BADGER Voters

Voter Registration & Election Participation Data

BADGER Voters – Instruction Manual

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BADGER Voters

BADGER Voters (http://BADGERVoters.gab.wi.gov) is a website designed to allow users to request, receive a quote, purchase, and download Wisconsin voter registration and election participation data from the Statewide Voter Registration System (SVRS). Users can complete this entire process online and independently 24 hours per day, seven days per week.

In order to access the BADGER Voters website, requesters must first obtain a State of Wisconsin username and password by registering for a Wisconsin External domain account (WIEXT). This account is intended to provide users with access to multiple State of Wisconsin web applications, including the **BADGER Voters** SharePoint website.

Key Terms

ACH: Acronym for automatic clearing house that refers to making a payment electronically by providing the bank account and routing number of the bank.

Delimited Text Files: Data files generated with commas and tabs separating text which can be translated by several kinds of applications, including MS Excel, Access, and SQL Server Management Studio.

Statewide Voter Registration System (SVRS): This database represents Wisconsin's compliance with the federal Help America Vote Act (HAVA) of 2002 to have a single, uniform, official, centralized, and interactive computer statewide voter registration list. SVRS contains the name and registration information of every registered voter in the state and also provides the ability to record and track voter participation.

SharePoint: An online data platform that hosts document and content management.

WIEXT Account: An online account management site that allows non-state employees to access certain official state websites with personalized access and permissions Every **BADGER Voters** user is required to have a WIEXT account in order to access the site.

Data Pricing

The price for data from the Statewide Voter Registration System (SVRS) is $25 plus $5 per 1,000 voters (minimum cost is $30. The number of voters is rounded to the nearest 1,000). The price for printed data from the SVRS is $0.25 per page, plus the cost of postage and shipping. Paper copies of reports may contain limited information in order for the data to be readable. The system is constantly updated, so it is necessary to query the system before a price for a file can be produced. The cost for the list is capped at $12,500 (2.5 million or more voters). See Wis. Stat. §6.36(6) and Wisconsin Administration Code GAB §3.50 for additional information about charges for SVRS data. Quotes are valid for 15 days from the time they are produced. The Wisconsin Government Accountability Board (G.A.B.) reserves the right to re-estimate the quote after the 15-day period due to the fluidity of the data.

Data Requests can be paid by using a credit card or through an automated clearing house (ACH) using a checking or savings account. Credit/debit card transactions should process within a few minutes. ACH payments may take up to three business days to process. As soon as the payment has been processed and approved, requesters should receive email notification of the approved payment and that the file is available for download. Files are provided electronically, and are posted on the Data Requests website for requesters to download at their convenience.

Data Availability

Municipalities are required to update voter participation and elections data with the G.A.B. within 45 days of a general election, and 30 days of all other elections. The G.A.B. will notify those who request data beyond the 30 or 45 days after an election, as applicable, if the data is incomplete. Statewide voter participation and elections data are available from September 2006 to present. Information from February 2006, and April 2006 reflect only the jurisdictions in 21 counties that were using SVRS during those elections.

Some information about voters is considered confidential, and can only be shared for law enforcement purposes, or official purposes of other government entities. As outlined in Wis. Stat. §6.36(1)(b), certain information cannot be released to the public, which includes:

- Date of birth
- Driver license or DOT-issued identification number
- Social Security Number
- The name or address of a confidential voter (see Wis. Stat. §6.47(3))
- An indication of a needed accommodation to vote

There is no charge for quantity-only data (data without individual identifiers, e.g. the number of registered voters in a municipality, or the number of absentee ballots cast in a particular county during a particular election), unless the request would require creating a custom report. There is also no charge for data from the Wisconsin Elections Data Collection System (WEDCS) regarding election voting and registration statistics, and election cost tracking. This information is available on the G.A.B. website at http://gab.wi.gov/elections-voting/statistics. Data from WEDCS is available for all statewide elections beginning with the 2008 Presidential and General Election.

Data Quality

In Wisconsin, elections are administered at the state level, but are conducted at the municipal level by municipal clerks. Arguably, Wisconsin has the most decentralized elections administration systems in the nation. The G.A.B. is charged in Wis. Stat. §6.36(1). to maintain official voter records and statistics. Responsibility for entering accurate information into SVRS and the Wisconsin Elections Data Collection System (WEDCS), however, resides with the individual municipal clerk or election commission, per Wis. Stats. §§ 6.275, 6.276, and 6.33(5).

Election cost data are provided by each municipality and county for each statewide election. G.A.B. staff asks that clerks provide these data based on actual paid invoices or the clerk's best available information (e.g. unpaid invoices, accepted bids, etc.) within the required reporting period. As clerks receive updates, they may revise their reports. The cost reporting is part of collecting elections statistics, and is intended to provide a greater understanding about the costs of conducting elections. Collecting these data allows the G.A.B to provide detailed reports to the State Legislature, the media, voters, and the general public about elections throughout the State of Wisconsin, and will assist municipalities to prepare and budget for elections.

These figures should not be construed as a complete accounting of audited election-related expenses. The G.A.B. has published instructions on completing the election cost report, but clerks may interpret these instructions and report expenditures differently. In addition, cost data may be incomplete and reflect the information available when the data was reported. While initial reports are due 30 days after an election, municipal and county clerks have the ability to update their data as more specific information becomes available.

The G.A.B. is dedicated to maintaining the highest possible voter data quality and accurate elections statistics. Every effort is made to assure their accuracy and completeness. Given the complexity of Wisconsin's elections administration structure and business processes, despite best efforts and quality control management practices, some residual data error resulting from compilation by multiple partners may sometimes occur. Reviewers of Wisconsin's voter participation and elections data are encouraged to contact the G.A.B if errors or omissions in the data are discovered.

Voter Data Reports

The **BADGER Voters** site allows users to request six types of standard voter data reports, or submit a custom request. Each of the standard types of requests is explained below. Please note that not all municipalities use SVRS for tracking absentee ballots, however most of the larger municipalities do so.

- **All Statewide Registered Voters**: This type of request provides a list of all active-registered voters in the entire State of Wisconsin. Active voters are those whose names appear on the printed poll list on Election Day. Those whose names do not appear on this list would need to first register before they could be issued a ballot. Selecting this request category does not require also completing the jurisdiction and districts step of the request process.

