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Special Notes on Types of Absentee Requests



Photo ID requirements means Wisconsin residents who are eligible to vote are required to show an acceptable photo ID at any elections either in person or by absentee ballot.

Proof of Identification is now required for the types of absentee request listed below.



REGULAR

Definition: Any otherwise qualified elector who for any reason is unable or unwilling to appear at the polling place

Proof of identification *

- If application is received by mail, proof of ID must be received with the application in order for elector to receive a ballot
- Proof of identification must be provided only once, either with the application or the ballot (unless the voter re-registers with a new name or address)
- Providers clerks will keep track of electors who provided photo ID in SVRS
- Reliers must send list to their Provider to update SVRS
- Reliers must request from their Provider a list of regular absentee voters who have shown a photo ID in prior ballot request

Duration of Requests:

- As specified on the application
- For calendar year applications (1/1 – 12/31)
 - If a ballot is not returned, stop sending ballots
 - Send notice within **5 days**
 - Voter can reactivate request by contacting you

Application Requirements:

- Absentee applications must be received no later than **5pm** on the Thursday

Special Notes on Types of Absentee Requests



Proof of Identification is now required for the types of absentee request listed below.

HOSPITALIZED

Definition: Any qualified elector may register and request an absentee ballot by agent if hospitalized. Registered voter in hospital up to 7 days before election, including Election Day.

Proof of identification: *

Proof of identification is required with the absentee application unless otherwise exempt or eligible to provide an alternative document (military, indefinitely confined, etc.).

Application Requirements:

- The absentee ballot application may not be filed earlier than **7 days** before the election and no later than **5pm** on Election Day
- If not already registered to vote, the hospitalized elector may register to vote by agent up to **5pm** on Election Day. Proof of residence must be provided
- Must submit a signed absentee application (GAB-121) which indicates that the elector is hospitalized and provide proof of identification

See Wis. Stats §6.86(3) for procedure.

MILITARY

Definition: U.S. military service (at home or away), members of the merchant marine, U.S. civilian employees serving abroad, peace corps volunteers, and their spouses or voting-age dependents.

Proof of identification: *

Is exempt from Voter ID.

The clerk must initial the absentee certification envelope indicating the voter has met the photo ID requirement before sending the absentee ballot to the military elector.

Duration of Requests:

- Can request ballots for specific elections and for all elections within the calendar year in which the request was made
- Can receive ballots for all offices
- If a military elector does not return their absentee ballot or the ballot is returned undeliverable, the municipal clerk continues to send absentee ballots through the remainder of the calendar, unless the elector is no longer in the military, no longer resides in the municipality, or the elector asks not to receive any more absentee ballots

Application Requirements:

- No voter registration form is required
- Must have resided in municipality immediately before entering the military
- Absentee applications must be received no later than **5pm** on the Friday preceding the election
- Military electors away from their residence on Election Day may apply for an absentee ballot until **5pm** on Election Day for federal elections
- The Federal Post Card Application (FPCA) is a common alternative form that is used by military electors. It counts as both a voter registration and absentee ballot application
- Eligible to receive an absentee ballot via mail, email or fax. However, absentee ballots must be returned via mail

Special Notes on Types of Absentee Requests



Proof of Identification is now required for the types of absentee request listed below.

PERMANENT OVERSEAS

Definition: An elector who is permanently outside of the U.S. with no intent to return to their residence.

May only vote for federal offices
 (President, U.S. Senate, U.S. Congress).

Proof of identification: *
 Is exempt from Voter ID.

The clerk must initial the absentee certification envelope indicating the voter has met the photo ID requirement before sending the absentee ballot to the military elector.

Duration of Requests:
 One absentee ballot request is valid for all elections within the calendar year in which the request was made.

Application Requirements:

Standard "by-mail" rules apply:

- Voter registrations that are postmarked after the 20th day before the election cannot be accepted
- Are exempt from Proof of Residency requirements
- Must have lived in the district immediately before moving overseas
- Voting-age children of an overseas elector are eligible to vote as permanent overseas electors
- Votes from last address in the district (Home may not be owned by them anymore or not exist anymore)
- Absentee applications must be received by **5pm** on Thursday
- Eligible to receive an absentee ballot via mail, email or fax. However, absentee ballots must be returned via mail

SEQUESTERED JUROR

Definition: Any eligible registered elector who indicates that the reason they are requesting an absentee ballot is because they are a sequestered juror.

Proof of identification: *
 Proof of identification is required with the application.

Application Requirements:

Must submit an absentee application to the clerk that indicates the elector is a sequestered juror no later than **5pm** on Election Day.

See Wis. Stats §6.86(1)(b) for procedure.

Special Notes on Types of Absentee Requests

***** Proof of Identification is now required for the types of absentee request listed below.

INDEFINITELY CONFINED

Definition: Voters indefinitely confined due to age, infirmity, disability or illness. Elector must have applied for absentee ballots as an indefinitely-confined elector.

Proof of identification: *****
 Is exempt from Voter ID.

- Proof of identification is not required for indefinitely confined voters
- By signing the certificate envelope, the witness is certifying that they have verified the name and address of the voter. This satisfies the ID requirement for indefinitely confined electors
- The clerk must initial the absentee certification envelope indicating that the voter has met the photo ID requirement before sending the absentee ballot to the indefinitely confined voter

Duration of Requests:

Indefinitely Confined electors can receive ballots automatically for as long as the ballots are returned ("permanent" status).

If a ballot is not returned, send 30-day notice:

- Send 30-day notice only after general elections
- If voter responds to notice, keep on permanent list
- If voter does not respond to notice, cancel absentee application (remove from permanent list)

Application Requirements:

- Absentee applications must be received no later than **5pm** on the Friday prior to the election
- Voters must indicate on the absentee application they are indefinitely confined

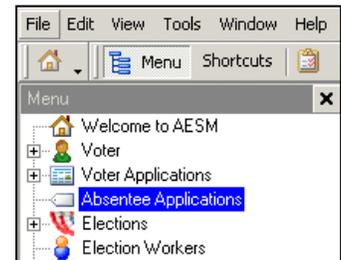
Search for an Absentee Application



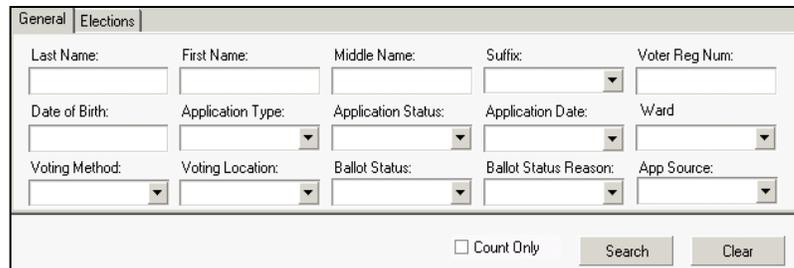
You will use the Absentee search panel to search for existing absentee applications in SVRS. Important information includes the status of the application (Approved or Cancelled), the application type (Permanent, Regular, or Military); whether there is an absentee address and the end date of any application setup for multiple elections. There are two places to search for absentee applications in SVRS, the main Absentee Applications node, and the Absentee Applications node within an election.

Use the Absentee Applications Node Search Panel

1. Select the **Absentee Applications** node on the Main Menu tree. The Absentee Search Panel will appear. This panel will display applications for all elections, including past elections, unless you enter criteria on the **Elections** tab.
2. Enter your search criteria into one of the blank fields and click on the **Search** button.



