



NVRA Tracking & Reporting Checklist

Under the NVRA and state law, each of California's 58 county elections officials have a duty to track and report the number of voter registrations generated at each NVRA agency in the county. The only way elections officials can track is by keeping a record of the serial numbers on the Voter Registration Cards (VRCs) at each NVRA agency. The only way an NVRA agency can get credit is to get VRC supplies solely from the county elections and make sure the county elections office has a record of the serial numbers on your *existing* VRC supply.

Below is a checklist for the NVRA coordinator at each NVRA agency to use to immediately ensure proper tracking and reporting:

1. Inventory the existing supply of VRCs at your NVRA agency and write down the serial number ranges on each supply (e.g. English VRCs #15000 – 15999; Spanish VRCs # 20000 – 20999; etc.; Chinese VRCs #12500 – 12999). If your agency has more than one site, create a separate sheet listing the serial numbers at each site.
2. Look up the contact information for county elections office in the county or counties your agency serves. Statewide roster of county elections officials: sos.ca.gov/elections/elections_d.htm
3. Call the county elections office in your county and ask for the NVRA coordinator or the person who handles bulk VRC supplies to outside agencies and organizations.
4. Give your name, the full name of your agency, and explain that you are an NVRA agency in the county. Ask for confirmation from the county elections office that: 1) the county has you listed on the county's roster of NVRA agencies; and 2) the county tracks voter registrations from each of your agency's sites in the county. Give the county the serial number ranges on the VRC supplies you currently have at each of your agency sites (as inventoried in #1 above).
5. Order new supplies of VRCs from the county elections office as needed, and *always* identify your agency when you make an order and emphasize that you are an NVRA agency that the county tracks.
6. Check the Secretary of State's monthly website posting of NVRA registrations at each agency in each county: sos.ca.gov/elections/nvra/reports/sb35-nvra-monthly-reports.htm
7. If you run into difficulties, contact the Secretary of State for help.

Secretary of State
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