- **All Registered Voters in the Jurisdiction or District**: This list includes all active-registered voters in the specified jurisdiction or district (step 3 of the process). Only the jurisdictions or districts of interest are required, except to clarify the district if necessary. For example, you do not have to provide the Congressional District if you are only interested in a State Assembly District. However, some requests will require clarifying information. If you are interested in a municipality or county supervisory district, you must also first select the county. If you are interested in an aldermanic district, you must first select the county and the municipality.

- **Voters from Specific Elections**: This list includes voters who participated in at list one of the selected elections. For example, if you select the 2013 Spring Election and the 2012 Spring Election, the list would contain voters that participate in either of the elections or both of them.

- **Permanent Absentees**: This list contains only voters in the specified district or jurisdiction that are listed as permanent absentee voters in Wisconsin's Statewide Voter Registration System (SVRS).

- **Absentees Including Permanent from Specific Elections**: This list contains only those voters who participated in the specified elections and voted absentee for past elections, or that requested an absentee ballot for an upcoming election.

- **Absentee Requests During a Specified Time Period**: This list includes voters that have an approved absentee ballot request within the time period specified. This report was created after several requests from those who wanted a periodic list of absentee requests before an election.

- **Custom Data Request:** If your request does not match any of the criteria in the six standard request types, you can enter a custom request. Please provide as much detail as possible regarding the scope of your request.

Standard Data File Elements

The following table explains the standard data elements included in a voter data file.

Column Name	*Data Type*	*Comments*
LastName	VarChar(50)	
FirstName	VarChar(30)	
MiddleName	VarChar(30)	
NameSuffix	VarChar(30)	e.g. Jr. PhD, etc
VoterRegNum	VarChar(20)	This field shows the voter's unique identification number
AddressLine1	VarChar(255)	
AddressLine3	VarChar(150)	
MailingAddressLine1	VarChar255()	
MailingAddressLine3	VarChar(150)	
MailingCityStateZip	VarChar(150)	
HouseNumber	VarChar(30)	This field is part of AddressLine1a, provided for use in sorting
HouseNumberSuffix	VarChar(30)	This field is part of AddressLine1a, provided for use in sorting
StreetPreDirectionalCode	VarChar(30)	This field is part of AddressLine1a, provided for use in sorting
StreetName	VarChar(100)	This field is part of AddressLine1a, provided for use in sorting
StreetType	VarChar(100)	This field is part of AddressLine1a, provided for use in sorting (ST, AVE, DR, etc.)
StreetPostDirectionalCode	VarChar(30)	This field is part of AddressLine1a, provided for use in sorting
UnitType	VarChar(30)	This field is part of AddressLine1b, provided for use in sorting (Apt, Suite, etc.)
UnitNumber	VarChar(30)	This field is part of AddressLine1b, provided for use in sorting
ZipCode	VarChar(30)	Postal Zip Code
PhoneNumber	VarChar(10)	Phone Number (if on file)
EmailAddress	VarChar(255)	Email Address (if on file)
Jurisdiction	VarChar(255)	
DistrictCombo	VarChar(15)	This represents the following districts
Ward	VarChar(100)	Ward
CongressionalDistrict	VarChar(100)	Congressional District
StateSenate	VarChar(100)	State Senate District
Assembly	VarChar(100)	Assembly District
CourtOfAppeals	VarChar(100)	Court of Appeals District
MultiJurisdictionalJudge	VarChar(100)	Multi-Jurisdictional District
County	VarChar(100)	County

Column Name	*Data Type*	*Comments*
CountySupervisor	VarChar(100)	County Supervisory District
Municipality	VarChar(100)	Municipality
AldermanicDistrict	VarChar(100)	Aldermanic District
CommonSchoolDistrict	VarChar(100)	Common School District
UnionSchoolDistrict	VarChar(100)	Union School District
UnifiedSchoolDistrict	VarChar(100)	Unified School District
SanitaryDistrict	VarChar(100)	Sanitary District
TechnicalCollegeDistrict	VarChar(100)	Technical College District
LakeManagementDistrict	VarChar(100)	Lake Management District
PublicInlandLake-ProtectionAnd-RehabilitationAssemblyDistrict	VarChar(100)	Public Inland Lake Protection & Rehabilitation Assembly District
State	VarChar(100)	State
DistrictAttorney	VarChar(100)	District Attorney
CircuitCourt	VarChar(100)	Circuit Court
FirstClassSchoolDistrict	VarChar(100)	First Class School District
RecallDistrict	VarChar(100)	Indicates if in Recall Districts
VoterStatus	VarChar(64)	This field indicates the current status of the voter record (Active, Inactive, or Cancelled).
VoterStatusReason	VarChar(100)	This field indicates the reason for the current status.
ApplicationDate	Char(10)	Date on the application form
EffectiveDate	Char(10)	Date status was effective
ApplicationSource	VarChar(64)	Application Source
IsPermanentAbsentee	VarChar(5)	Indicates Voter is Permanent or Military Absentee
RegistrationMethod	VarChar(10)	Indicates Military or Overseas status
Election Date (Month-Year)[1]	VarChar(10)	**Notes that follow apply to all elections:** Blank – Voter did not vote in this election AP – Voter voted at a Polling Place ABS – Voter voted by Absentee Ballot PROV – Voter voted by Provisional Ballot WO – Walk Out X - Voter voted with no indication of method

[1] There is a separate column for each election in the file. The elections include every Spring Primary (February), Spring Election (April), Partisan Primary (September prior to 2012, August beginning in 2012) and General Election (November). The list also contains each special election where a state of federal office was on the ballot. Elections with local-only contests are not included on this list.

