

Voter Verification Postcards Overview

Revised February 28, 2017

Who Gets a Voter Verification Postcard?

Verification Postcards are mailed to Voters who register:

- Via mail
- Via a registration drive
- On Election Day
- Via Online Voter Registration (OVR)
- Via MyVote Pending (if the form is sent via mail or completed on Election Day)

Why Are Postcards Sent?

State Statutes require Municipal Clerks to mail postcards to voters who register using the above methods, to verify that the addresses provided by the voters are valid.

- **Via Mail/OVR:** Statutes require Municipal Clerks to mail a verification postcard to voters who register by mail or via OVR within 10 days of registration:

“...the clerk shall...transmit a 1st class letter or postcard to the registrant...within 10 days of receipt of the form.” Wis. Stat. § 6.32(4).

- **EDR:** Statutes require Municipal Clerks or Wisconsin Elections Commission (WEC) staff to mail voter verification postcards to all voters who register on Election Day. These cards are sent as Election Day registrations are entered into WisVote, and are not required to be sent within 10 days:

“...the municipal clerk...shall make an audit of all electors registering to vote at the polling place...unless the clerk...receives notice...that the commission will perform the audit. The audit shall be made by 1st class postcard...” Wis. Stat. § 6.56(3).

Who Mails the Postcards?

While statutes require Municipal Clerks to mail verification postcards, WEC staff mails voter verification postcards statewide on behalf of clerks, and has been doing so since 2006.

- WEC staff can mail the cards more cost-effectively than local clerks due to volume discounts and being able to extract all voters eligible for a postcard statewide directly from WisVote.

When are Postcards Mailed?

- Postcards are mailed weekly for voter registrations entered into WisVote the previous week.
- This ensures adherence to the 10 day timeline required for voters who register by mail or OVR.
- This also allows for Election Day Registration postcards to be mailed out in a timely manner as EDR's are entered into WisVote.

What is On the Postcard?

- The postcard contains the voter's name, home address, district information, and the verification language specified in statute. It also includes language directing the voter to look on MyVote.wi.gov to find their polling place.
- If the voter has a mailing address in WisVote, the card will be sent to the mailing address and will display the home address on a separate line.

What Do You Do if a Postcard is Returned as Undeliverable?

Undeliverable postcards require additional follow-up from clerks to confirm the validity of the registration and for statutory reporting purposes. Please follow these steps:

1. If the undeliverable postcard came from an Election Day Registration it must be reported on the EDR Postcard Reporting form in WEDCS.
2. Review the address on the undeliverable postcard for any missing information or other obvious errors. Compare the voter's address as it appears on the undeliverable postcard to the voter's paper registration form and look for typographical errors.
 - a. If there is a typographical error, correct the voter record in WisVote and email the Elections Help Desk at elections@wi.gov to have a postcard resent to the corrected address. Make sure to include the voter's registration number.
3. If the address on the undeliverable postcard is complete and correct, and matches what the voter provided on their form (or if the postcard is returned as undeliverable again after typographical errors have been corrected) more investigation needs to be done to determine if the voter deliberately gave an invalid address or if some other circumstances apply, such as a post office error, a homeless voter, or other circumstance where a legitimate address is non-deliverable.
 - a. WEC staff recommends mailing the voter a 30-day notice letter indicating that the voter's verification postcard was returned as undeliverable, and giving the voter 30 days to confirm their registration. If the voter does not respond within 30

days or if the 30-day notice letter is returned as undeliverable, the clerk should deactivate the voter record.

- b. Sending a 30-day notice letter in WisVote will automatically generate a follow-up task reminding the clerk to follow up in 30 days and deactivate the voter record if the voter did not respond.
4. If the voter receives the letter and responds confirming their registration, or if the clerk is otherwise able to determine that the voter does live at the address provided on their registration, they should mark the task on the voter record as complete and should not deactivate the voter. No further follow-up with the voter needs to be done. These postcards need to be appropriately recorded on the EDR Postcard Reporting form in WEDCS.
5. If the 30-day notice letter comes back as undeliverable, if the voter fails to respond within 30 days, or the clerk is otherwise able to determine that the voter did not live at the address provided on their registration, the clerk shall deactivate the voter's record in WisVote.
 - a. If the voter registered on **Election Day**, the postcard and any other materials related to the clerk's investigation should be forwarded to the District Attorney for investigation of potential voter fraud. These postcards need to be reported appropriately on the EDR Postcard Reporting form in WEDCS.
6. If your municipality does not have postal mail delivery, you must enter a mailing address in WisVote for each of your voters in order for the verification postcard or other mailings to be deliverable.
 - a. Please enter the mailing address on the voter record in WisVote if it is missing, and email the Elections Help Desk at elections@wi.gov to have a postcard resent to the corrected address. Make sure to include the voter's registration number.