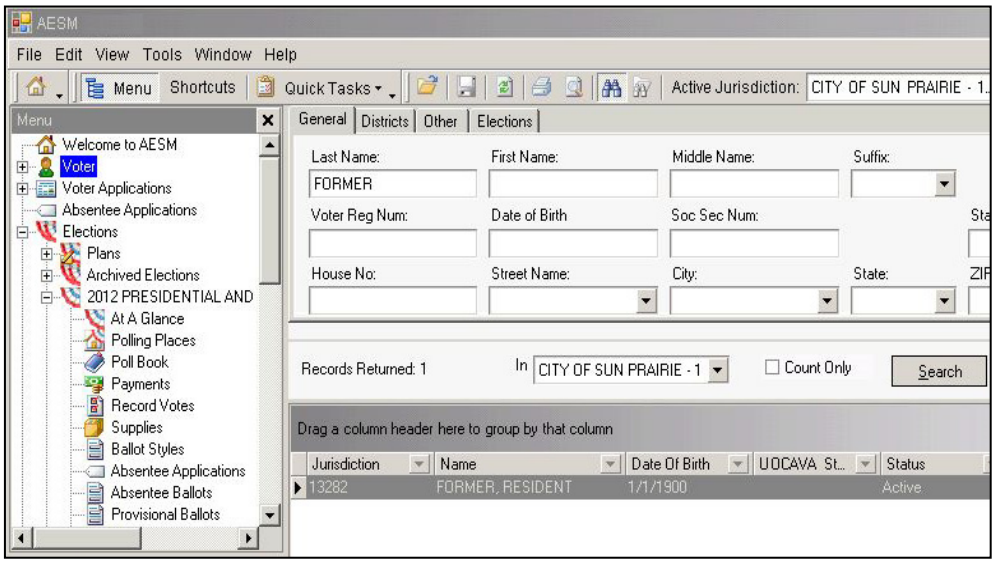
SVRS Quick Reference

Application for Absentee Presidential Ballot – Former Wisconsin Resident (GAB-140)

Former Wisconsin Resident

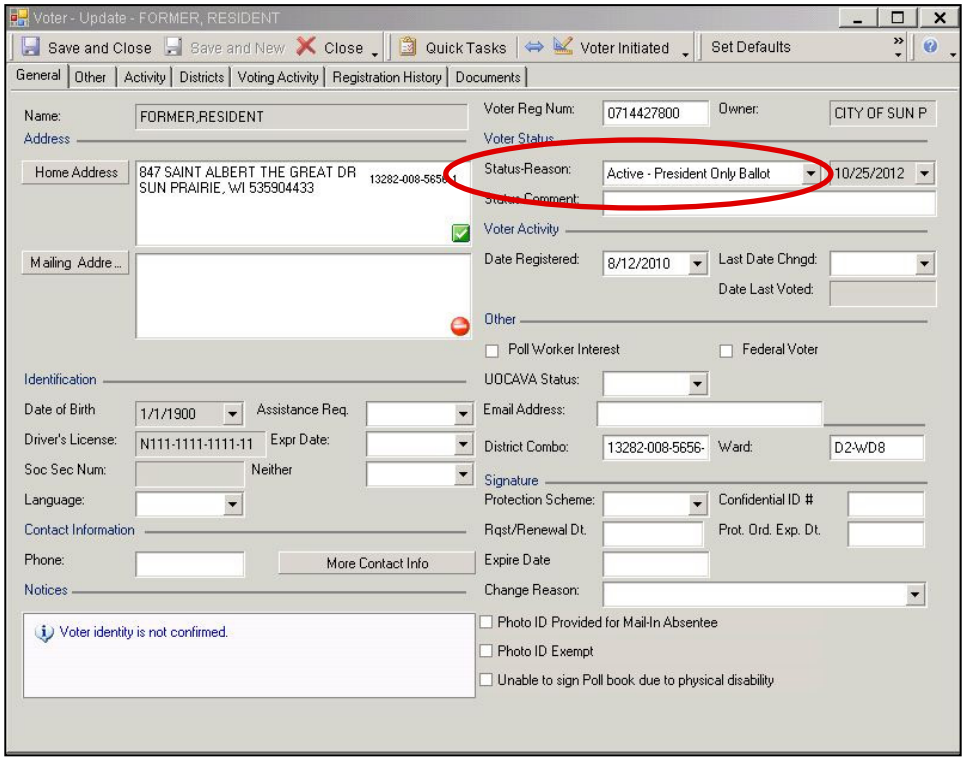
1. Search for the former resident from the **Voter** node.



