

# WHAT YOU NEED TO KNOW ABOUT REGISTRATION

## *Reporting Requirements for Sex Offender Registration*



### **Registrants at Schools**

Wisconsin State Statute 301.475 states registrants may only enter a school premise if the school district administrator, designee, or the governing body of the school is notified of your visit. Before entering school property, you must inform the school that you are a registrant, and report the specific date, time, and place of your visit.

### **Name Changes**

Wisconsin State Statute 301.47 prohibits all registered sex offenders from changing their first or last name or identifying themselves by a name unless that name is one by which the person is identified with the Department of Corrections.

### **Working/Volunteering with Children**

Wisconsin State Statute 948.13(l)(a) states registrants convicted of a serious child sex offense may not work or interact primarily and directly with children under 16 years old. Violation of this law is a Class F felony.

### **Non-Compliance**

If you do not comply with your WI SOR reporting requirements, a "Failure to Register" charge may be filed with the District Attorney. Failure to Register is a Class H felony. Penalties include up to a \$10,000 fine, up to 6 years in prison, or both.

### **Wisconsin Sex Offender Registry Mailing Address:**

**WISCONSIN DOC SOR  
PO BOX 7925  
MADISON, WI 53707-7925**

**My DOC#:**

### **Travel Requirements**

If you plan to travel within the United States: It is strongly recommended prior to travel, you check for local restrictions and contact law enforcement at your destination/s within 24 hours of arrival. Registration requirements vary in each state.

If you plan to travel out of the United States: It is strongly recommended prior to travel, you check with the government officials within the destination country. You may be denied entry. You must inform WI SOR at least 21 days prior to travel, per Federal Law.

### **Registration Specialists**

When initially placed on the Registry, you will be assigned a Sex Offender Registry Specialist based on your county of residence.

- If on supervision, you will work through your supervising Agent along with the Registry Specialist.
- If you are off supervision, your Registry Specialist and WI SOR Staff will be your Registry contacts.

### **Annual Fees**

Every July, registrants will be assessed an annual fee of \$100 to help offset the cost of maintaining the registry per Statute 301.45(10). The fee is charged no matter if you were required to register for a full or partial year. Invoices will be sent to your primary residence, payment coupons are included along with the address to mail in payments. You can pay by credit/debit card or money order only.

**No personal checks. DO NOT MAIL PAYMENTS TO THE REGISTRY. If fees are not paid in full, tax intercept may be filed with the IRS.**

# WHAT TO REPORT

**You are required to tell the Sex Offender Registry (WI SOR) when you CHANGE, START or STOP:**

- Residence
- Working, including self-employed
- Volunteering
- Going to school, including online
- List all email addresses, internet identifiers, including all websites and apps you create and/or use. Include social networking sites
- Provide all your login, user, profile and screen names for each website/application (Ex. Facebook, Twitter, Netflix, etc.)

NOTE: If you are confined to a county jail or out-of-state prison for more than 10 days, you must notify WI SOR of your confinement location, as well as when you are transferred or released.

# WHEN TO REPORT

If you are on supervision, you must report changes of required information to your Agent BEFORE you make any changes. Some changes may require preapproval. If you are not on supervision, you must report any changes in your information to WI SOR no later than 10 days after the change.

# HOW TO REPORT

**Call:** (608) 240-5830 during business hours or call(888) 963-3363 anytime day or night. (Follow the prompts and leave a message.)

**Email:** docbopadmin@wisconsin.gov

**Mail:** Send updates to: Wisconsin DOC/SOR PO Box 7925 Madison, WI 53707-7925

**Registrant Portal:** www.SORWI.gov (Must have your DOC # and Passcode, listed on letter).

## Reporting Residence Changes

You must report any address(es) or residence changes to WI SOR within 10 days. For example, if you are away from your address for 10 or more consecutive days, that is considered a change of address (i.e. vacation).

You should also report address changes at your local Post Office. This will help ensure you receive critical WI SOR correspondence.

WI SOR will mail you a Registration Letter to verify your new address. You must complete, sign, and return the letter via mail or by accessing the Registrant Portal (RP) at [www.SORWI.gov](http://www.SORWI.gov), to confirm the new information within 10 days.

If you plan to live, work, or attend school in a state other than Wisconsin, it is strongly recommended you register in the new state within 24 hours of arrival. If your conviction was in Wisconsin, you must still comply with your Wisconsin registration requirements, regardless of where you live.

## Reporting Homelessness

If you are not on supervision and become homeless, you must contact WI SOR to report a change in residency within 10 days. The Registrant Portal cannot be used to report as homeless. After first reporting your homelessness, you must contact the WI SOR every seven days until you find a permanent physical residence. You must report:

- Locations (addresses) stayed overnight including the city and state for prior seven days and,
- Your plans for the next seven days.
- You should also provide an emergency contact number so WI SOR may contact you if needed.



[WWW.WISTAYSAFE.GOV](http://WWW.WISTAYSAFE.GOV)



[WWW.SORWI.GOV](http://WWW.SORWI.GOV)

# CONFIRMING INFORMATION

## 1. Registration Letters

You will be mailed a letter after reporting a change of address and annually on your birthday or the next business day. Carefully review each section of the letter and verify the information is correct or add corrections and new information as required. All letters must be returned.

## 2. Registrant Portal

You may confirm your information online through the Registrant Portal (RP) at [www.SORWI.gov](http://www.SORWI.gov) using your DOC # and unique passcode provided on your registration letter. If you use the RP, do NOT return the letter via mail. Use of the RP is free, but does require internet access.

## Public Website

Visit [www.WISTAYSAFE.gov](http://www.WISTAYSAFE.gov) to access Registry information, which includes primary residence, compliance status and registration dates. Information on Juvenile registrants will not appear on the public website.

# CONTACT WI SOR

**Call:** (608) 240-5830 during business hours or call(888) 963-3363 anytime day or night. (Follow the prompts and leave a message.)

Email: docbopadmin@wisconsin.gov  
WI SOR PUBLIC WEBSITE: [www.WISTAYSAFE.gov](http://www.WISTAYSAFE.gov)  
REGISTRANT PORTAL: [www.SORWI.gov](http://www.SORWI.gov)