



**DEBRA BOWEN** | SECRETARY OF STATE  
STATE OF CALIFORNIA | ELECTIONS

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September 7, 2012

County Clerk/Registrar of Voters (CC/ROV) Memorandum # 12272

TO: All County Clerks/Registrars of Voters

FROM:   
Robbie Anderson  
Elections Counsel

RE: General Election: UOCAVA/MOVE Act Ballot Request and Transmittal Procedures

As a result of the Consent Decree entered into by the Secretary of State (SOS) and the United States Department of Justice (USDOJ), the SOS must establish procedures for all 58 county elections offices to follow to comply with the Uniformed and Overseas Citizens Absentee Voting Act (UOCAVA) requirement to send absentee ballots to these voters in accordance with the voters' preferred method of delivery by E-45.

The SOS has reviewed each county's current procedures for complying with UOCAVA. Based on that review, the SOS has created the following procedures that should be incorporated into each county's current processes.

1. Federal Post Card Applications (FPCAs), Federal Write-In Absentee Ballots (FWAB) that are used for registration purposes, and state and national registration forms with overseas and/or military addresses should be processed in a different manner than non-UOCAVA voter registration forms.
  - For purposes of these procedures, FPCAs include UOCAVA registrations processed through the California Online Voter Registration (COVR) application.
2. Process UOCAVA voters' applications/forms and identify the voters as UOCAVA voters in your elections management system (EMS).
3. In your EMS, place (i.e., flag, code, track) UOCAVA voters into one of four categories:
  - a. Military – Domestic
  - b. Military – Overseas

- c. Civilian overseas – regular ballot
- d. Civilian overseas – federal ballot only

Some counties may wish to have even more detailed categories.

4. Capture UOCAVA voters' preferred method of delivery (i.e., mail, email, or fax) and the voters' ranking of those choices, if provided, in your EMS.
  - If you are unsure of the process for capturing the UOCAVA voter's preferred method of delivery in your EMS, contact your vendor for assistance.
  - If you manually record the voters' preferred method of delivery, enter that information in your manual system.
5. On or before E-60, begin preparing your UOCAVA absentee ballots by running a report in your EMS and, if applicable, your manual system to identify your UOCAVA voters and their preferred method of delivery.
6. On E-60, begin transmitting UOCAVA absentee ballots by the voters' preferred method of delivery. While this is not a requirement of federal or California law, it is permitted under California Elections Code section 3103, and the SOS strongly encourages county elections officials to begin mailing absentee ballots to UOCAVA voters as of this date.
7. Continuously receive and process any UOCAVA voter applications/forms that arrive between the time you begin processing UOCAVA absentee ballot requests and E-45.
8. By E-45, transmit all UOCAVA absentee ballots by the voters' preferred method of delivery.
9. An actual ballot should be transmitted to the UOCAVA voter if it is available. If an actual ballot is not available, a sample ballot or a PDF of the ballot should be transmitted.
  - The Federal Write-In Ballot (FWAB) or the California military and overseas generic absentee ballot does not satisfy the UOCAVA/MOVE Act requirement transmit UOCAVA voters an absentee ballot by E-45.
10. After E-45, continue to process voter registration applications and transmit UOCAVA absentee ballots in the most expedited manner possible.

If you have any questions, please feel free to contact me at [robbie.Anderson@sos.ca.gov](mailto:robbie.Anderson@sos.ca.gov) or (916) 653-1690. Thank you.