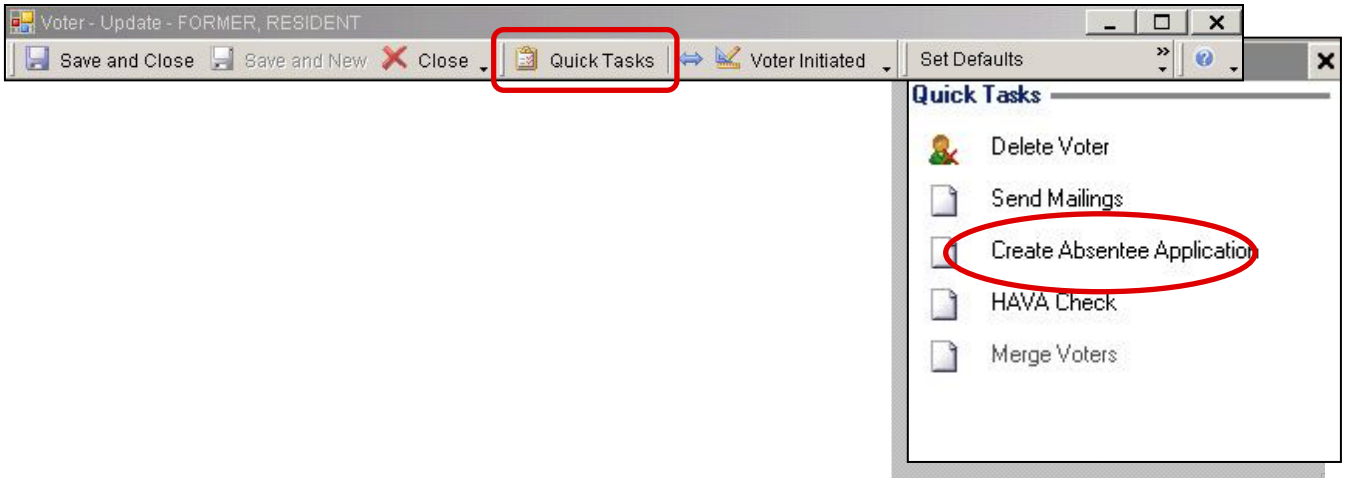
2. If a voter record exists open the record and change the **Status Reason** to **Active – Presidential Only Ballot**

3. If you do not use SVRS to process your absentee ballots you may click **Save and Close** and **stop now**.

If you are using SVRS for processing your absentee ballots proceed to the next steps.