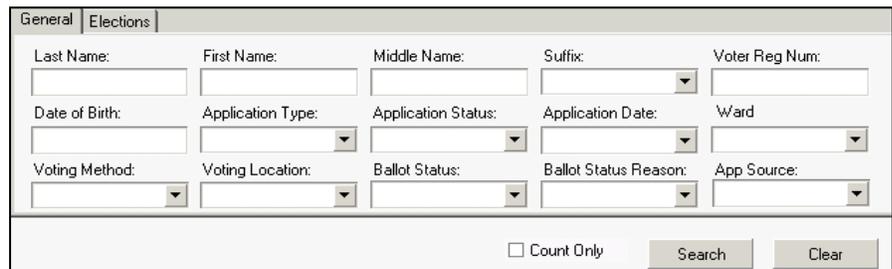
- a. Search by **Voter Name** or **Voter Reg Num** to find a specific voter.
- b. Search by **Application Type** to identify your **Permanent**, **Military**, or **Overseas** voters.



The screenshot shows the 'Elections' tab of the search panel. Fields include: Last Name, First Name, Middle Name, Suffix, Voter Reg Num, Date of Birth, Application Type, Application Status, Application Date, Ward, Voting Method, Voting Location, Ballot Status, Ballot Status Reason, and App Source. There are 'Search' and 'Clear' buttons at the bottom right, and a 'Count Only' checkbox.

- c. Search by **Application Status** to identify **Approved** or **Cancelled** applications. Only **Approved** applications will produce ballot labels for an election. However, not all **Approved** applications will produce ballot labels; for example, they may be approved for a single election in the past.
- d. Use the **Vote Location** drop-down to search for **Nursing Home** voters, or voters that receive a ballot in the **Clerks Office**, **Via Mail**, **Via Fax** or **Via Email**.
- e. Search by **Ballot Status** or **Ballot Status Reason** to identify the applications with ballots that were issued, returned, or cancelled, and why they were returned or cancelled.

- f. To limit your search to applications valid for one election only, go to the **Elections** tab. Select an election from the drop-down list and click search.



This screenshot is identical to the previous one, but the 'Elections' tab is active, and a specific election is selected in the 'Ward' dropdown menu.

- g. Double-click an application record to open it and see more details.

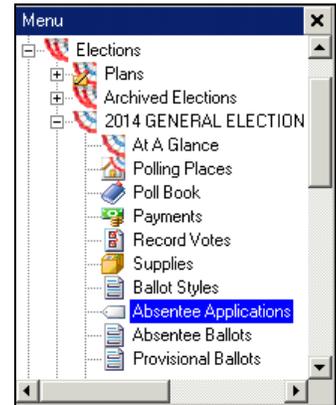


You may wish to limit your search to applications that would be valid for an upcoming election. However, if that election is not yet active in SVRS, you cannot find applications that would

produce ballot labels for that election. You will either have to run an Absentee Application Listing report, described later in this chapter, or wait until the election is setup in SVRS.

Use the Absentee Search Panel within an Election

1. Expand (+) the **Elections** node in the Main Menu tree.
2. Expand (+) the desired election.
3. Highlight the **Absentee Applications** sub-node. The Absentee Search Panel will appear. This search panel will only show absentee applications active for the selected election.
4. Enter your search criteria into one of the blank fields and click on the **Search** button.



Once ballots have been issued for this election, you can use this search panel to identify absentee applications that have not been issued a ballot. Each application record has a **plus sign (+)** at the far left of the record. If the **plus is black and white**, the application has been issued a ballot. If the **plus is gray**, no ballot has been issued. You can click the plus sign (+) to see a nested grid with more details on the issued ballots.

General

Last Name:	First Name:	Middle Name:	Suffix:	Voter Reg Num:
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Date of Birth:	Application Type:	Application Status:	Application Date:	
<input type="text"/>	<input type="text"/>	Approved	<input type="text"/>	
Voting Method:	Voting Location:	Ballot Status:	Ballot Status Reason:	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	

Records Returned: 955 Count Only

Drag a column header here to group by that column

Name	Voter Reg Num	App Type	App Status	App Status Rea...	Election Descrip...
▶ (+) ABDALLAH, AMAL A	0705421130	Regular	Approved	Valid Application	2010 PARTISAN ...
(+) ABITZ, ANDY LEE	0018078016	Sequestered Juror	Approved	Valid Application	Recurring
(+) ABITZ, PHYLLIS	0018078019	Permanent	Approved	Valid Application	Recurring
(+) ABITZ, SHERRY L	0018078020	Regular	Approved	Valid Application	2010 PARTISAN ...
(+) ABT, JULIE M	0018100806	Permanent	Approved	Valid Application	Recurring
(+) ASCHTERBERG, IRENE...	0018078034	Permanent	Approved	Valid Application	2010 PARTISAN ...
(+) ADAMS, ANN M	0018096440	Regular	Approved	Valid Application	2010 PARTISAN ...
(+) AHRENS, CLARENCE F	0018092180	Permanent	Approved	Valid Application	Recurring

Add an Absentee Application



To enter an absentee application in SVRS, the applicant must have a voter record. Military voters, who do not have to register before voting absentee, should be entered into SVRS as a registered voter using information gathered from the absentee application. See [Voter Application](#) chapter for more information.

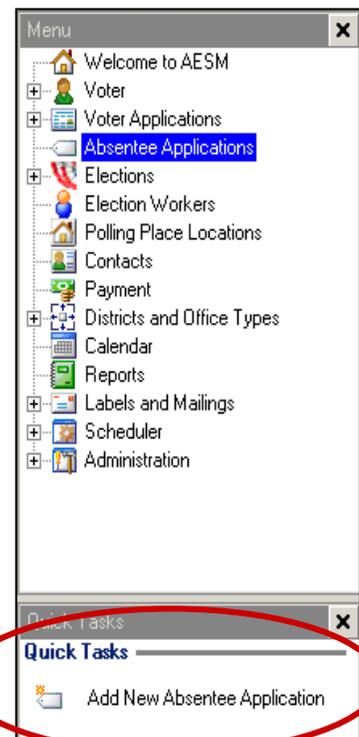


All absentee applications are one of seven types: 1) Hospitalized; 2) Military; 3) Overseas; 4) Permanent (Indefinitely Confined); 5) Presidential Only; 6) Regular or 7) Sequestered Juror.

An absentee application must include the following to be considered complete: date of the election; residential address; municipality; mailing address; and the signature of the voter requesting the ballot.

Four Ways to Enter and Process Absentee Applications in SVRS:

1. **Absentee Applications Node** (Can be used for all absentee requests.)
2. **Absentee Applications Node under a Specific Election** (After an election has been setup in SVRS, this node can be used for any absentee requests, including permanent requests or requests for multiple elections.)
3. **Voter Node** (Absentee application is generated from the voter record. Can be used for all absentee requests.)
4. **Voter Applications Node** (Absentee application is generated from the voter application. Can be used for all absentee requests.)

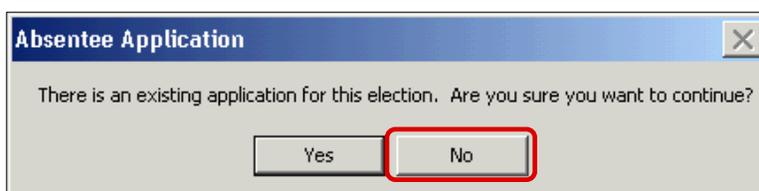


Use the Absentee Applications Node

1. Select the **Absentee Applications** node on the Main Menu tree.
2. Click the Quick Task: **Add New Absentee Application**.



