

SVRS Calendar

Deadline	Task	M.S./M.R Citation
Voter Registration		
10 days after receipt	County auditor enters VRA into SVRS. (VRA can be received via paper; online; DVS)	201.121
after entry into SVRS	Send PVC: County auditor mail notice (PVC) to each newly registered voter and each voter who changed their name or address information	8200.2600
within 2 working days	County auditor must forward voter registration applications from a person whose address is in another county to the proper county.	8200.3000
after second notice (PVC) is returned	Returned Mail: If a notice mailed at least 60 days after the return of the first non-forwardable mailing is also returned by USPS - <ul style="list-style-type: none"> • Without a forwarding address: the county auditor shall change voter record to “inactive.” • With a forwarding address, the county auditor shall complete manual COA in-state or out-of-state 	201.12
within 10 days of receiving report	MDL/SSN Verification: County auditor must review weekly reports (queued records) provided by OSS listing records that failed verification and auditor must attempt to verify these records.	201.121; 8200.9310
after determined VRA is deficient or incomplete	County auditor must mail notice to voters whose submitted registration applications are determined to be deficient or incomplete (failed verification).	8200.2900; 8200.3100
must be processed within 60 days after getting list	DOH Express/Pending: County auditor shall change status of voter records that appear on commissioner of health and Social Security Death Index reports (queued records) provided by OSS to “deceased.”	201.13
upon receipt of events (recommend daily, else weekly)	Court Express/Events: OSS loads court events (name changes; guardianship; felony conviction) into SVRS and county auditor shall process and if required, change the status of the appropriate voter records.	201.14; 201.15; 201.155
process in-state: “upon receipt”; out-of-state: “promptly”	COA Express/Pending: County auditor must mail COA notice to voter after COA record is processed.	201.12
immediately after clerk’s notice received	Address Changes: If a municipality changes number or street name of an existing residence, the clerk shall promptly notify the county auditor. Auditor shall immediately update the affected voter records in SVRS.	201.11
upon receipt of list	OSS compares Dept of Corrections data to voter records in SVRS. OSS provides list to county auditor of individuals who: <ul style="list-style-type: none"> • are serving a felony sentence or on probation for felony and existing voter record is not challenged. • are serving felony sentence and appears to have registered to vote or have voted during period when serving felony sentence, • have voter records listed in SVRS as “Challenged – Felon” but have since been discharged from the sentence. County auditor updates status of voter records as needed and forwards to county attorney as needed.	201.157
after challenge removal	County auditor must mail a notice (e.g. PVC) listing name, address, and polling place to any registered voter whose civil rights have been restored after a felony conviction; who has been removed from guardianship where the person did not retain the right to vote; or who has been restored to capacity by the court after being ineligible to vote.	8200.3550
	Recommended Processing Order for Pending Applications: <i>First:</i> Online; <i>Second:</i> DVS; <i>Third:</i> COA	