

National Voter Registration Act and Senate Bill 35

Training for County Elections Officials

National Voter Registration Act (NVRA)

- ◉ Signed into law in 1993
- ◉ Established that the right to vote is a fundamental right
- ◉ States that it is the duty of federal, state and local governments to promote voting
- ◉ Requires governmental agencies to offer voter registration
 - Known as “Motor Voter”- voter registration offered at all DMV offices
 - Also reaches people who may not visit DMV
 - Must offer voter registration at any public assistance agency
 - Must offer voter registration at any agency primarily serving people with disabilities

NVRA Goals

- ⦿ Make it easy for U.S. citizens to register to vote
- ⦿ Remedy past discrimination
 - In voting and in voter registration
 - Safeguards against “purging” voter rolls
- ⦿ Increase voter registration in underserved and disabled communities
- ⦿ Offices like yours can empower individuals who are left out of our democracy

What's Going on in California (Senate Bill 35)

◎ California Law (SB 35)

- Effective January 2013
- Codifies the NVRA into California law and adds new requirements
- Election Code sections 2400-2408
- Creates a 3-part team – places requirements on County Elections Officials, NVRA agencies, and the Secretary of State (SOS) Office.

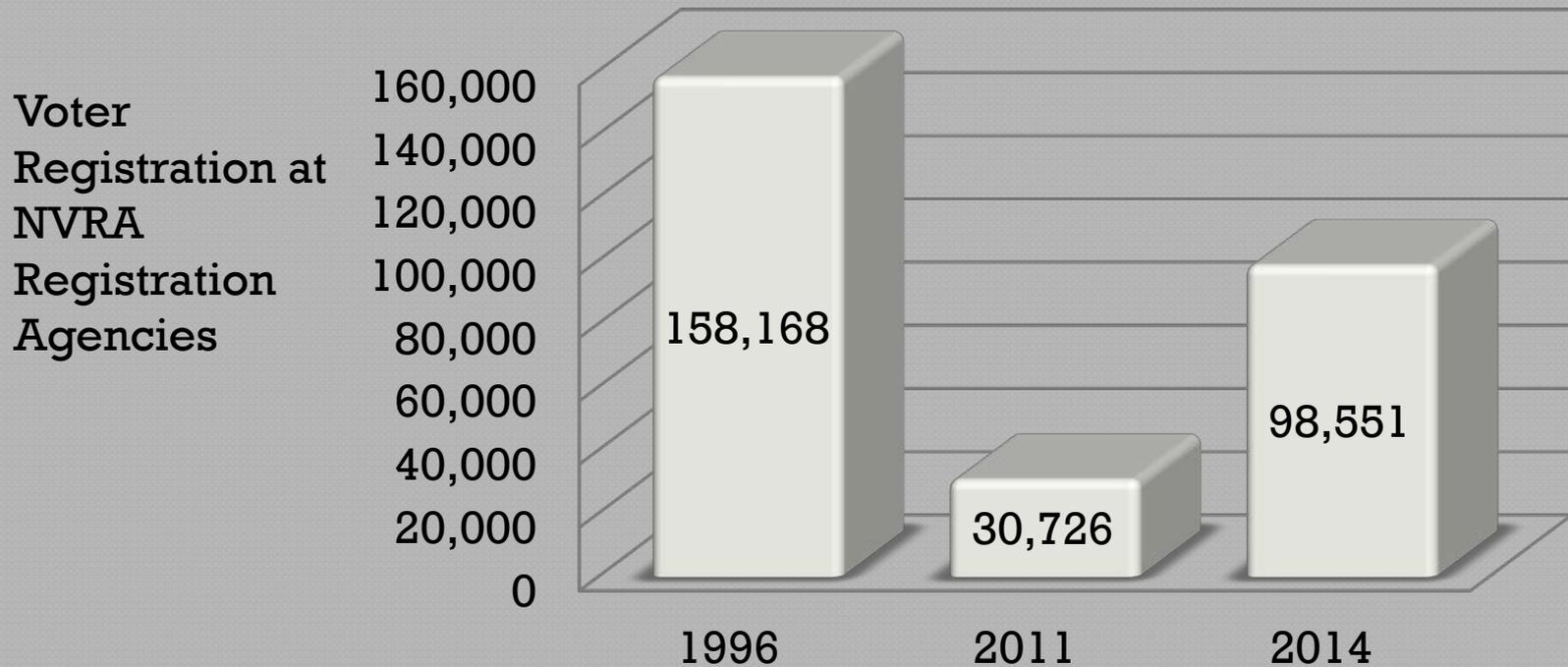
◎ Puts into place voter registration accountability