*If you are not sure whether you have entered an absentee application for this voter, you may want to search for their name in the search panel to see if an application currently exists. SVRS will also search to verify that the voter does not have another active application before you process the application. If another application is detected you will see the message below. Click **No**. You should close the application without processing it, and cancel the duplicate application as described later in this section.*



- The **Absentee Application-Add New Application** form appears.

- Enter the applicant's name into the **Name** fields. **Tab** out of the name field. The voter's information will fill in automatically. If there is more than one potential match, the **Voter Search Container** will open.

- Select the matching voter by double-clicking on the record in the results grid to link the application to a voter.

Jurisdiction	Name	Date of Birth	UOCAVA St.	Status	Status Reason	Address
20226	SMITH, JOHN R	1/27/1948		Active	Registered	731 FOREST CT
20226	SMITH, JEAN M	8/3/1950		Active	Registered	363 S SEYMOUR ST
20226	SMITH, JANET S	4/14/1968		Active	Registered	242 E ARNDT ST



The **Voter Identification** area in the upper left shows information about the voter you linked. If you see that you need to make a change to the voter record, click on **Go to Voter**. The voter record will open and you can make the change and **Save and Close**. The voter record will close and bring up the absentee application.

The **Go to Voter** button will now read **Refresh Voter**. Click **Refresh Voter** on the absentee application and continue processing. You can also **Unlink** the voter record if the voter you chose was incorrect.



In the **Voter Identification** area of the absentee application you should also:

- a. Check that the **Voter Status Reason¹** is **Active - Registered**, indicating an Active voter. Inactive and Cancelled voters will not be issued ballot labels.

- b. Check the voter's **POR Required²** status. The POR Required field indicates the voter's proof of residence. If POR Required is marked NO then the voter does not need to provide any proof of residence with their returned absentee ballot. If POR Required is marked YES then the voter does need to provide proof of residence with their returned absentee ballot. To change a voter's POR Required status, click the **Go To Voter** button and change the POR Required field in the voter record.

 For more information see: [Edit the Proof of Residence Field after an Election in the Voter Chapter.](#)

- c. Check that for military and overseas voters the **UOCAVA Status³** is listed. The UOCAVA Status³ will indicate whether the voter is a **Military** or **Overseas** absentee elector. When the UOCAVA Status is military or overseas, the **Photo ID Exempt** checkbox will be automatically selected, since military and overseas absentee voters are exempt from showing Photo ID. You cannot select the Photo ID Exempt checkbox for permanent or nursing home elector because they are not exempt under the Photo ID law. To change a voter's UOCAVA status, click the **Go To Voter** button and change the UOCAVA status field in the voter record. For more information see: [Add UOCAVA Status Indicators](#) in the Voter Chapter.

- d. Check that for mail-in absentee requests, a Photo ID was provided with the request. [Note: that as of April 27, 2012, all Photo ID requirements are lifted by court order. Therefore, voters who currently request an absentee ballot by mail do not have to provide Photo ID.](#) If the voter does provide an Photo ID, however, you can select the **ID Provided for Mail-In Absentee** checkbox. ⁴

6. Enter the **Vote Location**. The most commonly used fields are **Via Mail, Fax, Email, Nursing Home, and Clerks Office**. When issuing ballot labels, you can filter by these options to produce groups of labels with the same **Vote Location**.

- a. If the voter requested their ballot be sent **Via Mail**, enter the voter's mailing address in the **Absentee Address** field. Do not type the voter's name, or it will appear twice on the label.
- i. If a voter already has a mailing address in SVRS, then it will appear in the **Voter Mailing Address** field. When an absentee address is not entered, SVRS will use either the Voter Mailing Address (if available) or the **Home Address** as the absentee address.



The **Voter Mailing Address** and **Home Address** fields are grayed out, because they can only be change from within the voter record. Use the **Go To Voter** button if you wish to change those fields.

- ii. **For Military and Overseas addresses:** Click on the **Absentee Address** button to open the **Address Detail** form. Select **Non US Addr** from the **Format** drop-down, enter the address and click **OK**.



You will receive **two labels** for each absentee voter. The first label (shown to the right) will display the **Home Address** and can be placed on the return envelope. The second label is for the mailing envelope, and will contain the **Absentee Address** you have entered. If you did not enter an Absentee Address, the second label will display the **Mailing Address** from the **Voter Record**. See the [Examine your Absentee Ballot Labels](#) section of the [Absentee Ballots](#) chapter for more information on what appears on the absentee ballot labels.

- b. If the voter requested their ballot be sent **Via Fax** or **Via E-Mail**, enter the voter's fax number or email address under the **Home Address** field. (Only Military and Permanent Overseas are eligible for this option.) When you print the absentee label the voter's fax number or email address will appear on the label.

Send Ballot Options

Vote Location: Via E-Mail

Home Address: 923 COUNTRY CLUB LN, FOND DU LAC, WI 549359703, 20226-025-1862-1

Email: JSMITH@SVRS.COM



When issuing a ballot for a **Via Fax** or **Via E-Mail** application, you may choose to print of the Official Absentee Ballot Certification, so you can fax or email it along with the ballot.

Send Ballot Options

Vote Location: Via Fax

Home Address: 923 COUNTRY CLUB LN, FOND DU LAC, WI 549359703, 20226-025-1862-1

Fax: 608-123-4567



More information on this is available in the Absentee Ballots chapter.

- c. If the Vote Location is a care facility visited by special voting deputies, use the **SVD Care Facility** field. If the Vote Location is a care facility not visited by special voting deputies, use the **Non SVD Care facility** field. (Optional) For **SVD Care Facilities** use the Nursing Home field to pull in the nursing home's address from a contact record.

Send Ballot Options

Vote Location: SVD Care Fa

Home Address: 923 COUNTRY CLUB LN, FOND DU LAC, WI 549359703, 20226-025-1862-1

Nursing Home

Send Ballot Options

Vote Location: Non SVD Car

Home Address: 923 COUNTRY CLUB LN, FOND DU LAC, WI 549359703, 20226-025-1862-1

- i. (Optional) To use the **Nursing Home** contact field:

- a. Click the **Address Book Icon** to the right of the field. This will open up a **Contact Search Screen** where you can search for your contact record.

Nursing Home: SHADY PINES REST HOME

Absentee Address: 123 MADISON ST, FOND DU LAC, WI 54935

- b. Check the **Non-Person** checkbox under **Search Options**.

Contact Search

Description: SHADY PINES REST HOME

Search Options: Non-Person, Include Retired Contact Records

City: FOND DU LAC, State: WI, ZIP Code: 54935

Count Only Search Clear

Owner	Contact Type	Name	Address	Residential City
		SHADY PINES REST HOME	123 MADISON ST	FOND DU LAC

- c. Enter in the name of the nursing home under **Description**.

- d. Click **Search**.

- e. When the nursing home record appears in the lower grid, double-click to select it.

- f. You may still click into the **Absentee Address** fields and add information, like a room number.

Nursing Home: SHADY PINES REST HOME

Absentee Address: 123 MADISON ST
 FOND DU LAC WI 54935
 Unit: 21A

Nursing Home: SHADY PINES REST HOME

Absentee Address: 123 MADISON ST
 21A
 FOND DU LAC, WI 54935

- ii. (Optional) Additional Step for SVD Care Facilities only.
- Click on the **Other** tab.
 - Use the **Address Book Icon** to open a contact search screen and pull the **Special Voting Deputy** information into the application.

General | **Other** | Ballots

Sp. Voting Dep. [Address Book Icon]

Comment [Text Area]



The **Special Voting Deputy** must be setup as a contact in SVRS before being entered in this field. For more on creating contacts, see the [Contacts](#) chapter.

- If the voter voted and returned their ballot in the **Clerks Office**, no absentee address is required.