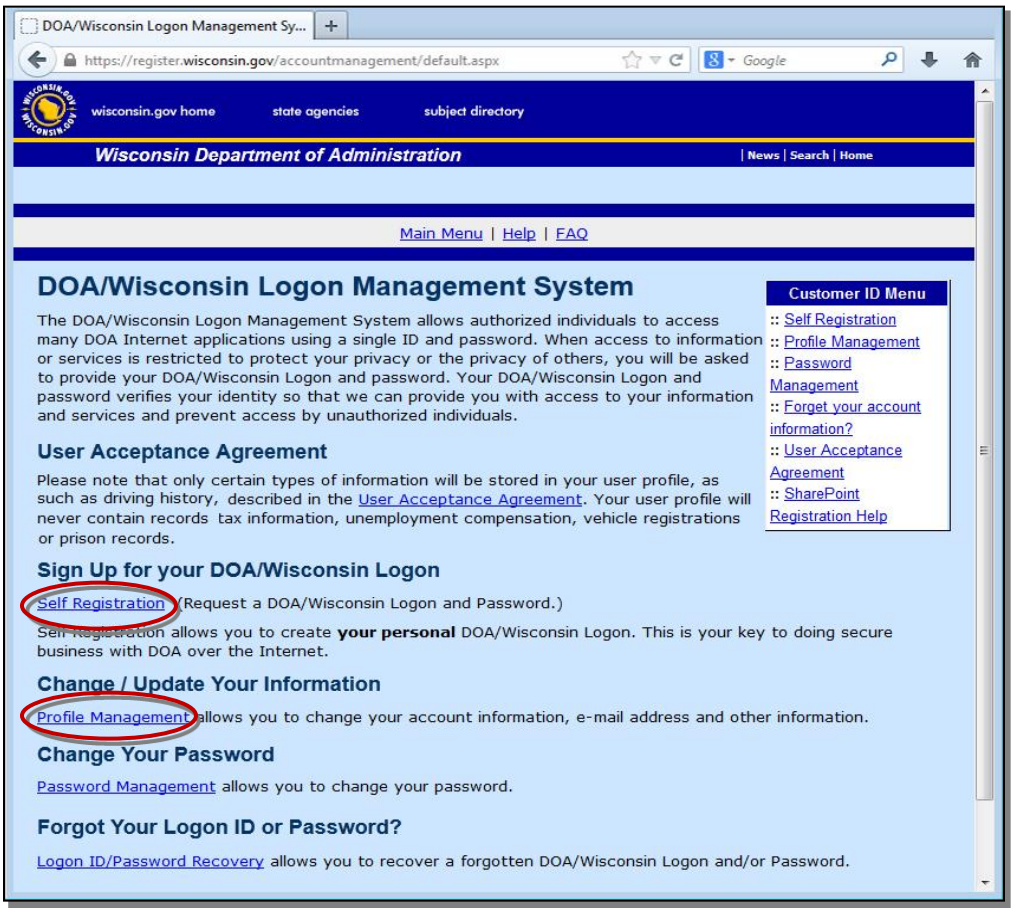
Create a WIEXT Account

A State of Wisconsin / Department of Administration (DOA) username/password is required to access the Data Request website. Register at http://register.wisconsin.gov. You can also go to the **BADGER Voters** website and click on the **Sign up** button.

To begin, click **Self Registraion**.

Not sure if you already have a DOA/Wisconsin account?

Use the link **Profile Management**.



Click **Accept** to affirm the terms of usage policy.

Enter your profile Information.

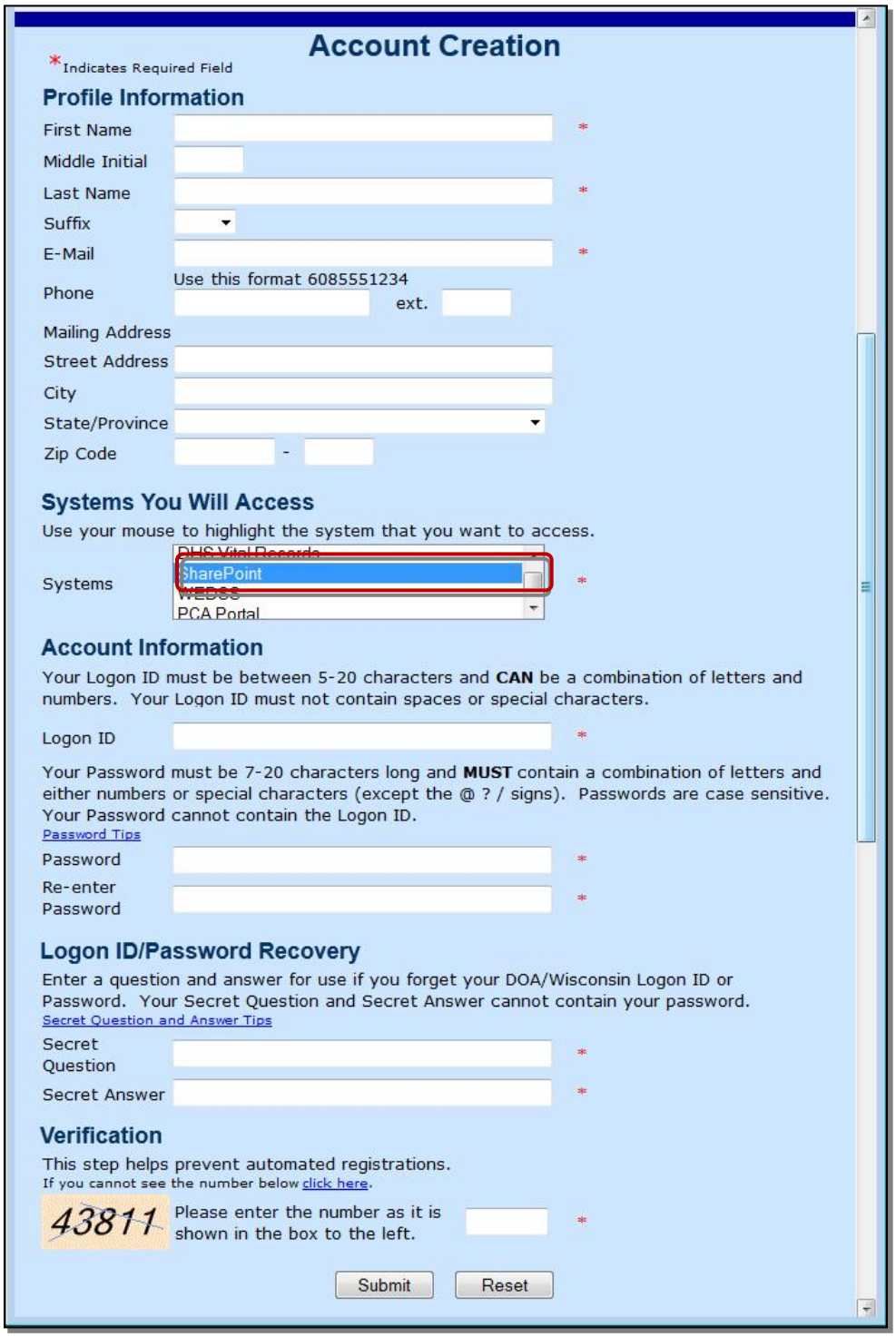
Select **SharePoint**.

