

## **FAQS: A Review of 2016 and What's Ahead in 2017**

**Q. If a voter absentee votes in the Clerk's office by the Clerk. Do you use the municipal address or the personal address of Clerk?**

A. You can use either. I think most clerks use the municipal address.

**Q. If an ERO has to be a qualified elector in that county, what if a Clerk or Deputy Clerk is not a resident of the county in which they work? Can they still appoint themselves as an ERO to register people or are they not allowed to register people to vote? What about on Election Day? Thanks.**

A. EROs have to be qualified electors of the county and that includes clerks and staff.

**Q. Does the clerk have to appoint herself/himself as an ERO to do registration at the nursing homes?**

A. Yes.

**Q. Did I hear it correctly; staff members do not need to be appointed as ERO's?**

A. That's correct. Clerks and their office staff perform these duties by virtue of their office. When working in the office.

**Q. Other than giving them the oath and keeping track of their training, do we need to do anything else to appoint them as ERO?**

A. Correct.

**Q. Do we need to keep a log of ERO's in our municipality?**

A. Yes, similar to the log or spreadsheet you maintain for your other election officials, you need to track your EROs and the training they have received each term.

**Q. Can EROs be employees of the care facility? If so, must they also be qualified electors of the county in which they serve?**

A. Yes and yes.

**Q. Who is able to register voters on Election Day if SRD's are no longer allowed?**

A. Election inspectors or Election Registration Officials.

**Q. Does this mean that we can no longer have voter registration drives at our library and schools?**

A. Voter registration drives can still take place, but if the voter cannot register using OVR, he or she will have to include a copy of proof of residence with the voter registration application.

**Q. Since SRDs will no longer be allowed to verify POR, but can help with the OVR, does that mean we need to keep training them and certify them?**

A. There are no more SRDs.

**Q. Does the clerk and staff have to be appointed an ERO for registration in their office or on Election Day?**

A. No.

**Q. Is there any way we could work to eliminate the need to generate the Certificate of Registration when a voter is registering and voting absentee in the Clerk's Office? It is very time consuming.**

A. We have received this request many times. I will forward your comments to our legislative team. I also recommend letting WMCA know.

**Q. Are we still required to post in our offices and websites, the number of provisional ballots or does entering them into WisVote suffice?**

A. The number of provisional must be posted.

**Q. There are 3 instances that I have been involved in where we have had people come in at 8 pm and have requested a provisional ballot. This causes a great deal of time when we are trying to close the polls. Can there be a cutoff when a provisional ballot can be requested?**

A. I'm sorry, but voters may do so if eligible through 8 pm on Election Day.

**Q. Do I need to submit approved minutes to WEC, or is unapproved minutes acceptable?**

A. Send them in right away. If we need a signed copy we will contact you.

**Q. Can you please explain the provisional requirement for DL number on the registration form? Is it if you have ever had a WI DL or if you have a current? What is defined as correct? Does suspended count?**

A. If the WI DL is not expired it should be listed on the application.

**Q. Please review where to publish a Type E notice. Must it be in a newspaper if it's posted in 3 other places (such as town hall, website, and city hall?)**

A. If you have a newspaper published in your municipality or your board has adopted the use of a newspaper, you must publish. If not, it must be posted in three prominent locations or one location and the municipality's website.

**Q. The newspaper is published in the city, not here. So I don't have to pay for a newspaper notice then. Please confirm as sometimes this is questioned.**

A. If you don't have a newspaper published in your muni or your board has not adopted a newspaper to publish, you can post as advised previously.

**Q. What is the impact of OVR on the records retention policies regarding voter registration forms?**

A. The actual voter record is maintained in the WisVote system.

**Q. When a voter registers through OVR, should clerks receive an absentee ballot request through a WisVote generated email, must we still check whether they are registered to determine if we can mail an absentee ballot to the voter?**

A. If a voter is not registered to vote; they will not be able to submit an absentee ballot request through MyVote. Only military voters can request absentee ballots without registering to vote.

**Q. I'm a relier, so does the provider get an email as well and they do the merging as they do now?**

A. Yes.

**Q. Do you have any test sites available for the clerk to test the OVR and Click n Mail input pages so they are familiar with it? This would also allow for great training for inspectors if Click n Mail is used at the polling site?**

A. There are no test sites, but we have developed training videos for clerks to use for their own education and training their election officials: <http://elections.wi.gov/node/4879>.

**Q. I had problems where people registering used "o" letter for zeros in their name/DL# when going online to register before OVR. Will this stop them from doing this? They often came back as no match.**

A. Unfortunately, we can't prevent voters from entering incorrect digits or other information.

**Q. Do you recommend all WI voters reregister with OVR to reduce the amount of paperwork clerks are required to keep?**

A. No. You still have to keep the paperwork you currently have for your registered voters for a specific amount of time.

**Q. For people who register online during closed registration period, when and how will their information appear in WisVote since they are registering for future elections?**

A. Voters cannot use the online voter registration during periods of closed registration.

**Q. If a person registers via OVR, then at some point moves and updates information at the DMV; can they use OVR again for the new municipality?**

A. Yes, they can update their address using OVR if it's been updated with the DMV.

**Q. Will click n mail applications be marked in WisVote as pending?**

A. Yes, applications entered in Click and Mail will be marked still be marked as pending until the voter and clerk completes the process.

**Q. Will WisVote mark an OVR so we know we don't have a paper registration form?**

A. Yes and you can run a report.

**Q. How do we run that report?**

A. Contact the Help Desk and ask for a WisVote specialist: [elections@wi.gov](mailto:elections@wi.gov).

**Q. Only our clerk receives the emails now when we have an OVR, how can a deputy sign up to also receive these records when they arrive? As well as the absentee ballot requests?**

A. Send a request to the Help Desk: [elections@wi.gov](mailto:elections@wi.gov).

**Q. Will training be available through a webinar?**

A. We plan to provide additional training and information on OVR through a future webinar.

**Q. Can OVR be used by Election Inspectors for Election Day Registrations?**

A. No.

**Q. Is there a deadline to register online in order to be placed in the poll book? Relier poll books are usually printed up to a week before an election.**

A. Voter can only register using OVR during open registration, which closes the 20<sup>th</sup> day before the election.

**Q. Do the click and mail pending voter registrations delete after a certain amount of time if the voter does not finish the process?**

A. Pending applications are inactivated after 45 days.