Send Ballot Options

Vote Location: Clerks Office

Home Address: 401 PRESIDENTIAL LN
 4
 MADISON, WI 53711

13251-085-1



SVRS will automatically mark **Clerks Office** absentee ballots as returned when processing the absentee application. As a result, SVRS will not automatically generate a label for **Clerks Office** applications.



To generate absentee labels for **Clerks Office** applications see [Issuing Clerk's Office Absentee Ballots](#) in the [Absentee Ballots](#) chapter.

7. **Application Details** - Select the **App Type**:

- a. **Permanent** absentees will receive ballots until they are removed from absentee status.
- b. **Regular** absentees can be for a single election, or multiple elections within a calendar year.
- c. **Military** absentees must continue to receive absentee ballots throughout the calendar year, unless the elector is no longer in the military, no longer resides in the municipality, or the elector asks not to receive any more absentee ballots.
- d. **Overseas** absentees will receive ballots for federal elections only. The **Overseas App Type** is for U.S Citizens that live abroad with no intent to return. Do not use the **Overseas App Type** for voters who are temporarily studying or working outside of the country. These voters should have an **App Type** of **Regular**. An overseas elector's absentee application is valid for all elections within the calendar year in which the request was made. An overseas elector may request ballots for a shorter time frame, for example one or more elections during a calendar year, but their requests for absentee ballots are not valid for longer than the calendar year.

The screenshot shows the 'Application Details' form. The 'App Status - Reason' is 'Pending - Incomplete Application'. The 'App Type' dropdown is open, showing a list of options: Hospitalized, Sequestered Juror, Military, Overseas, Permanent, Presidential Only, and Regular. The 'Date on App' field is empty. The 'Batch Name' field is empty. The 'For Election' section has radio buttons for 'Election' and 'Presidential Only', with 'Presidential Only' selected. The 'App Source' dropdown is also empty.



*For the **April Presidential Preference Election** both **Military** and **Overseas** absentee voters **must be sent a Presidential Preference Only Ballot** 47 days before the election. For military absentee voters the ballot must be a "full" ballot that includes all federal, state, and local contests. For overseas absentee voters the ballot must include only the Presidential Preference contest since overseas electors are only eligible to vote for federal offices and the only federal office on the ballot is the Presidential Preference vote. For more information on sending military and overseas Presidential Preference Only Ballots see Issuing Presidential Preference Only Ballots in the Absentee Ballots chapter.*

- e. **Hospitalized** and **Sequestered Juror** absentees can be processed up to and including Election Day.
- f. **Presidential Only** ballots may be issued to absentee voters or at the polling place.

8. The **Date on App** should be the date the application is entered, not the date it was signed. This will allow you to produce labels for all applications entered on a certain day.

The screenshot shows the 'Application Details' form. The 'App Status - Reason' is 'Pending - Incomplete Application'. The 'App Type' dropdown is empty. The 'Date on App' field is empty. The 'Batch Name' field is empty. The 'App Source' dropdown is empty.

9. The **Batch Name** field allows you to include other criteria you can use to generate batches of labels. For example, in a busy election, you may enter AM or PM in the Batch Name field. Then you can print absentee labels in two separate batches, one for AM, and one for PM.

10. The **App Source** should be how the application was received.

The screenshot shows the 'App Source' dropdown menu. The options are: Rec'd by Email, Rec'd by Fax, Federal Postcard Application Rec'd by Email, Federal Postcard Application Rec'd by Fax, Federal Postcard Application Rec'd by Mail, FWAB Affirmation/Declaration, In Person, Rec'd by Mail, and Online.

11. Enter the **For Election** information:

- a. For a single election: Click the **Election** radio button, and select the desired election. If you receive an application for an election that is not yet active in SVRS, you must select the second radio button and choose **All**, and set both **Election(s) Between** fields to that election date.

- b. For multiple elections: Click the second radio button.

- i. For absentee requests for a calendar year, enter today's date in the first **Election(s) Between** field, and December 31st of that year in the second **Election(s) Between** field.



*The end date cannot be left blank; this includes **Regular**, **Overseas** or **Military** applications.*

For Overseas applications, select **Type Of** and check all election types that include a federal office occurring in that calendar year. Federal election types include August Partisan Primaries, General Elections, and Spring Election – Presidential Preference.

	Description
<input type="checkbox"/>	August Partisan Primary
<input checked="" type="checkbox"/>	August Partisan Primary - Governor
<input checked="" type="checkbox"/>	General Election
<input type="checkbox"/>	General Election - Presidential
<input type="checkbox"/>	Recall Election

- ii. If a voter requests **Regular** absentee ballots for more than one election, for example the General Election and the Spring Election, you can select **Selected**, verify the date range is for only that year, and check off the requested elections.

	Date	Ty...	Description
<input checked="" type="checkbox"/>	11/4/2014	General...	2014 GENERAL ELECTION
<input type="checkbox"/>	8/12/2014	August...	2014 FALL PARTISAN PRIMARY
<input checked="" type="checkbox"/>	4/1/2014	Spring...	2014 SPRING ELECTION
<input type="checkbox"/>	4/2/2013	Spring...	2013 SPRING ELECTION
<input type="checkbox"/>	2/19/2013	Spring...	2013 SPRING PRIMARY



*You may use the **Selected** option to check off multiple elections that are already active in SVRS. **Do not open old applications and check a new Selected election** that has been inherited since the application was entered. Instead, use **All** and a date range that covers all desired elections. You should create a new application in SVRS to match each paper request you receive.*

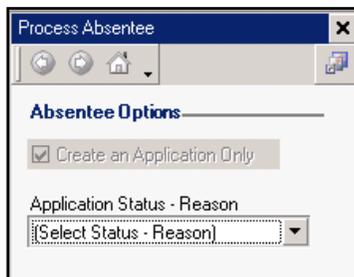
Process an Absentee Application

12. Click **Quick Tasks** on the toolbar.
13. Click **Process Absentee Application** to display the Absentee Quick Task Pane.



14. The **Create an Application Only** box must remain checked until you have reached Milestone #4 in the election cycle. Once you have reached Milestone #4, **Create an Application Only** can be checked or unchecked.

- a. To save an application and print the ballot label later, leave **Create an Application Only** checked.
- b. To print a label immediately, uncheck **Create an Application Only**. See the directions on how to [Issue and Print Individual Absentee Labels](#) in the [Absentee Ballots](#) chapter.



*For Clerks Office absentees, the **Create an Application Only** checkbox must be unchecked, because you will always create a ballot record when you enter the application. You may choose whether or not to print a label. For other types of applications, if you uncheck the **Create an Application Only** checkbox, you must then check **Send Mailing** and issue a ballot label.*

15. Select the appropriate **Application Status Reason**:
 - a. To approve an application, choose **Approved - Valid Application**.
 - b. To cancel an application, select **Cancelled** and the appropriate reason for cancellation.
16. If you are not issuing a ballot immediately, leave the **Send Mailing** box unchecked.
17. Click **Process**.

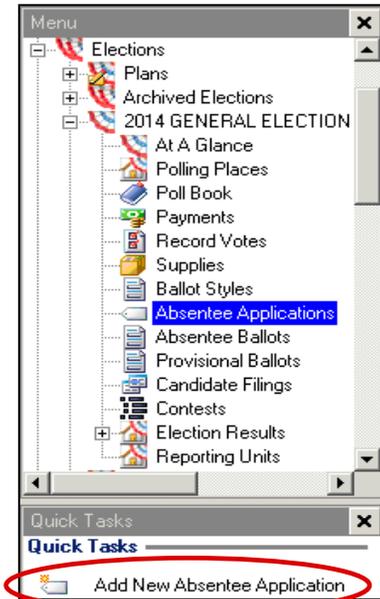
Alternative Ways to Add and Process Absentee Applications



There are three alternative ways to process an absentee application. The first is through the **Absentee** node you will find within a specific election. The second is through the **Voter** node. The third is from within the **Voter Application**.