Create an account ID and password.

Provide an ID/password recovery question and answer.

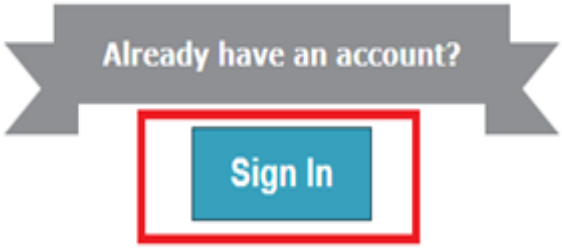
Enter the verification number.

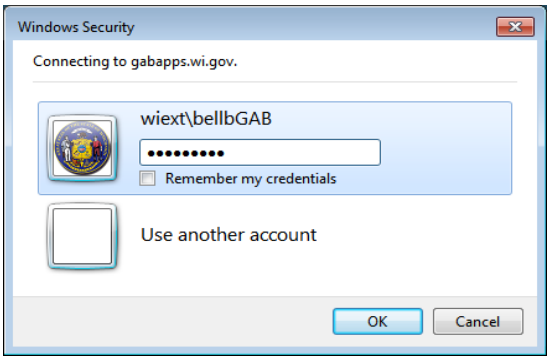
Click Submit.



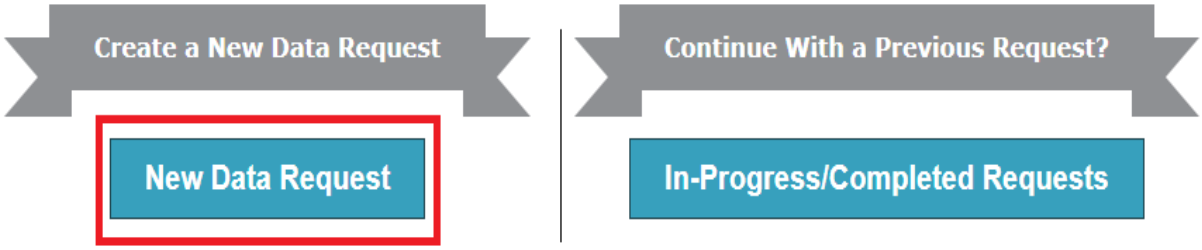
Submit a New Voter Data Request

1. Login to the **BADGER Voters** SharePoint website using your WIEXT account. When prompted for your username and password, enter **WIEXT*** for the username and replace the asterisk with your WIEXT username.

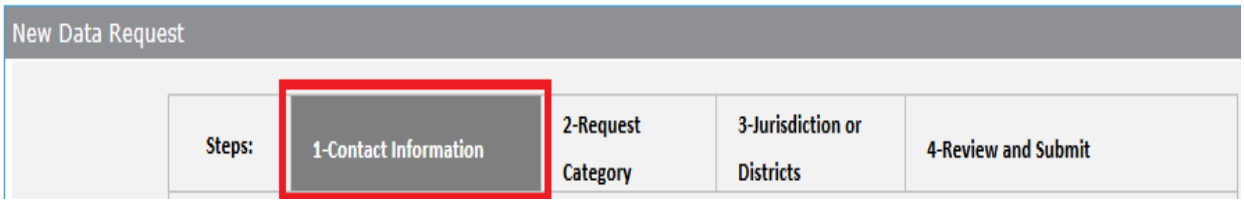




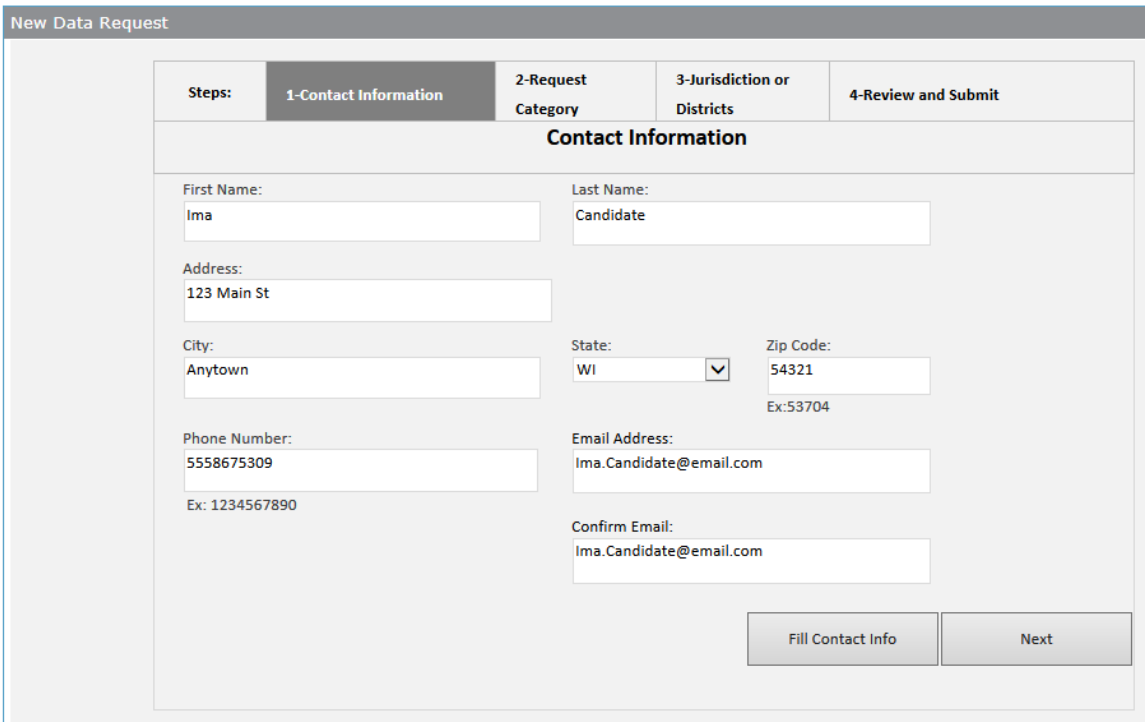
2. Click on **Create New Data Request** from the menu on the left or the button on the main page that says **NEW DATA REQUEST**.