- You and the NVRA agencies play a big role in this

Why Voter Registration Matters

- ◎ California has 6.8 million unregistered eligible voters
 - In 2014, California ranked 28th in the nation for voter registration
- ◎ People can't vote unless they are registered
 - In 2014, California ranked 43rd in the nation for voter participation
- ◎ Californians with disabilities and those who are low-income are more likely to be unregistered

Voter Registrations at NVRA Agencies



Thanks to the hard work of people like you, SB 35 is proving to help increase voter registration in California. Since 2013, voter registration at non-DMV voter registration agencies has increased dramatically.

Source: Secretary of State

Who Must Offer Voter Registration?

◎ Public Assistance Agencies

- County Health/Human Service Offices (CalFresh, CalWORKS, Medi-Cal)
- In-Home Supportive Services (IHSS)
- Woman, Infant, and Children (WIC) Offices
- Covered California (California's Health Benefit Exchange/HBEX)

Who Must Offer Voter Registration? (cont'd)

⦿ Disability Service Agencies

- Dept. of Rehabilitation – Vocational Rehabilitation Services
- Dept. of Rehabilitation – Independent Living Centers
- Dept. of Developmental Services – Regional Centers
- Dept. of Social Services – Office of Deaf Access Contractors
- State and County Mental Health Providers

Who Must Offer Voter Registration? (cont'd)

- ◉ DMV Offices
- ◉ Armed Forces Recruitment Offices
- ◉ Board of Equalization District Offices
- ◉ Franchise Tax Board District Offices

The Core of the NVRA/SB 35

- SOS

◎ SOS Must

- Coordinate with County Elections Officials, NVRA agencies, and state agencies
- Monitor and assist with implementation
- Publish monthly reports with voter registration numbers from NVRA agencies and each of their offices and sites
- Publish biennial voter registration reports for the U.S. Election Assistance Commission (EAC)
- Prepare training materials

Training Resources on SOS Website

www.sos.ca.gov/elections/voter-registration/nvra/training/

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Training Information and Resources

The Secretary of State provides National Voter Registration Act (NVRA) resources and training materials for county elections officials, NVRA agency coordinators and NVRA agency staff. Elections officials and NVRA agencies can use these materials to train agencies in their county and their staff that provide public assistance or serve people with disabilities. The NVRA requires annual training of agency staff and training of new staff as they come on board. Follow the links below to find the appropriate training for your staff. The tools and resources included in these links, once reviewed, will satisfy the annual training requirements.

[Training and Resources for County Elections Officials](#)

[Training and Resources for NVRA Agency Coordinators](#)

[Training and Resources for NVRA Agency Staff](#)

Choose the link you wish to view

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Training Resources - County Elections Officials

← → ↻ www.sos.ca.gov/elections/voter-registration/nvra/training/resources-county-elections-officials/ ☆

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Resources for County Elections Officials

The Secretary of State provides National Voter Registration Act (NVRA) training materials for county elections officials. This training includes information related to SB 35 which codified many best practices in the state. Elections officials use the materials to train other government officials in county offices that provide public assistance or serve people with disabilities.

Training

NVRA/SB35 Slideshow: [\(PPT\)](#) | [\(PDF\)](#)

[NVRA Basics - Quick Reference Sheet](#)

[Training Frequently Asked Questions](#)

Resources

[California's NVRA Manual \(2013\)](#)

[NVRA Voter Preference Forms](#)

[Public Service Announcements](#)

[ACLU Toolkit - How to Comply with the National Voter Registration Act](#)

[Disability Rights California - Voting Publications](#)

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The Core of the NVRA/SB 35 - County Elections Officials

- ◎ **County Elections Officials Must**
 - Designate an NVRA Coordinator
 - Place known NVRA agencies, and their offices and sites, on the County Roster
 - Track the Voter Registration Cards (VRCs) provided to NVRA agencies, and each of their offices and sites
 - Report to SOS:
 - On monthly basis – the number of voter registrations from NVRA agencies, and each of their offices and sites
 - On biennial basis – voter registration numbers for the EAC
 - Assist NVRA agencies with training, upon request

County Elections Officials: Tracking

- ◎ Place Known NVRA Agencies on County Roster
 - NVRA agencies will contact your office to introduce themselves
 - They should identify their NVRA Coordinator
 - They should identify each of their offices and sites within the county
 - You must place them, and each of their offices and sites, on your County Roster of NVRA agencies
 - If you know of NVRA agencies within your county that have not contacted your office, please reach out to them