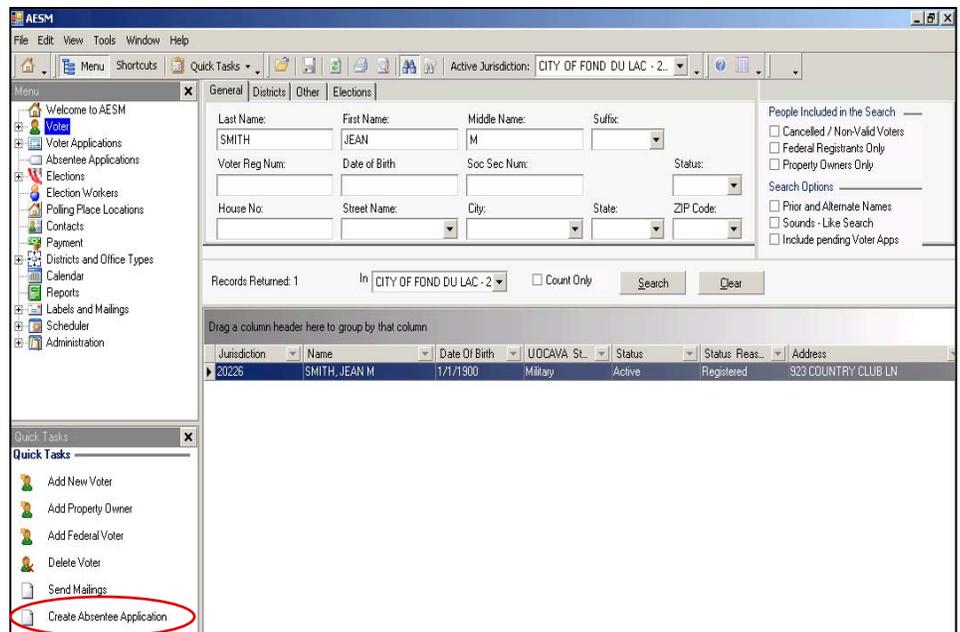
From the Absentee node within an election

1. Expand (+) the **Elections** node.
2. Expand (+) the election for which the voter wants an absentee ballot.
3. Click on the **Absentee** node within the election.
4. Click the **Add New Absentee Application** Quick Task.
5. Proceed from here as directed in steps 3-16, of [Add an Absentee Application Using the Absentee Applications Node](#).



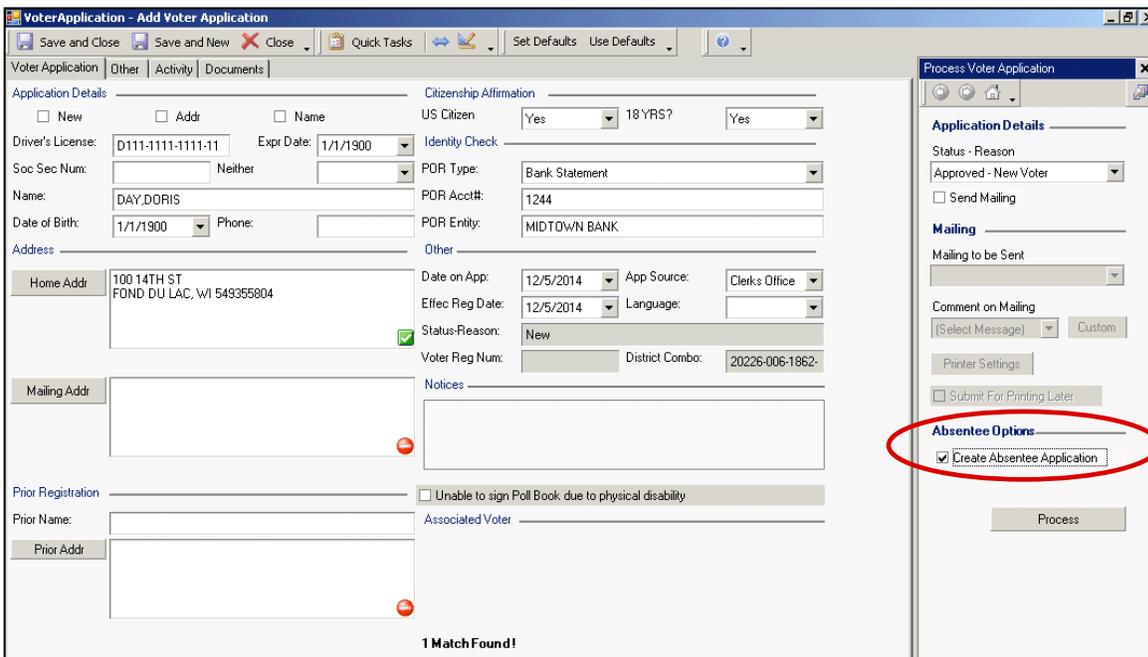
From the Voter Node

1. Click on the **Voter** node.
2. Use the **Search Panel** to search for the absentee elector's voter record.
3. Highlight the voter record in the data grid.
4. Click on the **Create Absentee Application** Quick Task.
5. Proceed from here as directed in steps 5-16 of the [Add an Absentee Application Using the Absentee Applications Node](#).



From the Voter Application

1. From the **Process Voter Application** Quick Task, click the **Create Absentee Application** checkbox.
2. Click **Process**.
3. When the voter application is processed, SVRS will then open an absentee application populated with the voter information.
4. Proceed from here as directed in steps 5-16 of the Add an Absentee Application Using the Absentee Applications Node.



VoterApplication - Add Voter Application

Save and Close Save and New Close Quick Tasks Set Defaults Use Defaults

Voter Application Other Activity Documents

Application Details

New Addr Name

Driver's License: D111-1111-1111-11 Expr Date: 1/1/1900 Identity Check: US Citizen Yes 18 YRS? Yes

Soc Sec Num: Neither POR Type: Bank Statement

Name: DAY, DORIS POR Acct#: 1244

Date of Birth: 1/1/1900 Phone: MIDTOWN BANK

Address

Home Addr: 100 14TH ST
FOND DU LAC, WI 549355804

Mailing Addr:

Other

Date on App: 12/5/2014 App Source: Clerks Office

Effec Reg Date: 12/5/2014 Language:

Status-Reason: New

Voter Reg Num: District Combo: 20226-006-1862

Notices:

Prior Registration: Unable to sign Poll Book due to physical disability

Prior Name: Associated Voter

Prior Addr:

1 Match Found!

Process Voter Application

Application Details

Status - Reason: Approved - New Voter

Send Mailing

Mailing

Mailing to be Sent:

Comment on Mailing: [Select Message] Custom

Printer Settings

Submit For Printing Later

Absentee Options

Create Absentee Application

Process

Absentee Applications Data Quality Issues

After your Absentee Applications have been entered, but before you issue absentee ballot labels, you will want to check the data quality items below. Directions on editing and cancelling applications are located on the following pages.