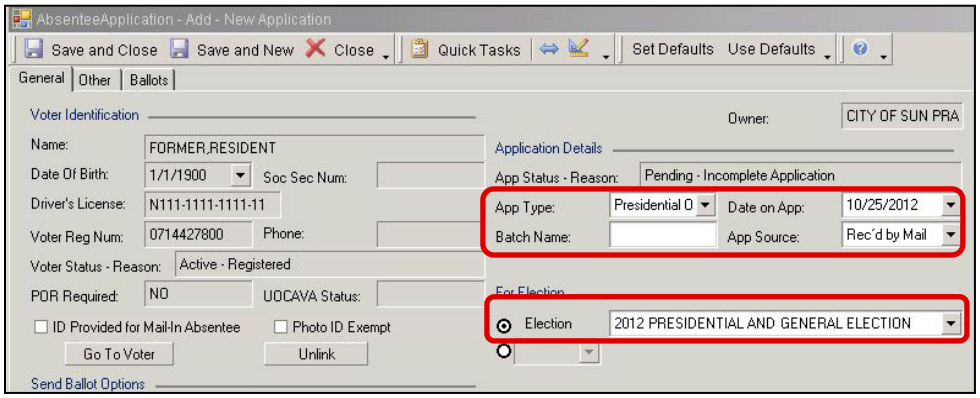


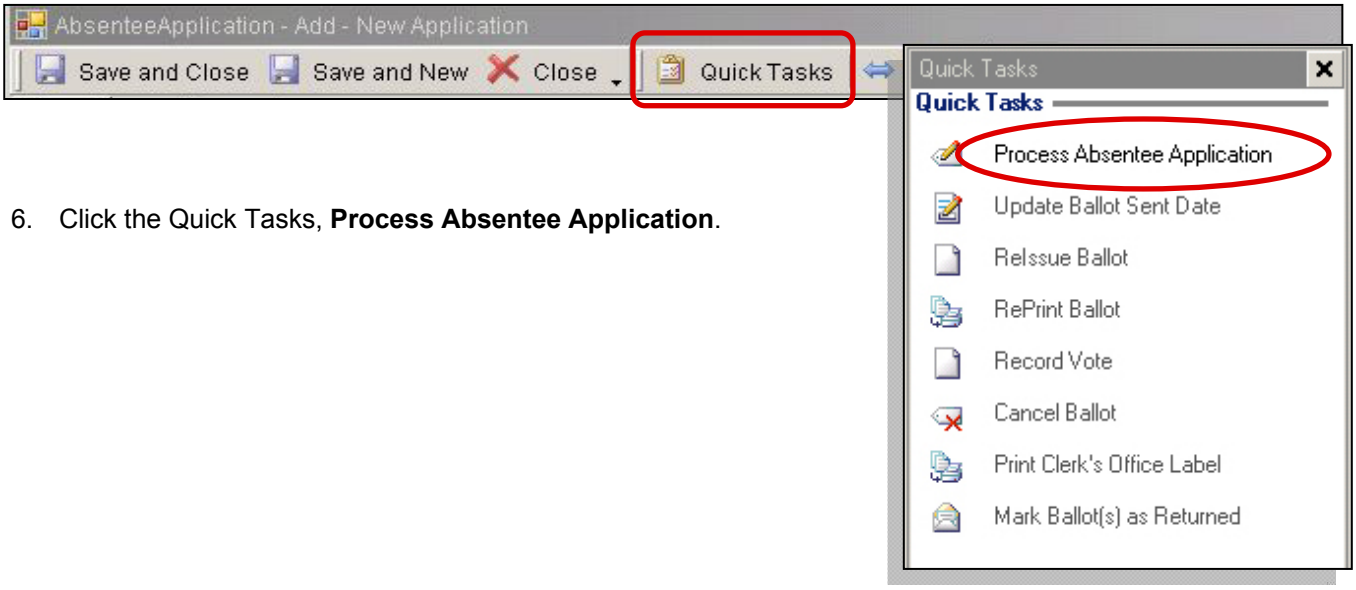
4. With the voter record open, click the Quick Tasks, **Create Absentee Application**.



5. Click in the Election field select the **2012 Presidential and General Election**. In the **Absentee Type** field select **Presidential Only**. Select the appropriate **Vote Location** and **App Source**.

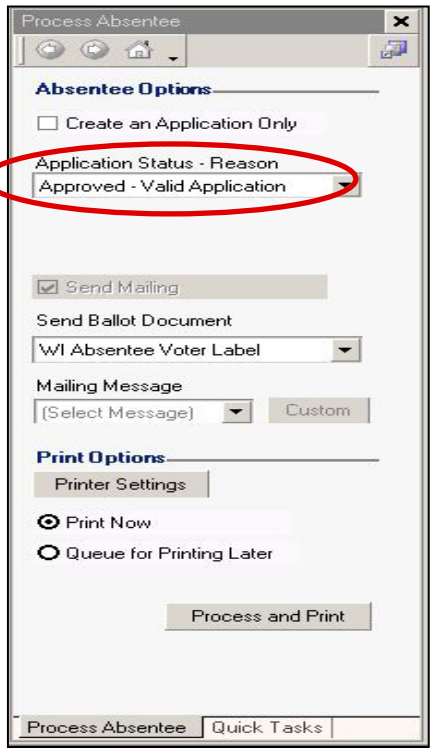
Presidential Only Absentee ballots can no longer be faxed or emailed. Only military and permanent overseas electors may receive their ballot via fax of email.





