



DEBRA BOWEN | SECRETARY OF STATE
STATE OF CALIFORNIA | ELECTIONS

1500 11th Street, 5th Floor | Sacramento, CA 95814 | Tel (916) 657-2166 | Fax (916) 653-3214 | www.sos.ca.gov

December 29, 2011

County Clerk/Registrar of Voters (CC/ROV) Memorandum #11156

TO: All County Clerks/Registrars of Voters

FROM:


Rhonda L. Pascual

Report of Registration Program Manager

RE: Presidential Primary Election: 154-Day Report of Registration

Elections Code section 2187(d)(1) requires each county to send a summary statement of the number of persons registered in their county as of 154 days prior to each primary election. As such, please send us your registration numbers as of the close of business on January 3, 2012, as soon after the close of registration as possible, but **no later than Monday, January 23, 2012.**

For this reporting period, it will not be necessary to send an electronic CalVoter RORDATA.txt file or to key data directly onto the CalVoter system. An updated Checklist for Voter Registration Reporting is attached to assist you in submitting your report of registration data.

Please ensure that your county's Assembly, Senate, Congressional, Board of Equalization, and Supervisorial District(s) registration totals agree with the reported county-wide registration totals. Please also confirm that the cities, along with the unincorporated area registration totals, agree with the reported county registration totals. You will also need to report the registration totals for the *Political Bodies Attempting to Qualify* in 2012. These numbers should be reflected in the appropriate districts and cities in your "Miscellaneous" column.

If you need to make changes to your statement once it has been submitted, please contact me immediately, so the information may be updated prior to the final publishing of the report. You will also need to complete a new county Statement of Registration Certification form.

If you have any questions, I can be reached at (916) 653-5534 or by email at rhonda.pascual@sos.ca.gov.

Attachment

Checklist for Voter Registration Reporting

January 3, 2012, Report of Registration

☛ **Deadline to report: Monday, January 23, 2012**

- Complete the County Specific Input Form (*customized Microsoft Excel file emailed separately to each county contact*).

Please note that the County Specific Input Form has been updated to reflect your county's new Congressional, Legislative, and Board of Equalization districts that were certified by the Citizens Redistricting Commission to the Secretary of State on August 15, 2011. In addition, a column has been added for the Americans Elect Party that qualified on December 19, 2011.

If your voter registration system generates a report in substantially the same format as the County Specific Input Form, you may substitute that report for our form.

- Calculate your county-wide registration totals for the Political Bodies Attempting to Qualify. Complete the Number of Registered Voters in Selected Political Bodies Attempting to Qualify form (*fillable PDF file emailed separately to each county contact*). Be sure these registrants are also included in your calculations of the "Miscellaneous" registration totals for your county and its political subdivisions.

- Submit via **EMAIL or FAX a copy** of the above registration forms along with a copy of the Statement of Registration Certification form with the county seal affixed (*fillable PDF file emailed separately to each county contact*) to the attention of Rhonda Pascual at rhonda.pascual@sos.ca.gov or **(916) 653-3214**.

- Mail (via United States Postal Service or other mail service provider) the original hard-copy of the above registration forms, including the Statement of Registration Certification with the county seal affixed to the Secretary of State Elections Division, ATTN: Rhonda Pascual, 1500 11th Street, 5th Floor, Sacramento, CA, 95814.

If you need to make changes to your statement once it has been submitted, please contact me immediately by phone at (916) 653-5534 or by email at rhonda.pascual@sos.ca.gov, so the information may be updated prior to the final publishing of the report. You will also need to complete a new county Statement of Registration Certification form.