- Have you checked and corrected any voters that have no district combo because their address has not been validated? These voters will not receive absentee ballot labels. See the *Mapping and Districts* chapter for instructions on how to run the *Voters with No District Combination* report, and the *Voter* chapter how to fix these voters.
- Have you checked for any underage voters, usually caused by a data entry error in the birth date field? These voters will not receive labels. In the *Voter* node, go to the *Other* tab. In the *Age Range* fields, leave the first field blank and enter 17 in the second field, then *Search*. If any voters appear, verify if their date of birth is correct. If it is incorrect, open up the voter record and fix it. See the *Voter* chapter for more help.
- Have you checked to see if all Absentee Applications have been processed? If an application was saved instead of processed, the voter will not receive a ballot label. In the *Absentee* node under the *election*, search for *New* and then *Pending* applications. If any *New* or *Pending* applications appear, search using the last name to verify that the voter doesn't already have an approved application. Delete any duplicates, and process non-duplicate applications. See the *Process an Absentee Application* section in this chapter for more details.
- Have you checked to make sure all Absentee Applications are correctly linked to voters? If the voter was not correctly linked, they will not receive a ballot label. In the *Absentee* node of an *election*, search for all *Approved Applications*. (If you have more than 1,000, you will have to divide up your search by *Application Type*, or run a report instead.) Sort your application records by *Voter Reg Num*. Any applications that were not correctly linked to a voter will have an empty *Voter Reg Num*, and will appear at the top of the list. You will have to cancel these applications and enter another for each voter.

Your SVRS Specialist may contact you with other data quality issues, including duplicate applications, bad mailing addresses, and applications linked to invalid voters. It is also possible to customize reports to help you find possible errors like Permanent Applications assigned to only one election, or Regular Applications with no end date. If you have absentee data quality questions, please contact the GAB Help Desk for help.

Edit and Cancel Absentee Applications



You may need to update or cancel Absentee Applications as circumstances change. This may occur because of a mistake in data entry or a voter moves away or becomes deceased.

Edit an Incorrect Absentee Application

1. Select the **Absentee Applications** node on the Main Menu tree, or the **Absentee** node within an election.
2. Enter the desired criteria and **Search** for the application.
3. Double click to open the absentee application.
4. Edit the incorrect **Absentee Address, App Type, Vote Location, or Batch Name.**
5. Click the **Quick Tasks** button, and then choose **Process Absentee Application.**

6. Mark the application as **Approved**, and **Process** as normal.



If you simply save your changes, they may not take effect as desired. You should **Process** the application every time you make a change.

Cancel an Absentee Application

SVRS will automatically cancel an absentee application if the voter is inactivated, cancelled or changes addresses. You may need to cancel an application if you have accidentally created a duplicate, or if a voter is no longer a permanent absentee. If the voter has an issued ballot for an active election, the application may not be automatically cancelled, so you may have to cancel it manually.

1. Select the **Absentee Applications** node on the Main Menu tree, or the **Absentee Applications** node within an election.
2. Enter the desired criteria and **Search** for the application.
3. Click on the application you wish to cancel.

Name	Voter Reg Num	App Type	App Status	Election Descrip...	Election
AAGERUP, KRISTINE M	0046989987	Regular	Approved	2009 GENERAL...	SINGL
AAMODT, DAVID A	0046969001	Regular	Approved	Recurring	ALL
AAMODT, DAVID A	0046969001	Regular	Approved	2009 SPRING E...	SINGL
ABDULRAHMAN, ADE...	0046980310	Regular	Pending	Recurring	TYPE
ACHTERBERG, FRED	0046969031	Permanent	Approved	Recurring	ALL
ACHTERBERG, JANICE	0046969033	Permanent	Approved	Recurring	ALL
AHLERS, CAROL A	0046969083	Regular	Approved	2009 SPRING E...	SINGL
AHLERS, JASON B	0046986880	Regular	Approved	2009 SPRING E...	SINGL
ALBINGER, DIANNE	0046969107	Permanent	Approved	Recurring	ALL
ALBRECHT, JOYCE L	0046985906	Regular	Cancelled	2006 PARTISAN...	SINGL
ALIQTA, CHRISTOPHE...	0046969147	Permanent	Approved	Recurring	ALL
ALLEN, GLEN P	0046969153	Permanent	Approved	Recurring	ALL
ALLEN, HEIDI M	0701067900	Military	Approved	Recurring	ALL

4. Click the **Cancel Absentee Application** Quick Task. The **Cancel Absentee Application** pane will appear.
5. Select a **Cancellation Reason** from the drop-down.
6. Click the **Cancel App** button.
7. You should see a dialog box confirming that the application has been cancelled. Click **OK**. If you receive a notice that there is a ballot for an active election, you will have to cancel the outstanding ballot first. See the section on [Cancelling Absentee Ballots](#) in the [Absentee Ballots](#) chapter.

Cancellation Reason

- Administrative Action
- Deceased
- Permanent Status Expired
- Voter Initiated
- Voter Provided False Information

Cancel Absentee Application

Cancel Selected Absentee App

Cancellation Reason

Deceased

Cancel App

Absentee Application

Application cancelled successfully.

OK

Absentee Application

This application has one or more 'Pending' ballots for an active election. You must cancel those ballots before the application can be cancelled.

OK



You may select multiple applications by holding down the **Control** key and clicking on each application. This will allow you cancel several applications at once.

Adjust Permanent Absentee Voter Status



In Wisconsin, permanent absentee voters (i.e., indefinitely confined electors) must vote in every general election or they must renew their permanent absentee application. A notice of renewal will be sent to those voters who did not vote in the election. You should wait to send this notice until 30 days after Election Day, to ensure that all voter participation has been entered into SVRS. If the voter does not return the completed renewal form within 30 days of the date sent, their "Permanent" absentee application should be cancelled.

Use the Absentee Application Listing Report

(Optional) You can use the Absentee Application Listing report to obtain a list of Permanent Absentee voters who have not returned a ballot for a specific election. You may choose to send those voters a mailing directly out of SVRS, or mail merge your list into another document. If you do not need a separate list, you may skip to the next step, Use the WI Notice to Permanent Absentee Voters Mailing.

1. Click on **Reports**.
2. Click on the **Print Reports** Quick Task.
3. In the **Category** drop-down, select **Absentee**.
4. Under **Reports**, select the **Absentee Application Listing**.
5. Click **Next**.
6. **Filter** your report:
 - a. Click the **Custom** button next to the **Filter** drop-down.
 - b. Copy the filter displayed below. Type the correct election date in dd/mm/yyyy format.

The screenshots show the following steps:

- The **Menu** window with **Reports** selected in the tree view.
- The **Quick Tasks** window with **Print Reports** circled in red.
- The **Print Report** window, Step 1 of 2, with **Absentee** selected in the **Category** dropdown and **Absentee Application Listing** selected in the **Reports** list.
- The **Print Report** window, Step 2 of 2, showing the **Selected Report** as **Absentee Application Listing** and the **Filter** dropdown set to **Custom**.



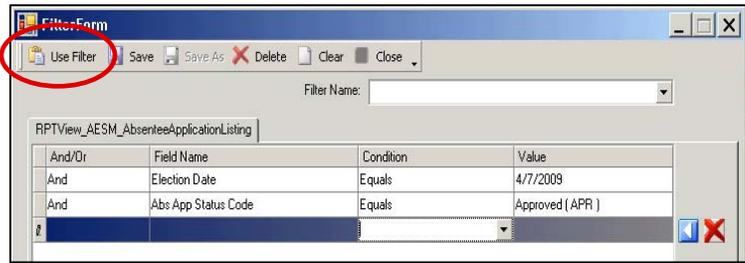
The filter displayed will produce a list of Permanent Approved Absentee Applications with no ballot returned or vote recorded for the election date specified. The **6/6/2079** date for **Vote Recorded Date Time** is the way empty dates are stored in SVRS and will not change from election to election. In order for this filter to work, you must have cancelled all of your unreturned ballots after Election Day. Directions on how to do this are in the Post Election Management of the Absentee Process section of the Absentee Ballots chapter.