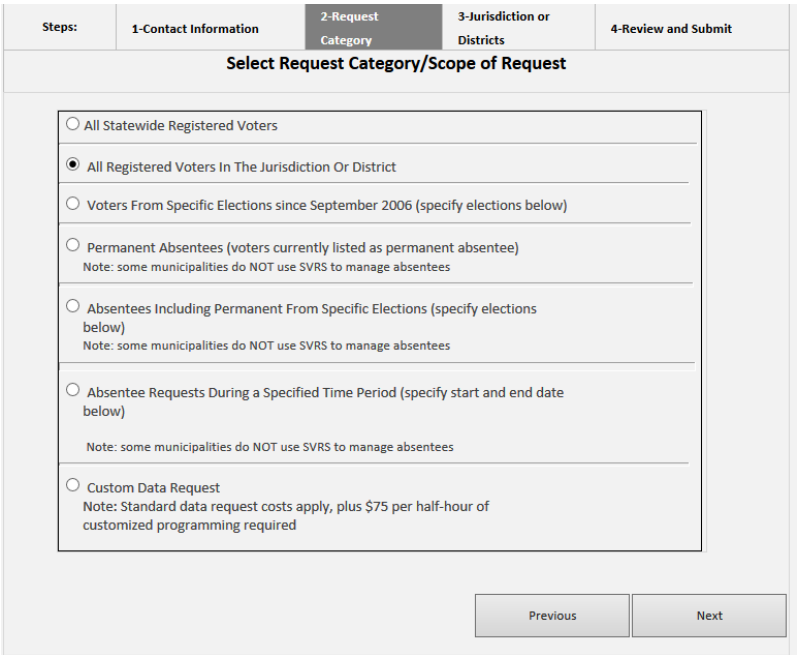
3. There are four major steps to completing your request**: Contact Information**, **Request Category**, **Jurisdiction or Districts**, and **Review and Submit**. The tabs at the top of the form indicate using shading where you are in the process of submitting your request.



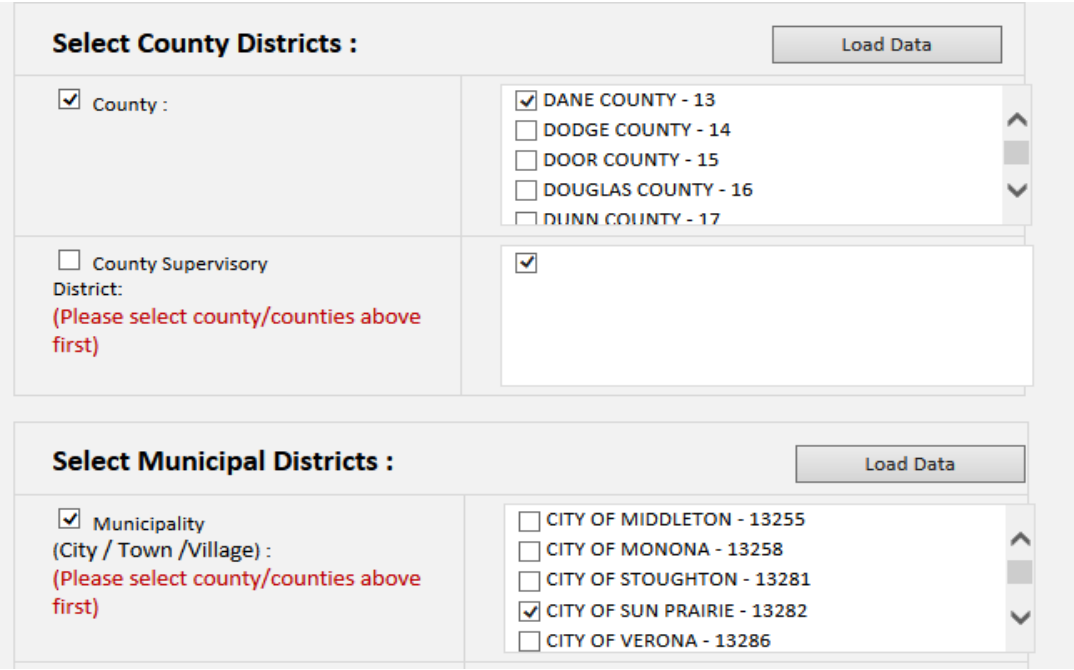
4. **Contact Information**: If this is your first time submitting a request through this website, complete all of the required contact information. If you have already used the website to submit a request, click on the **Fill Contact Info** button to pre-populate your contact information based on your previous request. You will still need to confirm your email address. Or if you prefer, you can manually reenter or update your contact information. After all of the information is complete, click on the **Next** button.



5. **Request Category**: Select the type of request you would like. See the section on **Voter Data Reports** for further explanation on the request categories.

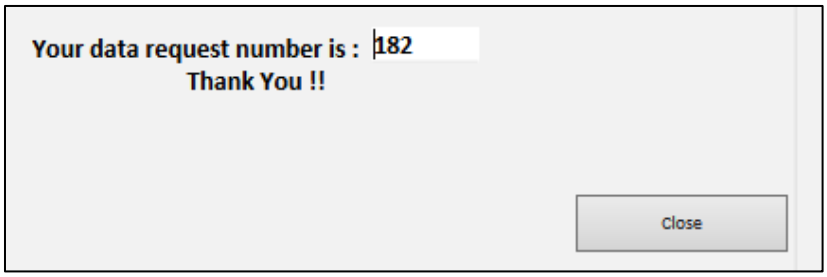


6. **Jurisdiction or Districts**: Select the jurisdiction or districts that you would like. Only the jurisdictions or districts of interest are required, except to clarify the district if necessary. For example, you do not have to provide the Congressional District if you are only interested in a State Assembly District. However, some requests will require clarifying information. If you are interested in a municipality or county supervisory district, you must also first select the county. If you are interested in an aldermanic district, you must first select the county and the municipality.



7. **Review and Submit**: The final step is to review all of the information on your request. There is an **Edit** button available in case you need to correct your contact information or update the scope of your request. If all of the information is correct, click on the **Submit** button at the bottom of the page.

8. You will then see a confirmation page once your request is successfully submitted that will include a tracking number for your request. Click on the **Close** button to go to the **My Data Requests** page where you can view the status of your requests in process, as well as your full voter data request history.

