



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

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April 1, 2014

County Clerk/Registrar of Voters (CC/ROV) Memorandum #14089

TO: All County Clerks/Registrars of Voters

FROM: /s/ Rhonda L. Pascual  
Report of Registration Program Manager

RE: Statewide Direct Primary Election: 60-Day Report of Registration

Elections Code section 2187(d)(2) requires each county to send a summary statement of the number of persons registered in their county as of 60 days prior to each primary election. As such, please send us your registration numbers as of the close of business on April 4, 2014, as soon after the close of registration as possible, but **no later than Monday, April 14, 2014**.

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](mailto: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. Please note that since there are currently no political bodies attempting to qualify, there is no "Political Bodies Attempting to Qualify" form included in this packet.

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

CC/ROV #14089

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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](mailto: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. County Specific Input forms
3. Checklist for Voter Registration Reporting

# STATEMENT OF REGISTRATION

April 4, 2014

REPORTING PACKET

JUNE 3, 2014

STATEWIDE DIRECT PRIMARY ELECTION

**Instructions:**

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

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

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

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

# April 4, 2014

## 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)(2) that the summary statement of the number of voters in the (city and) county as of April 4, 2014, 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 \_\_\_\_\_, 2014

Deputy

**PUT SEAL HERE**

Contact telephone #:

\_\_\_\_\_  
Email address:

\_\_\_\_\_

## Checklist for Voter Registration Reporting

April 4, 2014, 60-Day Report of Registration for the June 3, 2014, Statewide Direct Primary Election

Statement of Registration as of April 4, 2014

☛ **Deadline to report: Monday, April 14, 2014**

### 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.
- Submit via **email or fax a copy** of your registration totals along with your Statement of Certification form (please affix your county seal).

**Please note that at this time there are no political bodies attempting to qualify; therefore, there is no "Political Bodies Attempting to Qualify" form included in this packet.**

As soon as possible, please **email** or **fax** your complete ROR packet to the attention of Rhonda Pascual at [ror@sos.ca.gov](mailto: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. Your packet must be received **no later than Monday, April 14, 2014**.

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 11<sup>th</sup> Street, 5<sup>th</sup> 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](mailto:ror@sos.ca.gov).