County Elections Officials: Tracking (cont'd)

- ◎ Finding NVRA “Public Assistance” Agencies in Your County
 - County Social Services Departments (CalFresh, CalWORKS, Medi-Cal)
<http://www.cdss.ca.gov/foodstamps/pg839.htm>
 - In-Home Supportive Services (IHSS)
<http://www.cdss.ca.gov/agedblinddisabled/pg1785.htm>
 - Women, Infants, and Children (WIC)
<http://www.cdph.ca.gov/programs/wicworks/pages/CAMD-WICNetworkDirectory.aspx>

County Elections Officials: Tracking (cont'd)

- ◎ Finding NVRA “Disability Service” Agencies in Your County
 - Department of Rehabilitation – offices offering vocational rehab services
<http://www.rehab.cahwnet.gov/DOR-Locations/index.asp>
 - Independent Living Centers (ILC)
<http://www.rehab.cahwnet.gov/ILS/ILC-List.html>
 - Regional Centers (RC)
<http://www.dds.ca.gov/RC/RCList.cfm>
 - Contractors with the Office of Deaf Access
<http://www.cdss.ca.gov/cdssweb/entres/pdf/ODA/DeafAccessProgram.pdf>
 - State and county mental health providers and contractors
<http://www.dhcs.ca.gov/services/mh/Documents/CMHDA.pdf>

County Elections Officials: Tracking (cont'd)

- ◉ Request and Review Inventory Sheets of Existing VRCs from NVRA Agencies
 - NVRA agencies, and each of their offices and sites, should submit Inventory Sheets to your office
 - The Inventory Sheets will contain the serial numbers of the agencies' (offices and sites) current stock of VRCs
 - Please review the Inventory Sheets to confirm
 - that the serial numbers of the listed VRCs are on record at your office
 - that they correspond to the agency, and each of their offices and sites

County Elections Officials: Tracking (cont'd)

- ◎ Provide VRCs to NVRA Agencies
 - When NVRA agencies, and each of their offices and sites, request VRCs from your office, the serial numbers must be documented by your office
 - The tracking must be done **by agency and by each of their offices and sites**
 - The tracking of serial numbers is a vital step in the disbursement and tracking process
 - This ensures the agency, and each of their offices and sites, are credited for complying with the NVRA when VRCs are returned by their participants

County Elections Officials: Reporting to SOS

- ◎ By the 10th of each month: report NVRA agencies' voter registration numbers
 - One-page summary of NVRA category totals
 - PA/DA/AF/Other/Undistinguished
 - A spreadsheet report containing a list of the NVRA agency offices and sites in the county with voter registration totals for each site
 - HHS, HBEX, IHSS, WIC, ILC, RC, FTB, etc.
 - Review monthly spreadsheet report to ensure:
 - All NVRA offices and sites are listed
 - All duplicate offices and/or sites are removed
 - The monthly SOS spreadsheet reports can be found at www.sos.ca.gov/elections/voter-registration/nvra/reports

County Elections Officials: Reporting to SOS (cont'd)

- ◎ Biennially: report voter registration numbers for EAC report

The biennial EAC reports can be found at

www.sos.ca.gov/elections/voter-registration/nvra/reports

- ◎ If you need assistance with tracking or reporting, contact the SOS office

The Core of the NVRA/SB 35

- NVRA Agencies

- ◎ NVRA Agencies Must:
 - Offer voter registration
 - Designate an NVRA Coordinator, at each site:
 - Register agency and all of its offices and sites with the County Elections Official
 - Order VRCs from County Elections Officials, and print Voter Preference Forms from SOS website in all required Voting Rights Act languages
 - Mail completed VRCs to the County Elections Official daily
 - Train staff annually
 - Train new staff

Training Resources - NVRA Agency Coordinators

www.sos.ca.gov/elections/voter-registration/nvra/training/training-and-resources-nvra-agency-coordinators/

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Training and Resources for NVRA Agency Coordinators

The Secretary of State provides National Voter Registration Act (NVRA) training materials for NVRA agency coordinators. These coordinators are tasked with ensuring compliance of NVRA within their agency's offices/sites. This includes ordering/tracking of voter registration cards, annual training of staff and coordination of NVRA responsibilities with their local county elections official. The below training materials will help coordinators complete annual training and will satisfy the annual requirement provided by the NVRA.

