

SPECIAL REGISTRATION DEPUTY GUIDELINES

Timely Submission of Completed Registration Applications

Voter registration applications must be submitted to the Clerk's Office within 3 business days of the date of registration. **Do not accumulate applications and/or submit applications just prior to the close of registration.** Special registration groups should establish safeguards for collecting applications from registrars and submitting them to the Clerk's Office without delay. **Failure to submit registration forms to the Clerk's Office in a timely manner will result in the termination of your appointment as a Special Registration Deputy.**

HAVA Checks

Under the federal Help America Vote Act (HAVA), individuals who hold a current and valid Wisconsin driver's license **must** record the driver's license number on their voter registration application. **Do not** ask to see the voter's ID; the name, date of birth, and driver's license number are verified through the interface between the State Voter Registration System and the State Department of Transportation. This "HAVA Check" requires that the name recorded on the voter registration matches the name listed on the driver's license, state identification card, or Social Security card. For example, a person with the name "James" on their driver's license should use "James" and not "Jim" on their voter registration application. If the person does **not** have a current and valid driver's license or state identification card, the individual may record the last four digits of their social security number.

Terminating Special Registration Deputy Status

The Clerk reserves the right to appoint and terminate Special Registration Deputies. **The Clerk will terminate the status of any Special Registration Deputy that submits more than ten incomplete or erroneous registration applications during their two-year term.** The individual, as well as the individual's voter registration group or organization, will receive notification of the termination.

Record Confidentiality

If you will be maintaining a database or record of registered voters, you must maintain record confidentiality. While the registration applications can be photocopied or scanned, copies cannot include the individual's identification numbers (drivers' license or social security) OR their birthdates.