

Postcards! Webinar Q&A

April 26, 2017

Q. Are EDR's done throughout the year or just after each election? If done after election, is there a time frame on when they have to be done?

A. EDR postcards are sent out within a week of being entered into WisVote. The cards can be mailed anytime during the year based on this, but most are sent in the immediate timeframe after an election. Remember that all EDR's must be entered into WisVote within 30 days of the election, except after a general election when the deadline is 45 days. Also, after a general election the WEC may, upon request of a municipal clerk, permit the clerk to update EDR entries within 60 days after that general election. Undeliverables can come back to the clerk at any time, even months or years after the postcard was originally mailed, so EDR postcard tracking may be required even when it is not immediately after an election.

Q. What is the continuation form?

A. The continuation form, or Application for Continuation of Registration, is part of the 4-year maintenance postcard. It is on the half of the postcard that of the card the voter tears off and returns to their clerk signed and dated. . If the voter does not return the continuation card, by mail or in person within 30 days of June 15 their voter record will be deactivated.

Q. Why don't all those that register receive a postcard? Have there been recent changes to which groups that receive postcards, as my office has been under the impression that everyone gets a card mailed to them.

A. 2015 Wisconsin Act 261 authorized a new fully on-line voter registration process, and required that verification postcards be mailed to all voters who register using the on-line process. The law also eliminated Special Registration Deputies. Prior to this law voters who registered by Special Registration Deputies were sent postcards, but this is no longer necessary since this registration option is no longer available. These are the only recent changes to which groups receive postcards. Those who register online, by mail (including 3rd party registration drives), or on Election Day will receive a verification postcard. Voters who registered in-person at a clerk's office were never sent a verification postcard.

Q. If I have no EDRs, do I need to complete the report?

A. Yes. Log into WEDCS and enter zeros in each field. Save and Submit the report when you have done so.

Q. After this last election I had some parents of voters that noticed that their kids were still on the poll book. They are not in the area and wanted to know how to take them off.

Apparently they have been gone for 4 or more years. Shouldn't they have come off this list?

A. You can wait until the 4-year maintenance postcards or, if you have sufficient information to believe the voter no longer lives at an address, you can send a 30-day letter and deactivate the registration if there is no response.

Q. Do you have to keep the postcards and attach them to the Voter Registration Forms?

A. Yes. It is recommended that you keep returned postcards with the associated Voter Registration Form. Registration forms of electors whose registrations are changed to inactive status may be destroyed 4 years after the change, unless the elector becomes eligible again during that period.

Q. How about if they sign the card?

A. Signed cards are considered registration cards and should be filed with the voter's registration form/card. If the voter returns a signed verification card that shows a typo correction, you should update the voter record and attach the card to the voter's registration file. If the voter signs and returns a card but indicates they have changed their name or address, the voter should be contacted and instructed to complete a new EL-131 form with their new information.

Q. How do relier clerks get access to 30-day letters to send?

A. A 30-Day Notice Letter template is posted on the WEC website with this webinar.

Q. Is registering on Election Day at the polls the same thing as registering at the Clerk's office? I got a phone call last night from one of my residents claiming she received a postcard and the first name is spelled wrong. She registered at the spring election.

A. In regards to receiving a verification postcard, no. A voter who registers at the Clerk's office will not be mailed a verification postcard. If the voter referenced in the question registered on Election Day, online, or by mail, they would be mailed one of the two types of verification postcards. If her name is spelled wrong, you can update the information in her voter record without requiring a new registration document. If the voter would like to have the postcard re-sent after their data is corrected, contact the WEC Help Desk at elections at elections@wisconsin.gov and provide the voter reg number and WEC will send a new postcard reflecting the updated information.

Q. We have more than 1 reporting unit; do I use the save, submit go to with each reporting unit OR simply Save and Submit each reporting unit?

A. You use either option until you reach the final reporting unit. For the last reporting unit you must choose Save & Submit or the report will show as incomplete.

Q. Re: 4 year maintenance - can we get a list showing names, addresses, etc. of all postcards mailed?

A. Yes. This information will be provided as part of the tracking process in WisVote. There is not a firm date when this will be available, but it will be prior to June 15th.

Q. Is the ERIC postcard an approved form for proof of residency when an individual registers to vote?

A. Yes. The form is an official document from a unit of government.

Q. How do we get credit for this webinar again? Do I still fax a MCT Recertification Hours reporting form?

A. You may fax (or email) the form or submit the information by completing a New Clerk Training form in WisVote. Use the Clerk Training tile on the Easy Navigate page, then click the +New button to open a New Clerk Training form (visit the Learning Center | [Clerk Training](#))