And/Or	Field Name	Condition	Value
And	Election Date	Equals	4/7/2009
And	Abs App Type Code	Equals	Permanent (PERM)
And	Abs App Status Code	Equals	Approved (APR)
And	Abs Bal Status Code	Equals	Cancelled (CANC)
And	Abs Bal Status Reason Code	Equals	Ballot Not Returned (CBNR)

- c. Click **Use Filter**.

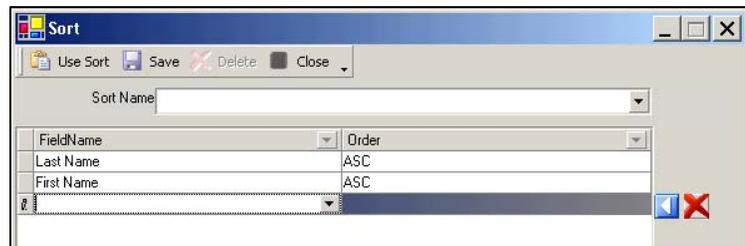


The Absentee Application Listing can also be used to get information on applications that are approved for a certain election. If you copy the filter displayed (and specify the correct **Election Date**), you will receive a list of all applications that will produce ballots for that election. Remember the election must be inherited for this filter to work. You may also add a filter for **Abs App Type Code**, if you just want to see a certain application type.



7. **Sort** your report:

- a. Click the **Custom** button next to the **Sort** drop-down.
- b. Copy the **Sort** displayed. This will put your report in order by the voters' names.
- c. Click **Use Sort**.

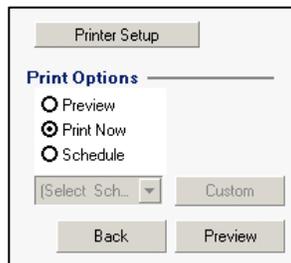


8. Click the **Printer Setup** button and verify that your printer settings are correct. Once they are correct, click **Save Settings**.

9. Click the **Print Now** radio button.

10. Click the **Print** button.

The Print Notification dialog box will open. Click **OK**.



For further information on printing and exporting a report, see the Reports chapter.

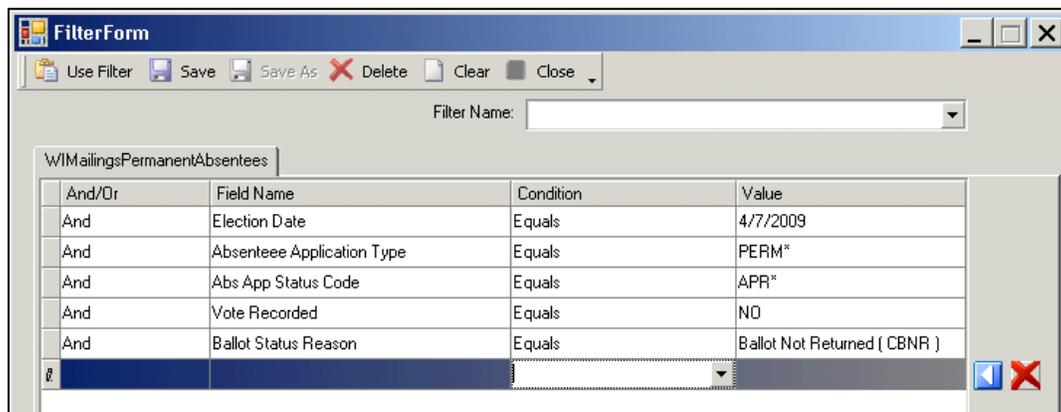
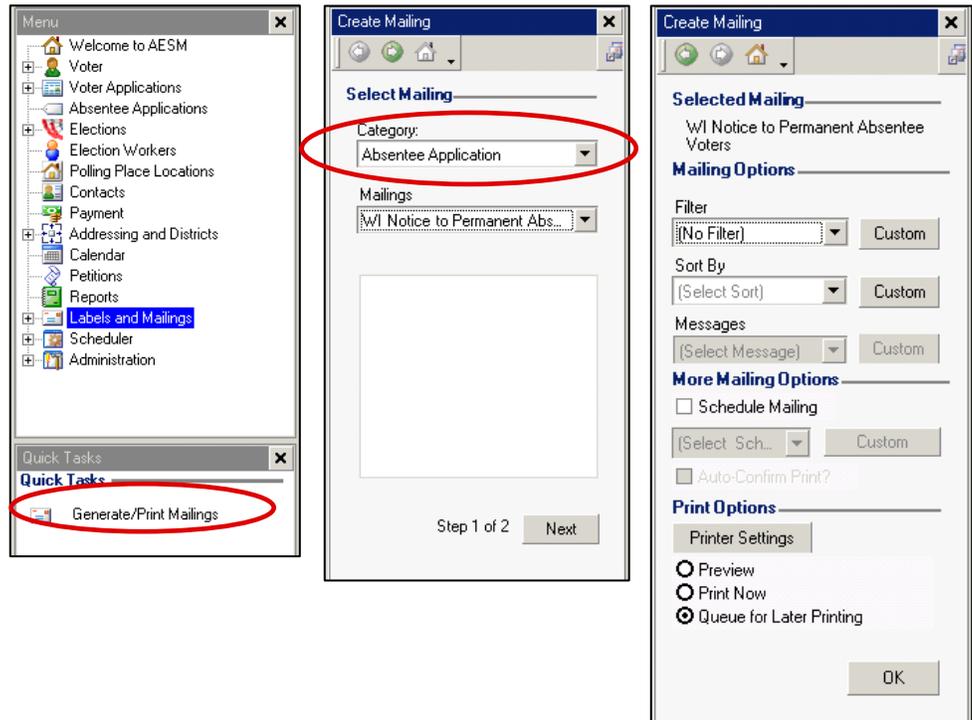
A sample of the Absentee Application Listing report is shown below.

ELECTION: 2009 SPRING ELECTION (4/7/2009)										
APPLICATION	PERM									
ID Number	Name and Address	District Combo	Ballot Type	App. Issued	App. Returned	Ballot Sent	Ballot Returned	Vote Recorded	Ballot Style	
0000469187	ABRAHAMSON, JAMES E	13251-093-1	OFCL	1/15/2008		3/10/2009			Madison7	
DOB: 1/1/1900	7401 LINDEMANN TRL MADISON, WI 53719									
0000439603	ADAMS, PHYLLIS A	13251-025-1	OFCL	8/28/2008		3/10/2009			Madison18	
DOB: 1/1/1900	5341 COMANCHE WAY MADISON, WI 53704									
0000336133	AHRENS, JUNE A	13251-070-1	OFCL	9/27/2006		3/13/2009			Madison11	
DOB: 1/1/1900	228 WESTMORLAND BLVD MADISON, WI 53705									

Use the WI Notice to Permanent Absentee Voters Mailing

Following the steps below will generate a letter addressed to each Permanent Absentee Voter who did not cast a vote for the specified election. The letter can be folded to fit into a windowed envelope if desired. When you print this notice, SVRS will note each voter was sent the mailing. This can be found on the Activity Tab of the Voter record.

