



DEBRA BOWEN | SECRETARY OF STATE
STATE OF CALIFORNIA | ELECTIONS

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February 3, 2011

County Clerk/Registrar of Voters (CC/ROV) Memorandum #11007

TO: All County Clerks/Registrars of Voters

FROM:

for Steven M. Conda
Diane C. Hinkle
Voter Registration Program Lead

RE: Report of Registration: Reporting Forms for Odd-Numbered Year Report

Elections Code section 2187(d)(6) requires each county to send a summary statement of the number of persons registered in their county as of February 10th of each odd-numbered year. As such, please send us your registration numbers as of the close of business on February 10, 2011, as soon after the close of registration as possible, but **no later than March 1, 2011**.

You may send us your county summary counts of registered voters via:

- Electronic CalVoter report file named – RORDATA.TXT
(Please do not send a new load file with your ROR report.)
- Keying data directly onto the CalVoter system
- County Specific Input Forms *(will be emailed separately to each county contact)*
- Your own computer-produced summary sheets *(in our format please)*

Regardless of which method your county uses, we ask that you **EMAIL or FAX a copy** of the data you are submitting. This will allow us time to ensure the accuracy of the data and to proof the report.

As a result of the new Top Two Candidates Open Primary Act (Proposition 14), any voter who previously declined to state a party affiliation shall be deemed to have chosen the "No Party Preference" option. We have modified the reporting forms to reflect this change in law for the Odd-Numbered Year Report of Registration.

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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 *Non-Qualified Political Bodies* attempting to qualify in 2012. These numbers should be reflected in the appropriate districts and cities in your "Miscellaneous" column.

Attached for your use is a Statement of Registration Certification form, which **must** accompany your registration data regardless of your transmittal method.

If you need to make any changes to your data after its submittal, you must notify us of your change in order for the information to be corrected in time for the final printing of the report. You will also need to complete another county Statement of Registration Certification form.

If you have any questions, I can be reached at (916) 651-1365 or by email at diane.hinkle@sos.ca.gov. For questions directly related to CalVoter data transmission, please contact the CalVoter Help Desk at (888) VOTECAL – (888) 868-3225. Thank you for your assistance.

Attachments:

1. Statement of Registration Certification form
2. Number of Registered Voters in Selected Non-Qualified Political Bodies Form
3. Checklist for Voter Registration Reporting

STATEMENT OF REGISTRATION

February 10, 2011

REPORTING PACKET

ODD-NUMBERED YEAR REPORT

Instructions:

Please EMAIL or FAX these completed forms to the attention of

Diane Hinkle
FAX: (916) 653-3214
EMAIL: diane.hinkle@sos.ca.gov

Once emailed OR faxed, please mail the original copies to:

Secretary of State – Elections Division
ATTN: Diane Hinkle
1500 11th Street, 5th Floor
Sacramento, CA 95814

February 10, 2011 STATEMENT OF REGISTRATION CERTIFICATION

(Please complete and return this document when sending your voter registration data.)

STATEMENT OF REGISTRATION

I, _____, Registrar of Voters, or County Clerk, of the (City and) County of _____, do hereby certify pursuant to Elections Code section 2187 that the summary statement of the number of voters in the (city and) county as of the **tenth** day of February, 2011, is set forth as shown on the pages affixed to this certificate.

We are reporting our registration data in the following format (please indicate):

____ SOS input forms

____ County produced summary sheets (in SOS format)

(If applicable) We have also reported our registration via CalVoter by:

____ Electronic CalVoter report file named RORDATA.TXT

____ Directly keyed the data into CalVoter

DATED:

Registrar of Voters or County Clerk:

This _____ day of _____, 2011

Deputy

PUT SEAL HERE

Contact telephone #:

Email address:

Updated – February 4, 2011

**Number of Registered Voters in Selected
Non-Qualified Political Bodies as of February 10, 2011**

COUNTY OF _____

PLEASE EMAIL or FAX by March 1, 2011

As part of the Report of Registration, we need to report the total number of voters registered in each of these political bodies attempting qualification. **Please indicate the total number of voters, zero voters, or N/A.**

<u>Non-Qualified Political Body</u>	<u>Number of Registered Voters*</u>
American Third Position Party (ATP)	<input type="text"/>
Christian Party (CP)	<input type="text"/>
Conservative Party (CTP)	<input type="text"/>
Constitution Party of California (CPC).....	<input type="text"/>
Federalist Party (FED)	<input type="text"/>
New Revolution Party (NRP)	<input type="text"/>
Open Party (OP)	<input type="text"/>
Reform Party (REF)	<input type="text"/>
Twelve Visions Party of California (TVP)	<input type="text"/>
Utopia Manifesto Political Party (UMP)	<input type="text"/>
We Like Women Party (WWP).....	<input type="text"/>
WHIG Party (WP).....	<input type="text"/>
Working Families Party of California (WFP).....	<input type="text"/>

*Please remember to apportion these numbers in the "Miscellaneous" column in your Statement of County Registration Statistics (in the appropriate district and city report).

At this time, these are the only parties that have notified the Secretary of State's Office of their intention to qualify in 2012.

Checklist for Voter Registration Reporting

February 10, 2011, Odd-Numbered Year Report of Registration

Statement of Registration as of February 10, 2011

☛ **Deadline to report: March 1, 2011**

Reporting electronically via CalVoter

- Generate the ROR file. It should be named "RORDATA.TXT". Transfer the file to the folder C:\CALVOTER\OUTBOX on the CalVoter workstation. Submit **via email or fax a copy** of your registration totals along with your Statement of Certification form (please affix your county seal). Please do not send a new load file with your ROR report.

Keying your data directly into CalVoter

- Choose Admin from the menu bar and select Report of Registration and then Registration Statistics from the successive menus. Be sure to complete all available fields on both the City Statistics and District Statistics tabs. Please verify that all totals balance. Submit via **email or fax a copy** of your registration totals along with your Statement of Certification form (please affix your county seal).

Reporting registration totals using County Specific Input forms

- Complete the County Specific Input forms (*emailed separately to each county contact*). If your voter registration system generates a report in substantially the same format, you may substitute that for our forms.
- Calculate your county-wide registration totals for the Parties Attempting to Qualify. Complete the enclosed Number of Registered Voters in Selected Non-Qualified Political Parties. (Be sure these registrants are also included in your calculations of the "Miscellaneous" registration for your county and its political subdivisions.)
- Submit via **email or fax a copy** of your registration totals along with your Statement of Certification form (please affix your county seal).

As soon as possible, please **email** or **fax** your complete ROR packet to the attention of Diane Hinkle at diane.hinkle@sos.ca.gov or **(916) 653-3214**. Your complete ROR packet must include: (1) countywide registration totals for all political subdivisions in your county; (2) a completed Statement of Registration Certification form; and (3) the Number of Registered Voters in Selected Non-Qualified Political Bodies form. Your packet must be received **no later than March 1, 2011**.

Once you have completed and emailed or faxed the ROR packet, please **mail** the original hard copies to the Secretary of State Elections Division, ATTN: Diane Hinkle, 1500 11th Street, 5th Floor, Sacramento, CA, 95814.

If you discover you need to make changes or corrections to your statement once it has been submitted, please contact Diane Hinkle immediately by phone at (916) 651-1365 or by email at diane.hinkle@sos.ca.gov.