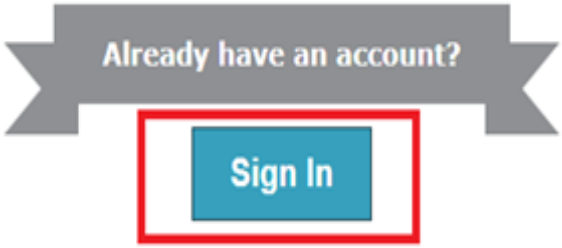


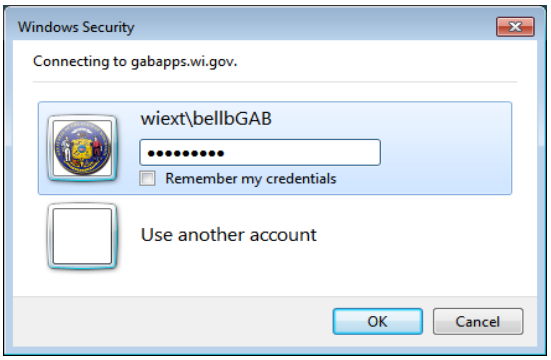
9. You will receive an email as soon as the quote for your request is available. The quote will include the cost for the data file, and the estimated number of voters that meet the criteria of the request.

Pay Online for Your Voter Data File

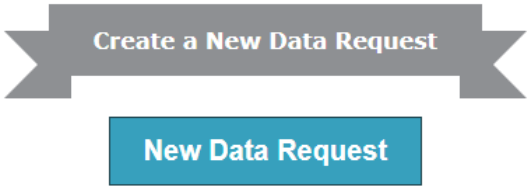
1. As soon as your quote is ready, you should receive an email that contains the cost for your requested voter data, the approximate number of voters that meet the criteria of your request, your request tracking number that was provided when you submitted your request, the date of your request, and instructions to log back into the website if you wish to purchase the file.

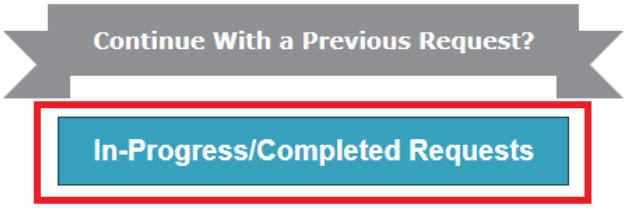
2. Login to the **BADGER Voters** SharePoint site using your WIEXT account. When prompted for your username and password, enter **WIEXT*** for the username and replace the asterisk with your WIEXT username.



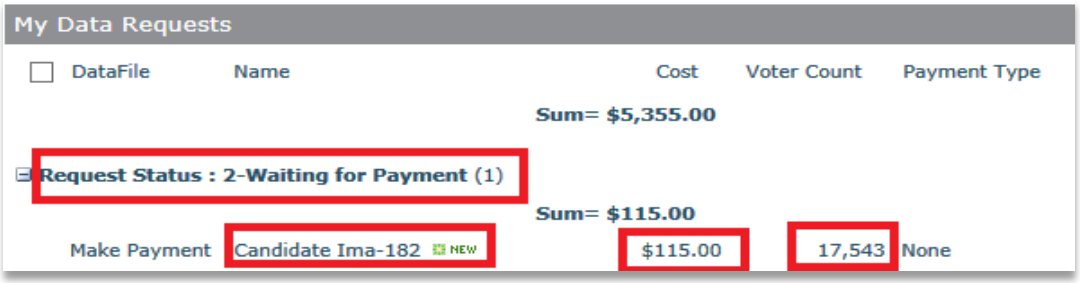


3. Click on **In-Progress/Completed Requests** on the right side of the screen. This page will display a history of your voter data requests made through this website. Requests are organized by status: **New, Waiting for Payment, Waiting for Payment Approval, Preparing Data, Completed,** and **No Response in 30 days**.

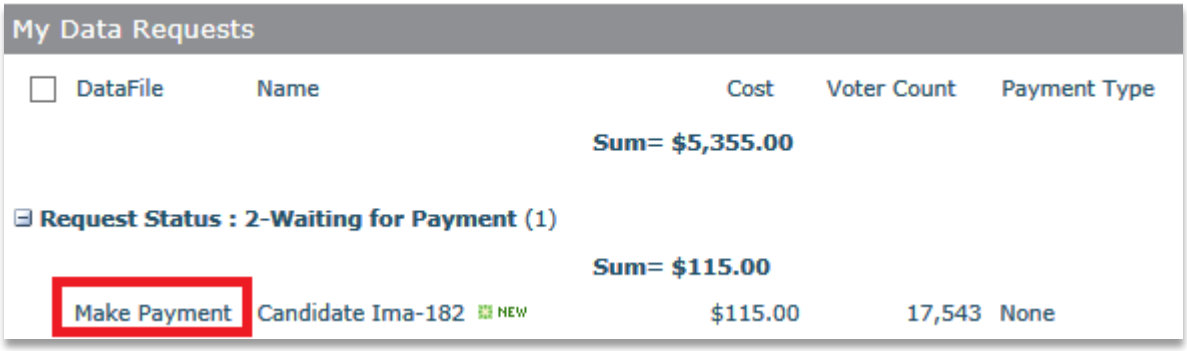




4. The request referenced in the email should be listed under **Waiting for Payment**. The second column should have your name and the tracking number of the request. You will also see the quoted cost, the approximate voter count, the request status, and the date of the quote. The fields for payment type and data file completion date will be updated after payment is submitted and approved.

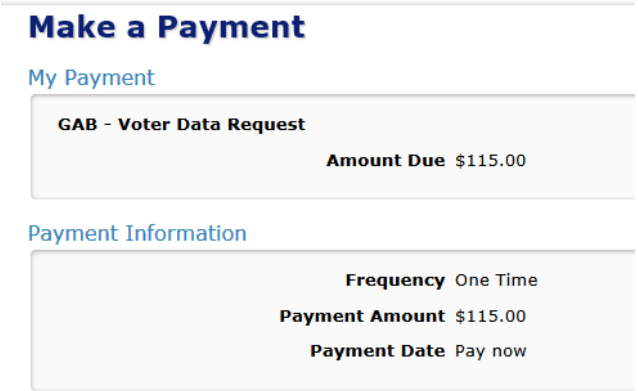


5. Next to your request in the first column is a link that says **Make Payment**. Click on that link to be redirected to the State of Wisconsin e-Payment Services website. In case you are not automatically redirected, there is a button you can click on that will redirect you to the site.

