most useful with Election Day Registrations when the date on the application and application source remain the same for all applications. **When using the default setting, ensure that all defaulted information is accurate for each application.**

1. Click on the **Voter Applications** node from the Main Menu.
2. Click on the **Add New Application** Quick Task.
3. From the **Voter Application – Add Voter Application** window, enter information into the fields that will be consistent for each Voter Application. Suggested information to enter: **U.S. Citizen (Yes), 18 YRS? (Yes), Date on App, Effec Reg Date, and App Source.**
4. In the toolbar, click on the **Set Defaults** button. Be careful to not enter personal information such as **Date of Birth** before clicking the **Set Defaults** button.

5. Click on **Use Defaults** button. Information recorded from the **Set Defaults** button will be entered into the form. Each time you open a new application, the defaulted values will be automatically populated.



You can change your default settings by changing any one of the defaulted fields and clicking the **Set Defaults** button again. The next new application you open will have the new information you entered.



The **Set Defaults** data you entered is cleared when you logout of SVRS. The next time you log on the **Set Defaults** values will need to be reset.

## Search for a Voter Application



Applications entered into SVRS can be viewed in the data grid by entering the appropriate search criteria.

Once processed, applications cannot be changed. Any necessary changes are made to the voter record (see the [Update a Voter Record](#) section in the [Voter](#) chapter).

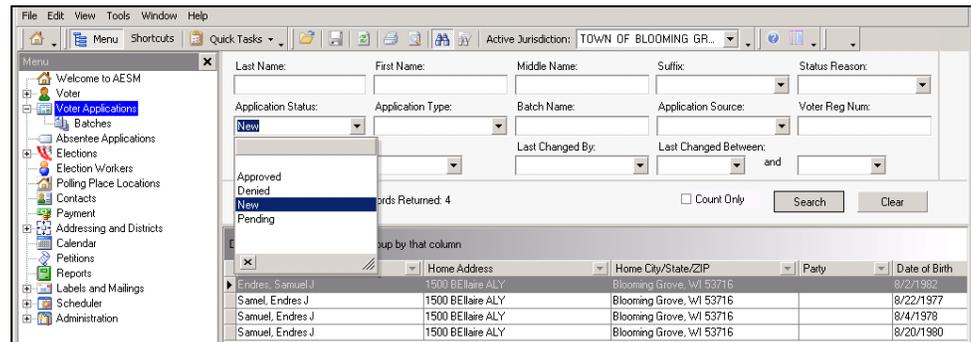


Prior to an election, it is a good practice to search for new and pending applications. Use the Application Status search choice in the Search Panel. After identifying the new or pending applications, search by name to see if a duplicate Voter Application was entered and processed. If an application was Approved for that voter, you may delete the duplicate New application. If no application has been Approved, you must process the new or pending application.

1. Click on the **Voter Applications** node from the Main Menu.



2. From the Search Panel, enter the search criteria into the appropriate field and click on the **Search** button or hit **Enter**.



**Application Status** is a commonly used search field with the following options:

Application Status Options	Application Record Created	Application Processed	Voter Record Created	Voter Number Issued
<b>Approved</b>	Yes	Yes	Yes	Yes
<b>Denied</b>	Yes	Yes	No	No
<b>New</b>	Yes	No	No	No
<b>Pending</b>	Yes	Yes	No	No

3. The search results will appear in the data grid.
  - a. To view information from the **Voter Application** in the data grid, select the record to highlight and then use the horizontal scroll bar to view more columns of information.
  - b. To view the **Voter Application – Update** form, double-click on the record to open the application.



You may not edit **Approved** applications. You may open and edit **New** or **Pending** applications. If you have a **New** or **Pending** application, first verify that it is not a duplicate. Then you must verify the information is complete, and process the application.



If you have saved or pended a voter application because of incomplete information:

- If it is an **Election Day Registration**, it must be processed to record the voter history, even if the information is incomplete. See the [Post Election Activities](#) chapter for more help
- If the incomplete application is not an **Election Day Registration**, you should contact the voter to obtain the missing information. If the voter does not respond within 30 days, you should process the application as **Denied**

## The WI Voter Registration Batch List Report

This report returns a list of Voter Applications entered into SVRS. It includes the voter's name, address date of birth, driver's license or social security number, and several districts the voter lives in. You can also see information on when the application was received, when it was entered into SVRS, and the user who entered it.

