2.1 Voter Search

The Voter Search page is organized by four main focuses: Search, General, District, and Election. To search for a voter, enter information into a data field and click the Search button. To remove all information from the data fields and start a new search, click the Clear button. To help refine the search, information may be entered into multiple data fields and search focuses. Use the Count Only voter search feature to retrieve numeric search results only.

Introduction to the Voter Search Page

- **Search Focus**
  The search focus determines the jurisdiction of the voter search. Use the Muni, County, State focus to search for voters within the selected jurisdiction. The search focus will default to the user jurisdiction.

  ![Search Focus](image)

- **General Focus**
  Use the general focus to search for voter records using specific criteria (Name, Voter Type, Address). There are three columns of data search fields; enter information into multiple data fields to narrow the search results.

  ![General Focus](image)
General Focus Search Fields

- First Name
- Middle Name
- Last Name
- Date of Birth (DOB)
- Wisconsin Driver License or Identification Card (DL/ID)
- Social Security Number (SSN): last four digits
- Previous First Name
- Previous Last Name
- House Number: enter the exact house number; partial entries will not yield accurate results (e.g. 21 will result in 21 W DAVID DR, but not 212 HIGHLAND ST)
- Street: enter the full or partial street name, then select the street from the drop-down list
- District Combo: a specific Muni or County search focus must be selected to search by DC
- Registration Date: manually enter or select the date range from the calendar; leave the (To) field blank to search all voter records (From) a specific date to “today’s date”
- Voter Registration Number
- Voter Type: Regular, Military, Permanently Overseas
- Voter Status: All, Active, Inactive; the default status is Active
- Status Reason: Registered, Suspended 30 day notice, Suspended 4 year notice
- Last Modified: manually enter or select the date range from the calendar; leave the (To) field blank to search all voter records (From) a specific date to “today’s date”

District Focus

Use the district focus to search for records of voters who live within a specific district. The district focus is comprised of two data fields; District Type and Districts. The District Type data field will display a drop-down list of district types that are tied to the jurisdiction selected in the search focus.

- Muni District Search: districts tied to any of the district combos in that municipality
- County District Search: districts of the selected type tied to any of the district combos in any municipality in that county
- State District Search: districts tied to any district combos in the state
### Election Focus

Use the Election Focus to locate records of voters who voted in a specific election. Click the checkbox next to the election name to select one or multiple elections to search for voters with participation recorded in any or all of the elections checked.

The election focus grid will display elections that are associated with the jurisdiction selected in the search focus.

- **Muni Election Search**: state, county and municipal elections for the selected municipality
- **County Election Search**: state, county and municipal elections within the selected county
- **State Election Search**: statewide elections

<table>
<thead>
<tr>
<th>Elections</th>
<th>Description</th>
<th>Election Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>4/5/2005 ELECTION</td>
<td>04/05/2005</td>
<td></td>
</tr>
<tr>
<td>2/15/2005 ELECTION</td>
<td>02/15/2005</td>
<td></td>
</tr>
<tr>
<td>11/2/2004 ELECTION</td>
<td>11/02/2004</td>
<td></td>
</tr>
<tr>
<td>4/6/2004 ELECTION</td>
<td>04/06/2004</td>
<td></td>
</tr>
</tbody>
</table>

### Voter Search Results Grid

Search results are displayed in the grid at the bottom of the page. The Search grid will not appear on the Voter Search page until the user clicks the Search button. If the Clear button is selected, the search grid will disappear.
Search for a Voter by Municipality

1. Click the Voter Search tile
2. Select the Muni search focus
3. Select the municipality from the drop-down list
   **Note:** the municipality will default to the user jurisdiction
4. Enter additional information into the general focus fields to narrow the search results
5. Click search, results will display in the search grid

6. To open a Voter Record, double click the name of the voter

To export the search results, click the Export to Excel button or Export to PDF button at the bottom of the search grid. The Show/Hide Column can modify what data is included in the exports

**Note:** there is a 10,000 voter export record limit. Reports with 10,000+ records can be exported from Advanced Find. This will be done as a scheduled nightly task so you will be able to access that information the next day. (See 1.5 Advanced Features).
Search for a Voter by County

1. Click the Voter Search tile
2. Select the County search focus
3. Select the county from the drop-down list
4. Enter additional information into the general focus fields to narrow the search results
5. Click search, results will be display in the search grid

6. To open a Voter Record, double click the name of the voter
7. To export the search results, click the Export to Excel button or Export to PDF button at the bottom of the voters grid

Statewide Voter Search

1. Click the Voter Search tile
2. Select the State search focus
3. Enter information into the general focus fields to narrow the search results
4. Click search, results will be displayed in the search grid

5. To export the search results, click the Export to Excel button or Export to PDF button at the bottom of the search grid
Count Only Voter Search

1. Click the Voter Search tile
2. Select the Muni, County or State search focus
   \textbf{Note}: the search focus will default to the user jurisdiction
3. Select the Count Only box
4. Enter additional information into the general focus fields to narrow the search results
5. Click search, the count will display at the bottom of the page

Search for a Voter by District

1. Click the Voter Search tile
2. Select the Muni, County or State search focus
3. Select the district type from the District Type drop-down list
4. Select the district from the districts grid
5. Click search, results will be displayed in the search grid
6. To export the search results, click the Export to Excel button or Export to PDF button at the bottom of the search grid
Search for a Voter by Election

1. Click the Voter Search tile
2. Select the Muni, County or State search focus
3. Select the specific election or elections in the elections grid
4. Select "Any" to search for voters who participated in any of the selected elections
   **Note:** any is the default selection

5. Select "All" to search for the voters who participated in all of the selected elections

6. Click search, results will be displayed in the search grid
7. To export the search results, click the Export to Excel button or Export to PDF button at the bottom of the search grid