

# SVRIS Logon ID & New Account Creation Guide



WISCONSIN DEPARTMENT  
of HEALTH SERVICES

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To access the Statewide Vital Records Information System (SVRIS), users must create a **Logon ID** and **SVRIS account**.

A SVRIS User Account must be set up by each person using SVRIS.

## Setting up a New SVRIS User Account / Logon ID

1. Complete the online [Statewide Vital Record and Information System \(SVRIS\) Account Creation and Access Request Form](#).
2. Enter all required information which will be marked with a red asterisk (\*).
  - a) On page 2 of the form, enter the **Logon ID** and **Password** you will use to access SVRIS. **Please note: the logon ID cannot be more than 16 characters.**
  - b) Remember your ID and Password. This is what you will use when working with SVRIS.
3. Sign and date the Access Request and Confidentiality Agreement on page 4 of the form.
4. Select **Submit**.
5. Staff at the State Vital Records Office will complete the SVRIS account activation process and notify you via email when your SVRIS account is active.

Please note that the above process is for **new** account creation only.

Current SVRIS users who need to change or update their account should complete the [SVRIS User Account Update Request form](#).

For password assistance, please contact the WI Help Desk at 866-335-2180 or email [helpdesk@wi.gov](mailto:helpdesk@wi.gov).