6. Click the Quick Tasks, **Process Absentee Application**.

7. Select **Approve – Valid Application** in the **Application Status – Reason** field.



8. Click **Process and Print**.

9. You can search for presidential only absentee applications and absentee ballots under the election by selecting “Presidential Only” as the Application Type.

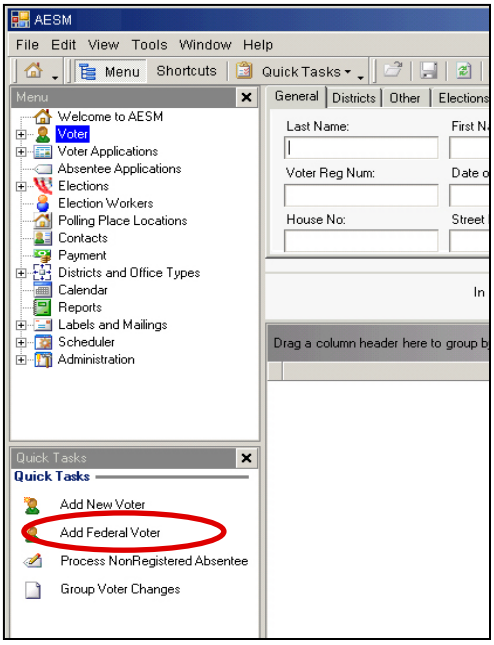
If the former resident was not registered in Wisconsin before leaving, follow the instructions for creating a Federal Only Voter found in the instructions for entering the **Application For Presidential Ballot – New Wisconsin Resident (GAB-141)**. Once the Federal Only Voter Record is created you can use the steps above to process that voter as a **Presidential Only Ballot** absentee.

SVRS Quick Reference

Application for Absentee Presidential Ballot – New Wisconsin Resident (GAB -141)

New Wisconsin Resident

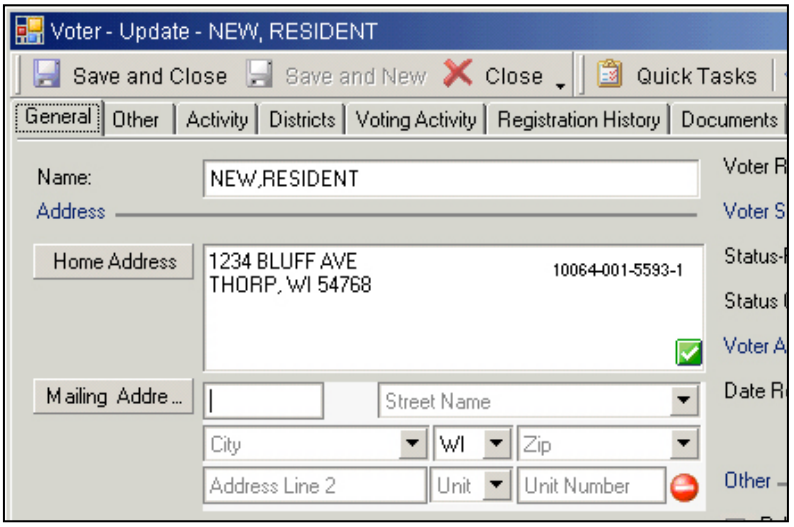
1. Click on the **Voter** node.



2. Go to the Quick Tasks and select **Add Federal Voter**.

3. The **Voter – Add – New Voter Record** form will open. Enter the new resident's name in the name field.

   In the Home Address field, enter the present address in Wisconsin.



