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

October 18, 2012

County Clerk/Registrar of Voters (CC/ROV) Memorandum #12301

TO: All County Clerks/Registrars of Voters

FROM: Rhonda L. Pascual
Report of Registration Program Manager

RE: Report of Registration: 15-Day
Reporting Forms for General Election

Elections Code section 2187(d)(5) requires each county to send a summary statement of the number of persons registered in their county as of 15 days prior to each General Election. As such, please send us your registration numbers as of the **close of business** on October 22, 2012, as soon after the close of registration as possible, but **no later than October 30, 2012**.

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 to either ror@sos.ca.gov, or (916) 653-3214. This will allow us time to ensure the accuracy of the data and to proof the report.

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 *Selected Political Bodies Attempting to Qualify* for 2014. 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. The county specific input form(s) and the checklist will be mailed to each county.

If you have any questions, I can be reached at (916) 653-5534 or by email at ror@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 Political Bodies Attempting to Qualify Form
3. County Specific Input forms
4. Checklist for Voter Registration Reporting

STATEMENT OF REGISTRATION

October 22, 2012

REPORTING PACKET

NOVEMBER 6, 2012
GENERAL ELECTION

Instructions:

Please EMAIL or FAX these completed forms to the attention of:

Rhonda Pascual
FAX: (916) 653-3214
EMAIL: ror@sos.ca.gov

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

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

October 22, 2012
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(d)(5) that the summary statement of the number of voters in the (city and) county as of October 22, 2012, 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 _____, 2012

Deputy

PUT SEAL HERE

Contact telephone #:

_____

Email address:

_____

Number of Registered Voters in Selected
Political Bodies Attempting to Qualify *as of* October 22, 2012

COUNTY OF _____

PLEASE EMAIL or FAX by Monday, October 30, 2012

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.**

Non-Qualified Political Body	Number of Registered Voters*
California Pirate Party (PIR) ……	
Constitution Party (CPC) ……..	
Justice Party (JP) ……..	
Reform Party of California (REF) ……	
We Like Women Political Party (WWP) ……	

*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 2014.

Checklist for Voter Registration Reporting

October 22, 2012, 15-Day Report of Registration for the November 6, 2012, General Election

Statement of Registration as of October 22, 2012.

☛ *Deadline to report: OCTOBER 30, 2012*

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 Political Bodies Attempting to Qualify. (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 Rhonda Pascual at ror@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 Political Bodies Attempting to Qualify form. Your packet must be received **no later than October 30, 2012.**

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: Rhonda Pascual, 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 Rhonda Pascual immediately by phone at (916) 653-5534 or by email at ror@sos.ca.gov.