1. In the Main Menu, click on **Labels and Mailings**.
2. Click on the **Generate/Print Mailings** Quick Task.
3. In the **Category** drop-down, select **Absentee Application**.
4. Under **Mailings**, select the **WI Notice to Permanent Absentee Voters**.
5. Click **Next**.
6. **Filter** your mailing:
 - a. Click the **Custom** button next to the **Filter** drop-down list.
 - b. Copy the filter displayed. Enter the correct **Election Date** in mm/dd/yyyy format on the first line. This will generate a letter to every voter with a Permanent Absentee Application who did not have a vote recorded for the specified election, and whose ballot was cancelled because it was not returned.



i In order for this filter to work, you must have cancelled all of your unreturned ballots after Election Day. Directions on how to do this are in the Post Election Management of the Absentee Process section of the Absentee Ballots chapter.

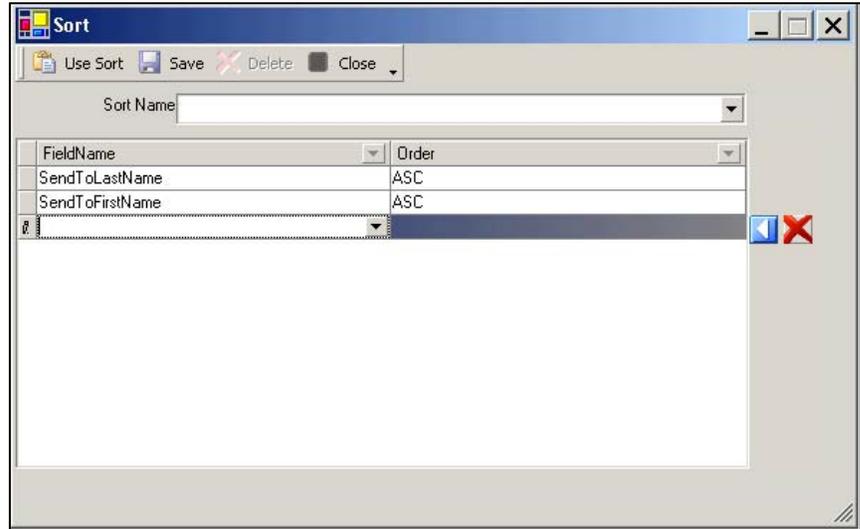
c. Click **Use Filter**.

7. **Sort** your mailing:

d. Click the **Custom** button next to the **Sort** drop-down.

e. Copy the **Sort** displayed. This will put your report in order by the voters' names.

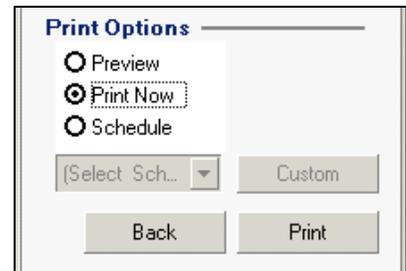
f. Click **Use Sort**.



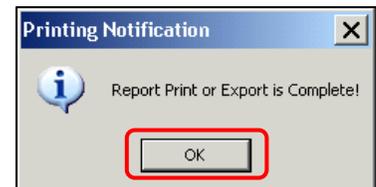
8. Click the **Printer Setup** button and verify that your printer settings are correct. Once they are correct, click **Save Settings**.

9. Click the **Print Now** radio button.

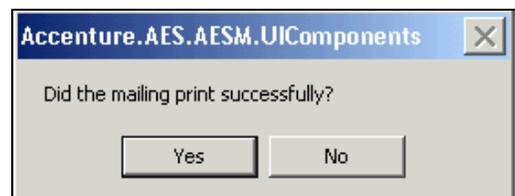
10. Click the **Print** button.



11. The Print Notification dialog box will open. Click **OK**.



12. You will then see a dialog box asking "Did the mailing print successfully?" Click **Yes**.



 For further information on printing and exporting a mailing, see the Mailings chapter.

A sample of the **WI Notice to Permanent Absentee Voters** mailing is shown below.

City Of West Bend
 Amy Reuteman / Clerk
 1115 MAIN ST S
 WEST BEND, WI 53095
 (262) 335-5103

August 17th, 2009

Delores A Bernarde
 1905 Hilltop Dr
 West Bend, WI 53095-0000

Dear Delores A Bernarde,

Our records indicate that we did not receive an absentee ballot from you for the 2009 SPRING ELECTION on 4/7/2009. Our office is responsible for comparing the list of permanent absentee ballot voters to those voters who cast and returned an absentee ballot during this election. S. 6.86 (2)(b), Wis. Stats. It is our responsibility to notify you that your name will be removed from the list of permanent absentee voters, unless you submit the renewal request below to our office within 30 days of receipt of this notification. Failure to do so within the 30-day period will cause your name to be removed from the list of permanent absentee voters. Please note that the removal of your name from this list does not affect your voter registration.

We appreciate your prompt attention to this notification. Please feel free to contact our office if you have any questions at (262) 335-5103.

Sincerely,
 Amy Reuteman
 CLERK

Request for Renewal of Permanent Absentee Ballot

I request that an absentee ballot be sent to me as provided by S. 6.86 (2)(a), Wis. Stats., and I certify that I am a United States Citizen, age 18 or older, and that I have resided at my legal voting address for at least 10 days.

I further certify that I am indefinitely confined because of age, illness, infirmity or disability. I request that an absentee ballot be automatically provided for every election until such time as I notify you or until such time as I fail to return an absentee ballot.


 7047005

 (Signature of Absentee Elector)



*The residency requirement has changed from, **10 days to 28 consecutive days**. SVRS is in the process of updating this change.*



If the voter responds to this letter within 30 days, they will remain on the Permanent Absentee list. If they do not respond, you will cancel their absentee application.

Update Permanent Absentee Applications

For those voters who do not contact you to remain on the Permanent Absentee list:

1. Open the **Absentee Applications** node underneath the election.
2. Select the **Application Type** of **Permanent**, **Application Status** of **Approved**, and **Ballot Status Reason** of **Ballot Not Returned**.

Name	Voter Reg Num	App Type	App Status	App Status Reason	Election Description	Election
ABRAHAMSON, JAME...	0000469187	Permanent	Approved	Valid Application	Recurring	ALL
ADAMS, JACK W	0000437203	Permanent	Approved	Valid Application	Recurring	ALL
ADAMS, PHYLLIS A	0000439603	Permanent	Approved	Valid Application	Recurring	ALL
AHRENS, JUNE A	0000336133	Permanent	Approved	Valid Application	Recurring	ALL
ALLEN, DOROTHY M	0000411639	Permanent	Approved	Valid Application	Recurring	ALL
ALLEN, MARGIE J	0000251502	Permanent	Approved	Valid Application	Recurring	ALL
AMICO, ROSEMARY S	0000494520	Permanent	Approved	Valid Application	Recurring	ALL
AMUNDSON, IVA F	0000335315	Permanent	Approved	Valid Application	Recurring	ALL
ANDERSON, ARTHUR J	0000049073	Permanent	Approved	Valid Application	Recurring	ALL
ANDERSON, EMMA M	0000508725	Permanent	Approved	Valid Application	Recurring	ALL
ANDERSON, JOHN R	0000411159	Permanent	Approved	Valid Application	Recurring	ALL

3. Select the applications that can be cancelled. Use **Ctrl-A** to select all, and **Ctrl Click** to deselect any applications that should not be cancelled. You can also use Ctrl Click to select them one by one.



*In addition to the voters who responded to the notice and should not be cancelled, your search may turn up voters who did vote but whose ballots were not marked as **Returned**. You can use the Absentee Application Listing report to help you verify the applications to be cancelled.*

4. Click the **Cancel Absentee Application** Quick Task. The **Cancel Absentee Application** panel will open.
5. Under **Cancellation Reason**, select **Permanent Status Expired**.
6. Click the **Cancel App** button. You should see a box confirming how many applications have been cancelled.