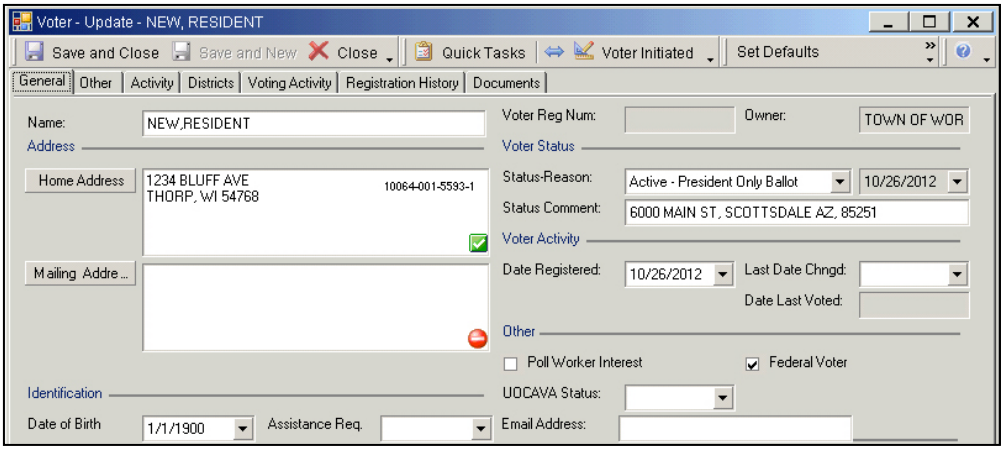
Number 2 of the Application for Presidential Ballot – New Wisconsin Resident (GAB -141)

4. If the new resident provides their date of birth enter it in the Date of Birth field.

A date of birth is required in order to record a vote for the new resident. If the applicant has not supplied a date of birth, enter 1/1/1900.

5. In the **Status Reason** field select the status **Active – Presidential Only Ballot**.

6. Enter the former street address and former state in the **Status Comment** Field. The G.A.B. will use this address to send the cancellation notification per Authorization to Cancel Registration New Wisconsin Residents (GAB-139). <u>You will not need to forward the GAB-139 to G.A.B.</u>

