

## SVRS Overview Webinar

The following questions were submitted during the live Webinar presentation on January 21, 2015.

**Q: Can I use a school district in my PPAP instead of wards?**

A: NO, Polling Place Assignment Plans (PPAPs) and Reporting Unit Plans (RUPs) must be set up by WARD. Keep in mind, with a very limited exception, all electors within a ward shall vote at the same polling place. Wis. Stat. Sec. 5.25. Although you have the option of selecting other districts, selecting anything other than WARD when you create a PPAP or RUP will cause problems in SVRS. All elections results must be reported by ward or combination of wards. For recount and reconciliation purposes, we recommend that PPAPs and RUPs match.

**Q: Could I use school district in both the PPAP and RUP?**

A: NO, do not use anything other than ward to set up your PPAP and RUP. SVRS will know, based upon the voter's district combo, which voters are eligible to vote in the election if a school district contest is the only contest on the ballot. For reporting purposes please do not use anything other than ward. Overtime we have learned that PPAPs and RUPs be set up by ward.

**Q: When a voter brings in the online registration form to the clerk's office, is it correct that we change the application source from "online mail" or "online late" to clerk's office?**

A: Yes, you would change the application source to "clerk's office" and adjust the Date on App and Effec Reg Date accordingly. Please, see page 17 of the MyVote Chapter of the SVRS Manual. [022 MyVote - SVRS Application Training Manual](#)

**Q: Comment - I wish we would not be notified by email of online voter registrations unless they are military "registrations" and require action or checking. I wish we would only be notified of absentee applications and military "registrations" for the online system.**

A: It is true that many online voter registration applications do not require immediate action on the part of clerks but the notifications are intended to alert clerks that an application has been initiated and that an action will be required if and when the applicant returns the form with their proof of residence.

**Q: I thought the County was responsible for entering the sanitary. Per Check list Spring Election page 2, middle section, under attention.**

A: That is correct; the County is responsible for entering the sanitary contest. Our slide had an error, we apologize.

**Q: Can you take the word of the town clerk that someone has died, but it hasn't been in the papers?**

A: If you are a provider and the town is your relier, the specific roles and responsibilities for updating voter records are subject to the terms of your memorandum of understanding. If your relier clerk notifies you that a voter record needs to be cancelled the provider should do what the relier requests, unless otherwise specified in the MOU.

In general, we prefer that a clerk has some written documentation before changing any voter to a cancelled deceased status in SVRS. When reviewing potential death matches in SVRS, the death record in SVRS serves as documentation. Clerks often know about deaths in their municipality by word of mouth, especially in smaller municipalities. More often than not, they would be considered a reliable source and you can be comfortable confirming the death. However, if someone contacts the clerk directly indicating that a voter is deceased and there is no death match in SVRS yet, the clerk should obtain written documentation of the death such as a letter of testament from the family or an obituary before cancelling the voter. Whenever possible, it's best to have the supporting documentation (such as an obituary clipping or letter of testament) attached to the paper voter registration file.

**Q: I have noted that people don't always have an obituary in the paper - in that situation, how are we to confirm the death?**

A: The death records provided in SVRS come from the State Vital Records Office and are the official state vital records of deaths. Hopefully the death record information in SVRS provides you enough information to confirm the match, but if it doesn't, the obituaries are your first reliable source. If you do not have an obituary to reference, checking with local funeral homes can be beneficial. Referencing some official outside source can help prevent cancelling the wrong voter. However, you should not rely on unofficial sources such as word of mouth. Ultimately the clerk must determine if they are confident that the death record and the voter are the same person. If so, the clerk should confirm the match, which will cancel the voter as a death record match. If you are not confident they are the same person, or if you know they are not, then mark it "not a match".

**Q: Also wonder how we are to confirm felons?**

A: If the DOC information provided in SVRS does not give you enough to make a match, please contact us here at the G.A.B. and we can reach out to DOC for more detailed information about the record. If you do determine that the voter and the felon are the same person, you would confirm the match, which inactivates the voter record as a Felony Record Match, and send out the Felon Notification letter. Clerks may consult local law enforcement to confirm felon information and can also search felon information on the Department of Corrections Offender Look Up website. [DOC Offender Locator](#) Because felon information frequently changes, we recommend you contact the G.A.B. to get the most up-to date offender status information.