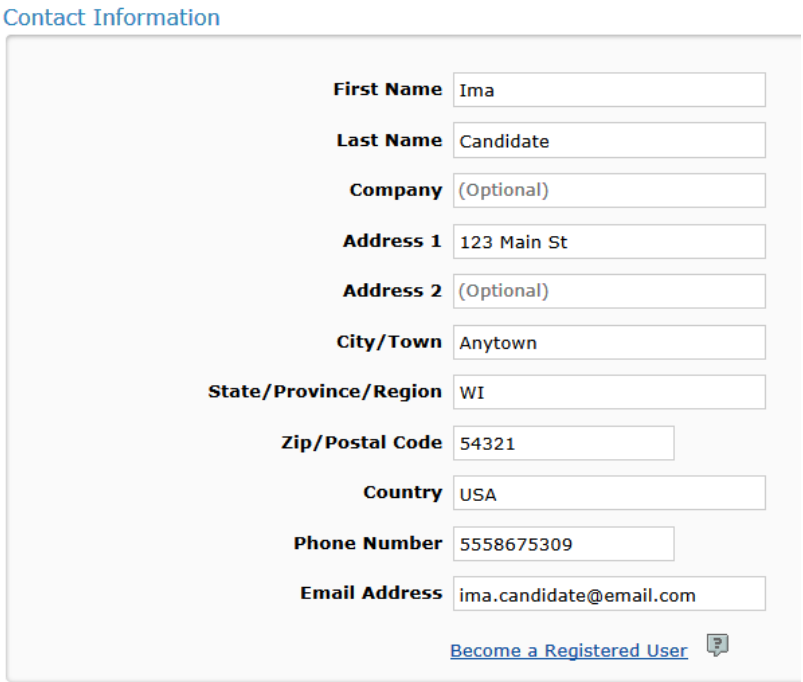


6. If you have previously registered with this website you can log in and automatically retrieve your payment information (e.g., name, address, and phone number, email address, billing information). This login is different from the WIEXT account used to login to the SharePoint website. If you have not previously registered with this website or do not want to, you can click on the link to **Pay Without Registering**.

7. On the next screen you will see the payment information (e.g., GAB – Voter Data Request and the amount due for your requested file).



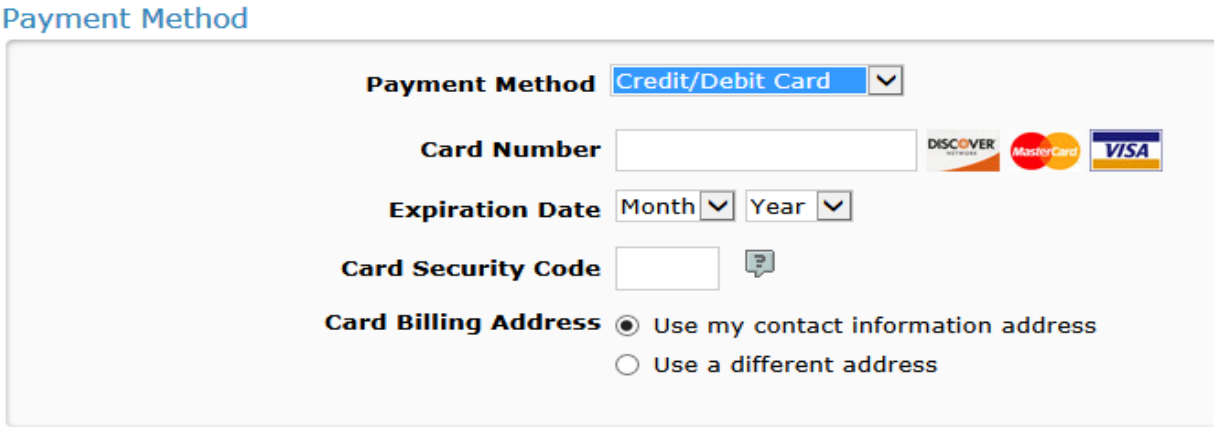
8. Next, fill out all of the required contact information (any field that does not say optional). If you expect to make additional data requests using our site in the future and you want to retain your information to speed up the process for future requests, you can click on the link after the contact information session to **Become a Registered User**, but this is not required.



9. Select your payment method: **Credit/Debit Card** or **Checking or Savings**.

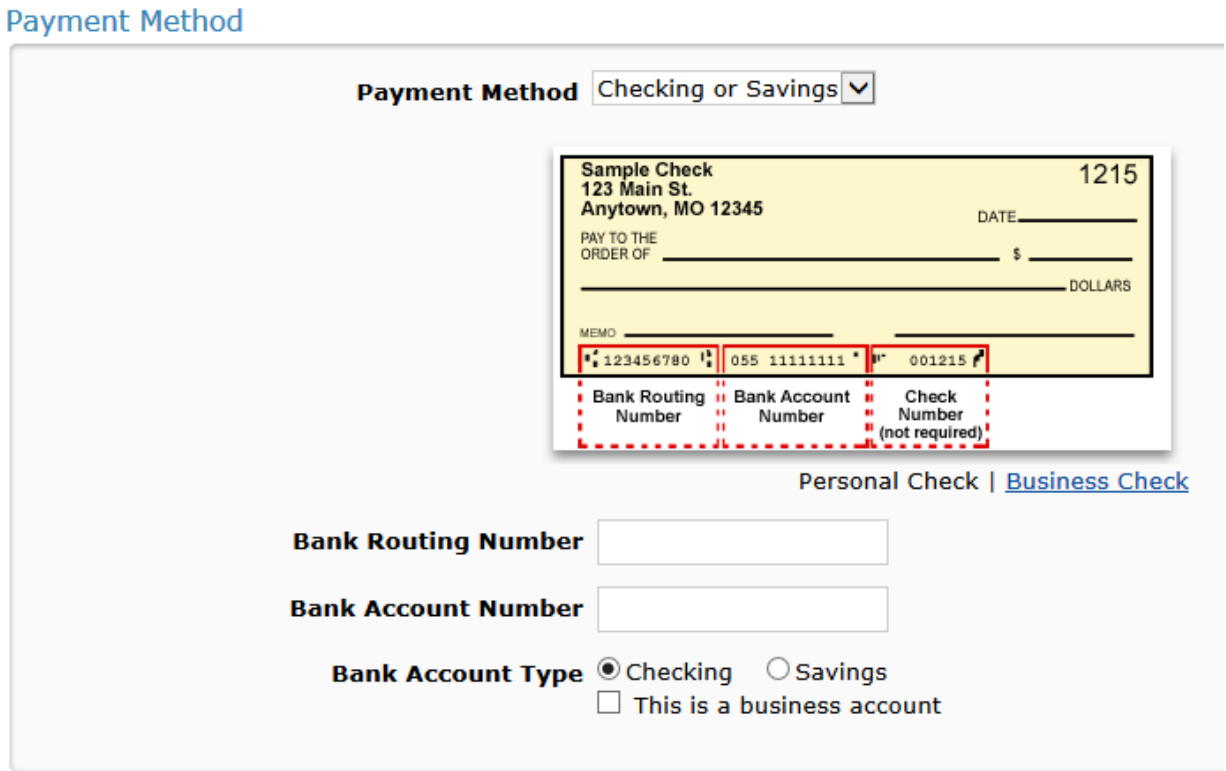
   a. If you select **Credit/Debit Card**, you will need to provide the card number, expiration date (month/year), the card security code (this is the three digit security code on the back of the card near the signature block), and the billing address.