Providers may use this report to provide their Reliers with a list of entered Voter Applications. Self-providers may use this report to obtain data on the number of applications entered by a certain user or in a certain period of time.

1. On the **Menu** tree, click the **Reports** node.
2. On the **Quick Tasks** pane, click **Print Reports**.
3. Change the report **Category** to **Applications**, and select the **WI Voter Registration Batch List**.
4. Click **Next**.
5. **Filter** your report:
  - a. Click the **Custom** button next to the **Filter** drop-down list.

And/Or	Field Name	Condition	Value
And	UserName	Equals	xxxxxx
And	Processed Date	IsGreaterThan	mm/dd/yyyy
And	Processed Date	IsLessThan	mm/dd/yyyy

- b. Create a **Filter** that matches the one displayed. In the **Value** column, enter the SVRS **UserName**; enter the **Processed Date(s)** in mm/dd/yyyy format.



*The filter above will produce a list of all applications entered by a certain user over a range of dates. County Providers may wish to omit the first line to produce a list of all applications entered on that date. If this report is run at the county level and exported to an excel file, each municipality will be listed on a separate tab.*

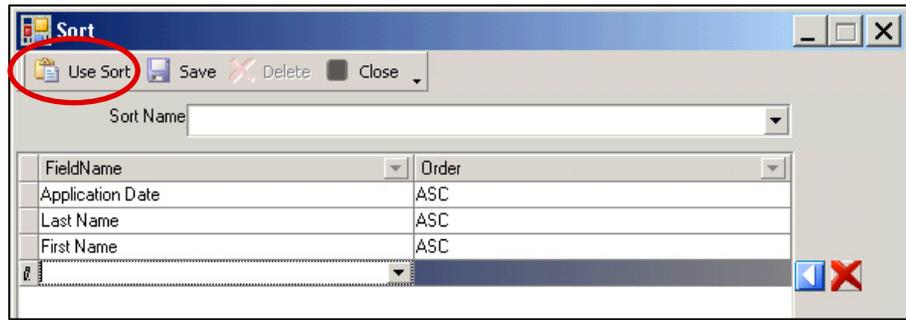
- c. Click **Use Filter**.



For directions on how to save filters and sorts for future use, see the [Reports](#) chapter.

6. **Sort** your report:

- a. Click the **Custom** button next to the **Sort By** drop-down list.
- b. Copy the **Sort** displayed.
- c. Click **Use Sort**.



The sort displayed will put the applications in order by earliest **Application Date**, then by **Last Name** and **First Name**. You may omit the first line if you just want a list of all applications in alphabetical order.

7. Click the **Printer Setup** button and verify that your printer settings are correct. Once they are correct, click **Save Settings**.
8. Click the **Print Now** radio button.

9. Click the **Print** button.



10. The **Printing Notification** dialog box will open. Click **OK**.

For further information on printing and exporting a report, see the [Reports](#) chapter.

A sample of the report is shown below. Remember, because this report contains confidential information, it cannot be shared with the public unless the **Date of Birth**, **Drivers License**, and **SSN** are redacted.

Voter ID #	Voter Name	Residential Address	Mailing Address	Date Of Birth	Drivers License / SSN	Application Date				
<b>TOWN OF NEW DENMARK</b>										
<b>Status: Approved</b>										
0013732216	Amenson, Darlene A	5318 Shady Acres Rd Denmark, WI 54208		01/01/1900	A999-9999-9999-99 XXX-XX-9999	10/29/2008				
WARD: WD2	CONG: CG08	SEN: SS1	ASSM: AS2	COA: CA3	MJJ: MJJTN	CO: CO5	COSUP: SU17	MUNI: MN26	User Name: malecl	Processed Date: 11/5/2008
			USCH: US1407						Application Status Reason: Update Voter	
0012073523	Baeten, Jason E	6251 W Cherney Rd Denmark, WI 54208		01/01/1900	B999-9999-9999-99	11/4/2008				
WARD: WD1	CONG: CG08	SEN: SS1	ASSM: AS2	COA: CA3	MJJ: MJJTN	CO: CO5	COSUP: SU17	MUNI: MN26	User Name: malecl	Processed Date: 11/5/2008
			USCH: US1407						Application Status Reason: Update Voter	