

## 2014 SVRS Legislative Updates Webinar

The following questions were submitted during the live Webinar presentation on July 16, 2014.

**Q: What if we have already put applications in SVRS without the POR information? I have received a lot of registrations by mail and have already input them.**

A: Cancel or Inactivate the voter record and send the missing POR letter. The sample letter template (in Word format) is attached to the webinar materials. Once the voter provides POR, the voter record can be re-activated. For future voter applications submitted without POR, please do not enter these in SVRS until POR is received.

**Q: Please give an example if the WI DL is used as POR.**

A: If the WI DL is used as POR: enter the **Type** as WI Drivers License or ID Card, enter the **Acct #** as the last four digits of the license number and then enter the **Entity** as DMV (or DOT would be fine as well).

**Q: ID issued by an employer contains a photo of the holder but not an address?**

A: All POR must have the complete name and current address.

**Q: Are we to redact the POR account number simply for SVRS? The account number isn't public record now is it?**

A: The voter registration form is a public record. However, **all** POR account number should be redacted in the event of a public records request.

**Q: I thought certain items (DL, SSN, and account number of POR were not public record and were to be redacted). Is that not the case now?**

A: That is still the case. Confidential information must be redacted.

**Q: Is DOB considered confidential information?**

A: Yes.

**Q: I guess I am wondering if the account number for POR is redacted or if it is not because they numbers are limited to 2 or 4 digits now?**

A: You should redact the account number to the last 2 or 4 digits if the full number is listed on the form. However, **all** POR account number should be redacted in the event of a public records request.

**Q: Regarding POR, one more quick question, now that POR is always required - are we still to stay open until 5 p.m. on the "20-day cutoff" because it is still the last day to mail in, even if our mail comes before then?**

A: Yes, because someone could drop off another voter's registration form in your office and that's considered "by mail."

**Q: Thank you - when looking at the POR docs on page 9 I could not tell that an address was included.**

A: On the smaller picture icons on the PDF of POR examples, it may be hard to see the address information. The list of documents (to the left of the icons) explains the types in greater detail, including that a university, college or technical college photo ID can be used only with additional residency documentation. If there is any confusion of proof of residency types, please call the G.A.B. Help Desk.

**Q: Regarding collecting new statistics on Election Day voter/address verification postcards, will CRM provide these totals?**

A: I know the CRM ElectionData website has been helpful in the Four Year Maintenance process. The Four Year Maintenance postcards have a bar code, which are scanned in as part of the process. This does facilitate the information-collecting process.

Currently, the voter/address verification postcards do not have a bar code. This is unlikely to be developed prior to the 2014 General Election. But for future implementation (beginning 2016), this is something we are definitely looking into.

**Q: Is Nursing Home field (in SVRS) optional?**

A: Yes, it is optional. You may find it helpful to create a nursing home or other care facility contact record, which you can use then for the voter's absentee address. However, if the voter's home address is the care facility address, then this step is not necessary.

**Q: We have one CBRF over 8 units and one potential on the way. Are we required to go to them or only if requested?**

A: Please refer to the Clerk Communication: Absentee Voting in Residential Care Facilities and Retirement Homes (posted on June 26, 2014). It covers SVD voting procedures and the recent legislative changes much more thoroughly. In short, you must review the absentee ballot requests you have on file in your office; were any submitted by a resident in a residential care facility? If yes, you must conduct absentee voting using SVDs if there are at least five registered voters in the care facility.

Memo link: <http://gab.wi.gov/node/3220>

**Q: What is a Non-SVD care facility (one of choices listed)?**

A: Currently, this is a Vote Location that is not used (it was created under prior photo ID legislation that is not presently in effect). Instead, the Vote Location of SVD Care Facility (for a facility which is served by an SVD) or Via Mail (such as a non-qualified retirement home which is not served by an SVD) should be selected.