NOTE: WE ACCEPT ONLY MASTERCARD OR VISA CREDIT/DEBIT CARDS DUE TO THE HIGHER FEES CHARGED BY OTHER TYPES OF CARDS. PAYMENTS SUBMITTED USING A DISCOVER OR AMERICAN EXPRESS CARD WILL BE AUTOMATICALLY REJECTED.



b. If you select **Checking or Savings,** you will need to provide the bank routing number, the bank account number, the bank account type, and indicate whether it is a business account. This is an ACH (automatic clearing house) payment.

NOTE: THIS PAYMENT OPTION MAY TAKE 1-3 BUSINESS DAYS TO BE APPROVED.



10. After all contact information and payment method sections are complete, click on the button labeled **Continue**. If there are any errors, the webpage will highlight those. If there are no errors, will be asked to review and then confirm your payment.

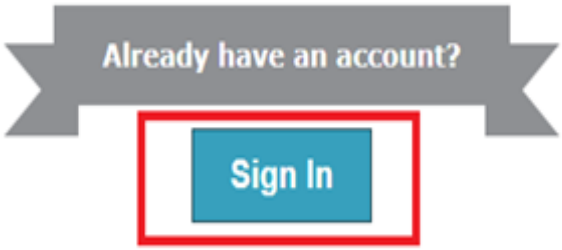
11. Once your payment is approved and the data file is created, you will receive an additional email that will confirm successful payment and provide instructions on downloading your completed file.

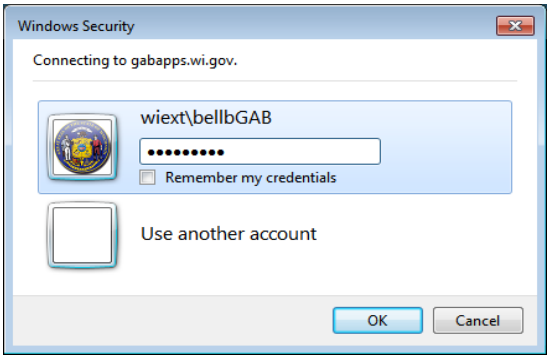
12. If you experience difficulty completed your payment online, please contact the GAB Help Desk at (608) 261-2028 or GABHelpDesk@wi.gov.

Download Your Voter Data File

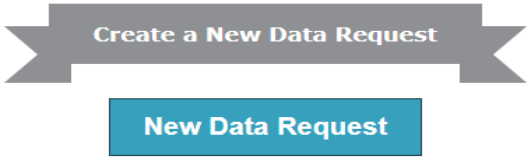
1. As soon as your payment is approved and the data file is ready, you should receive an email that contains the cost for your requested voter data, the approximate number of voters that meet the criteria of your request, your request tracking number that was provided when you submitted your request, the date of your request, and instructions to log back into the website if you wish to purchase the file.

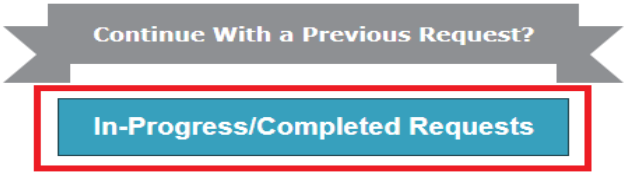
2. Login to the **BADGER Voters** SharePoint website using your WIEXT account. When prompted for your username and password, enter **WIEXT*** for the username and replace the asterisk with your WIEXT username.





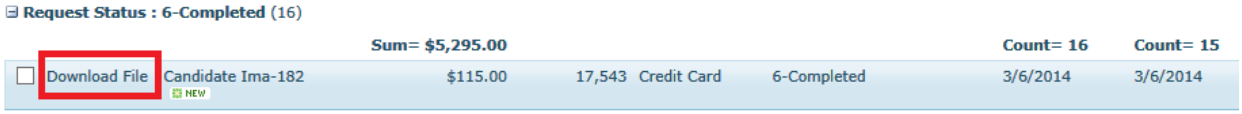
3. Click on **My Data Requests** from the menu on the left. This page will display a history of your voter data requests made through this website. Requests are organized by status: **New, Waiting for Payment, Waiting for Payment Approval, Preparing Data, Completed,** and **No Response in 30 days**.





4. The request referenced in the email should be listed under the request status of **Completed**. You can identify the request by the tracking number provided in your email. There will be a link in the first column (the same place you clicked on before to make a payment) that now will allow you to download your purchased file.

5. Click on **Download File**. You should see a pop-up window that will give you options to open or save the file. The file will be in Microsoft Excel format (.xlsx) or a tab-delimited file (.tab) if the file size is too large for Excel. Tab-delimited files can be opened best with programs such as Microsoft Access or Microsoft SQL Server Management Studio.



6. If you experience any difficulty downloading the file, please contact the GAB Help Desk at (608) 261-2028 or GABHelpDesk@wi.gov.