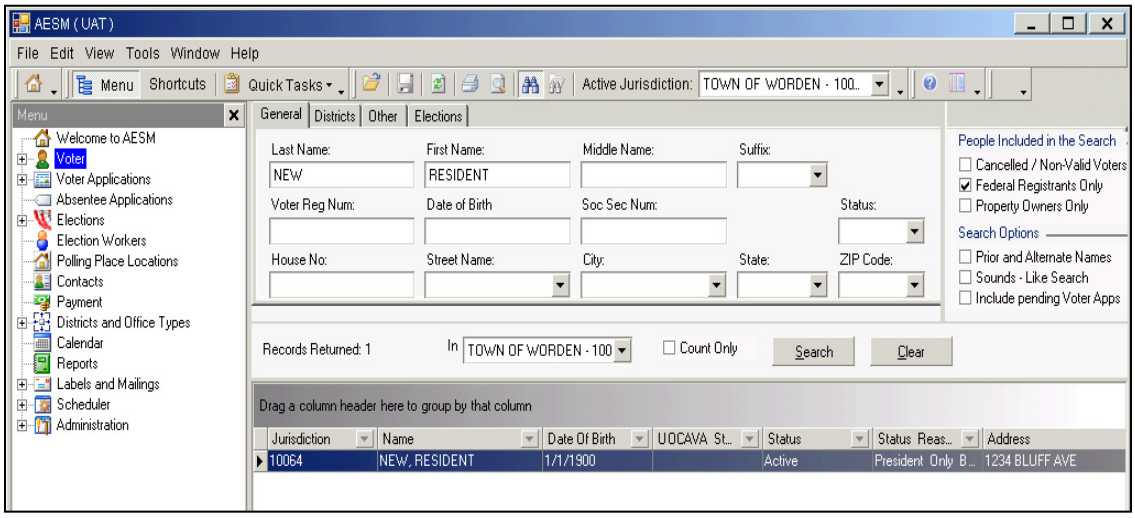


7. Enter the date of application in the Date Registered Field.

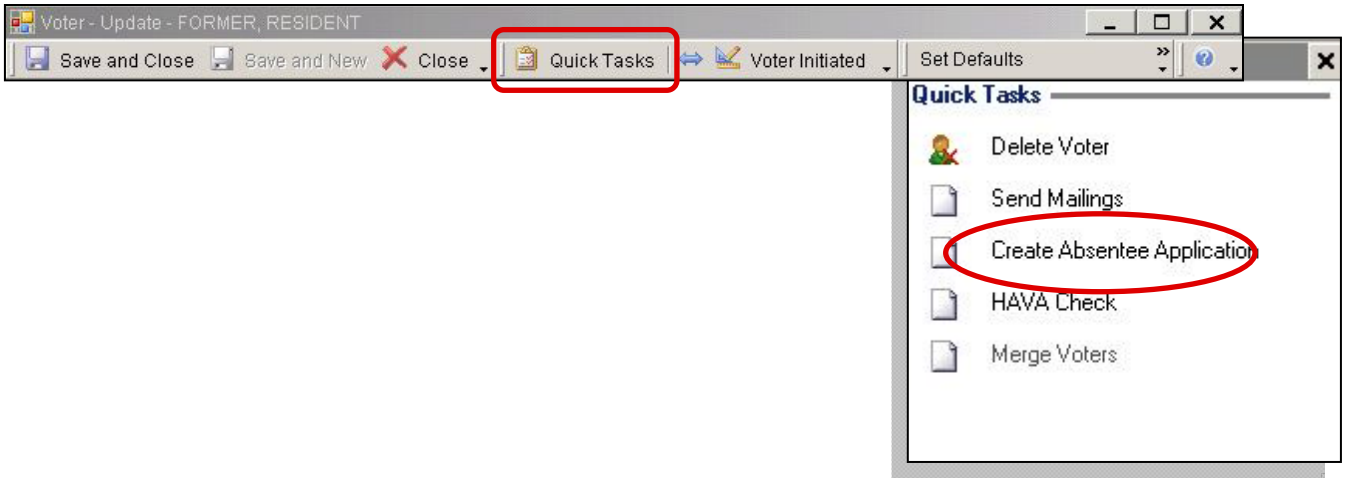
8. Save and Close.

