

Election Day Registration Postcard Instructions

1. Review the address on the undeliverable audit postcard for any missing information or other obvious error of an election official or the post office. Compare the voter's address as it appears on the undeliverable postcard to the voter's paper registration form and look for typographical errors. Correct any obvious errors in WisVote, and email the Elections Help Desk at elections@wi.gov to have a postcard sent to the correct address in order to properly conduct the audit required by Wis. Stat. § 6.56(3). Include the voter's registration number in the email. If there was a post office error, please see if the post office can correct the error and email the Elections Help Desk at elections@wi.gov to have a postcard resent in order to conduct the audit.

Note: 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 audit postcard or other mailings to be deliverable. Please enter the mailing address 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. Include the voter's registration number in the email.

2. Record all properly sent EDR audit postcards returned as undeliverable in category #1 in WisVote –*EDR Postcards Returned Undeliverable*

3. If an EDR audit postcard is returned as undeliverable, Wisconsin Statute § 6.56(3) requires municipal clerks to inactivate the voter record, mail the voter a notice of change of status, and notify the District Attorney and the Elections Commission. However, Wis. Stat. § 6.56(6) states that “[t]he municipal clerk may not disqualify an elector under this section except upon the grounds and in accordance with the procedures specified in s. 6.325.” Wis. Stat. § 6.325 requires a “beyond a reasonable doubt” standard to be met that “the person does not qualify as an elector or is not properly registered” before the person can be disqualified as an elector.

Thus, if the address on the undeliverable audit postcard is complete and correct, and matches what the voter put on the registration form, the WEC recommends that you investigate if the elector deliberately gave an invalid address, or if some other circumstances apply, such as the elector moving between Election Day and when the postcard was delivered, the elector being homeless, the elector making a minor error when filling out the registration, or another circumstance leading to a legitimate address being undeliverable. After you investigate an undeliverable postcard, unless you believe beyond a reasonable doubt that the individual does not qualify as an elector or is not properly registered, the WEC recommends that you not refer such cases to the district attorney.

If you do not believe beyond a reasonable doubt that the voter has committed any kind of election fraud but do have reason to believe that an elector moved between Election Day and when the postcard was delivered, you may mail the voter a 30-day notice letter under Wis. Stat. § 6.50(3) to confirm the registration or update the registration if the elector moved within

the municipality. The letter also provides information on how to re-register at a new address. If the voter fails to respond to a 30-day letter, inactivate the voter record. Record such inactivations in category #2 in WisVote – *EDR Voters Inactivated*.

If you do believe beyond a reasonable doubt that that the individual does not qualify as an elector or is not properly registered, the postcard and any other materials related to the clerk's investigation should be forwarded to the District Attorney. Record such inactivations in both the following categories:

- a. Category #2 in WisVote - *EDR Voters Inactivated*
- b. Category #3 in WisVote –*Referred To District Attorney*. If you refer the name of the elector to the District Attorney, email by CC the Elections HelpDesk at elections@wi.gov.