



**ALEX PADILLA** | SECRETARY OF STATE | STATE OF CALIFORNIA  
ELECTIONS DIVISION

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November 6, 2017

County Clerk/Registrar of Voters (CC/ROV) Memorandum #17111

**TO:** All County Clerks/Registrars of Voters

**FROM:** /s/ Catherine Ingram-Kelly  
VoteCal Program Manager

**RE:** VoteCal: Synchronization Checks

To ensure synchronization (sync) between VoteCal and the county's Election Management System (EMS), county elections officials should, at a minimum, complete a sync check and take appropriate actions to resolve the data differences:

- Every six (6) months, unless a sync check has been completed for a Report of Registration (ROR) within that six (6) month period; and
- No more than thirty (30) days prior to the creation of a ROR or an Official List for an election.

VoteCal provides a sync check service in order to identify data differences between the VoteCal statewide voter registration system and the county's EMS. A sync check can be requested by a county or the Secretary of State. When a sync check is generated, VoteCal compares (1) voter registration data; (2) voter participation history; (3) dates of creation and modification of affidavit, affidavit signature, and correspondence images; (4) precinct data; and (5) political district data. VoteCal provides a list of data differences to the appropriate county for resolution.

If you have any questions related to running a sync check and resolving the identified sync differences, please contact your appropriate EMS help desk.

If you have any questions or need clarification regarding this CCROV or other VoteCal matters, please contact the VoteCal Help Desk at 888-868-3225 or via email at [VoteCalHelp@sos.ca.gov](mailto:VoteCalHelp@sos.ca.gov).