Issuing an Absentee Ballot

1. Click Search for the voter record you just created from the Voter node.

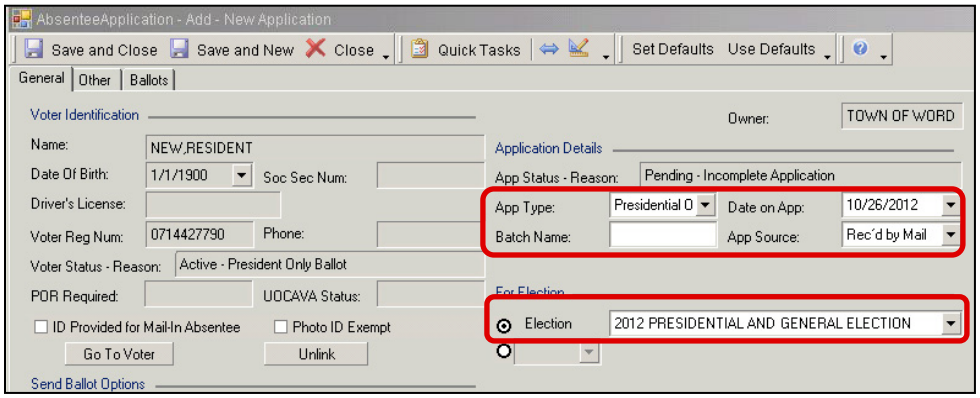


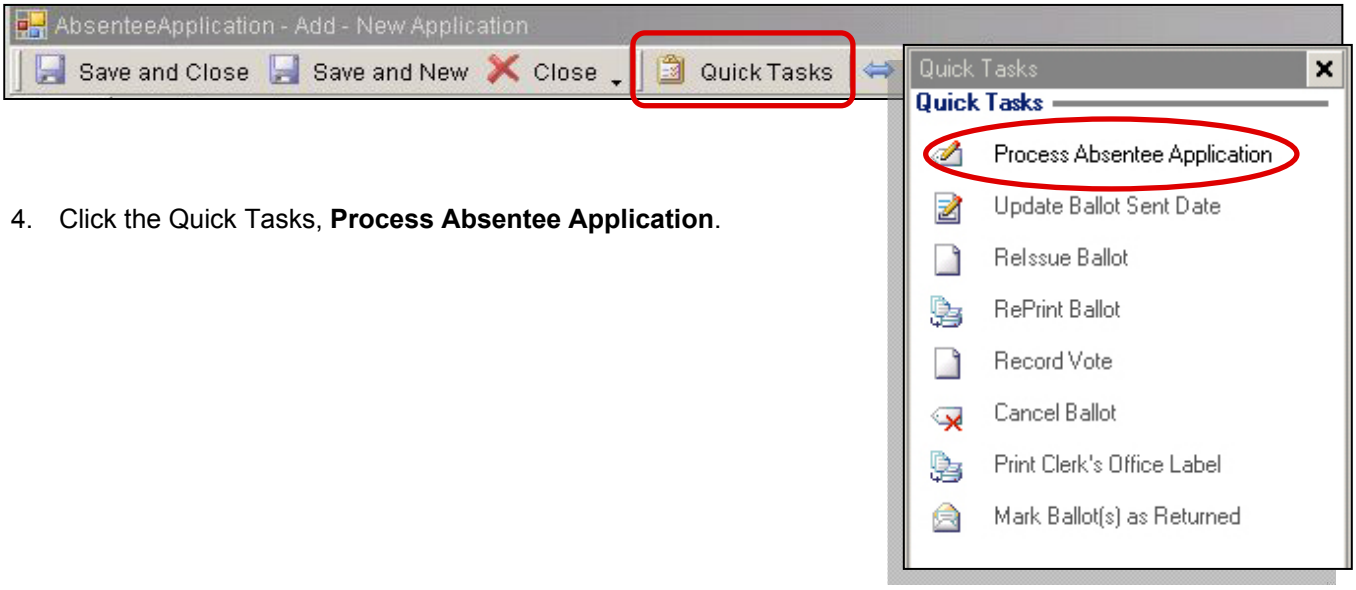
2. With the voter record open, click the Quick Tasks, **Create Absentee Application**.



3. Click in the Election field select the **2012 Presidential and General Election**. In the **Absentee Type** field select **Presidential Only**. Select the appropriate **Vote Location** and **App Source**.

Presidential Only Absentee ballots can no longer be faxed or emailed. Only military and permanent overseas electors may receive their ballot via fax of email.

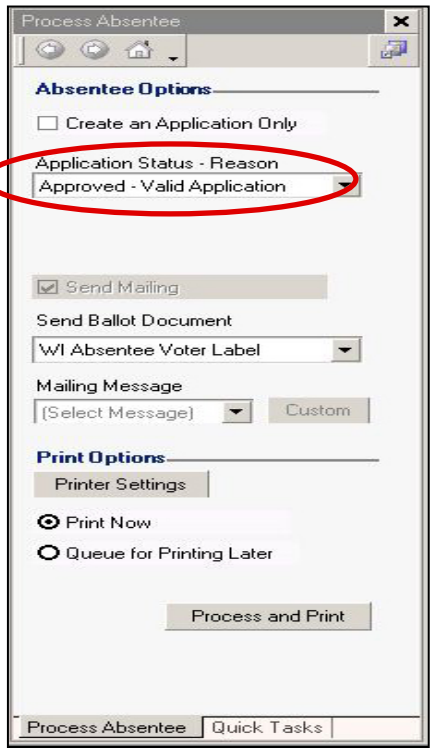




4. Click the Quick Tasks, **Process Absentee Application**.

5. Select **Approve – Valid Application** in the **Application Status – Reason** field.

6. Click **Process and Print**.



You can search for presidential only absentee applications and absentee ballots under the election by selecting **Presidential Only** as the Application Type.