Training

NVRA/SB35 Slideshow: [\(PPT\)](#) | [\(PDF\)](#)

NVRA Agency Video: [Open Captioned](#) | [Open Captioned-Audio Described](#)

[NVRA Basics - Quick Reference Sheet](#)

[Training Frequently Asked Questions](#)

Resources

[California's NVRA Manual \(2013\)](#)

[NVRA Voter Preference Forms](#)

[Voters with Disabilities](#)

[Voting Rights for Californians with Criminal Convictions or Detained in Jail or Prison](#)

[NVRA Voter Registration Agency Guidance Letters](#)

[Public Service Announcements](#)

[ACLU Toolkit - How to Comply with the National Voter Registration Act](#)

[Disability Rights California - Voting Publications](#)

[Disability Etiquette](#)

Training Resources - NVRA Agency Staff

www.sos.ca.gov/elections/voter-registration/nvra/training/training-and-resources-nvra-agency-staff/

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Training and Resources for NVRA Agency Staff

The Secretary of State provides National Voter Registration Act (NVRA) training materials for NVRA agency staff. These staff are front line staff who assist participants with their agency's application processes. The NVRA requires these staff to be trained annually on the procedures and requirements of the NVRA. The below training materials will help satisfy the annual requirement provided by the NVRA.

Training

NVRA/SB35 Slideshow: [\(PPT\)](#) | [\(PDF\)](#)

NVRA Agency Video: [Open Captioned](#) | [Open Captioned-Audio Described](#)

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The Core of the NVRA/SB 35

- NVRA Agencies (cont'd)

- ◎ NVRA Agencies Must Also:

- Incorporate online NVRA services into benefits enrollment websites
- If the agency offers web-based enrollment, they must offer an opportunity to register to vote online and provide an online Voter Preference Form. Currently done by:
 - C-IV, Cal-Winn, LEADER Online Benefits Enrollment
 - Dept. of Rehabilitation – Vocational Rehabilitation Services
 - Covered California
 - Board of Equalization

State Agency NVRA/SB 35 Instructions - Public Assistance Agencies

- ◉ Many state agencies have provided specific NVRA/SB 35 instructions to their programs/staff
 - Dept. of Public Health – Women, Infants, and Children Program (November 2011)
 - Dept. of Social Services – County Welfare Departments (CalFresh, CalWORKS) (February 2013)
 - Dept. of Health Care Services – Medi-Cal (July 2014)
 - Covered California (October 2014)
 - In-Home Supportive Services (June 2015)

State Agency NVRA/SB 35 Instructions - Disability Service Agencies

- ◎ Many state agencies have provided specific NVRA/SB 35 instructions to their programs/staff
 - Dept. of Rehabilitation – Vocational Rehabilitation Services (January 2013)
 - Dept. of Rehabilitation – Independent Living Centers (October 2013)
 - Dept. of Developmental Services – Regional Centers (March 2013)
 - Dept. of Social Services – Deaf Access Program (December 2012)
- ◎ State agency instructions can be found at:
<http://www.sos.ca.gov/elections/voter-registration/nvra/voter-registration-agencies/nvra-agency-guidance-letters/>

NVRA Agencies: Tracking

◎ Tracking

- Puts into place voter registration accountability
- Ordering VRCs – When NVRA agencies request VRCs from County Elections Offices, the serial numbers are tracked by the county
- The tracking of serial numbers is a vital step in the disbursement and tracking process.
- This ensures the agency is credited for complying with the NVRA when VRCs are returned by agency participants
- The tracking must be done by agency and by each of their offices and sites

NVRA Agencies: Tracking (Step-By-Step Instructions)

- ◎ Establish a relationship with their county elections official's NVRA Coordinator
 - This person handles bulk VRC distribution to outside agencies and organizations and will ensure the serial numbers are recorded by the county
 - Confirm the agency's site is listed on the county election official's roster of NVRA agencies
 - Confirm that the county elections official tracks voter registrations from each of the agency's offices and sites

NVRA Agencies: Tracking (Step-By-Step Instructions) (cont'd)

- ◎ Inventory existing supply of VRCs at each of the agency's sites
 - Inventory Sheet – Record the serial number ranges on each supply – e.g. English VRCs 37 EN 15000-15999; Spanish VRCs 37 SP 20000-20999; etc.
 - More than one site? Create a separate Inventory Sheet listing the serial numbers at each site
- ◎ Send their Inventory Sheet(s) to the county's NVRA Coordinator
 - County Elections Offices can be located on the SOS website at www.sos.ca.gov/elections/voting-resources/new-voters/county-elections-offices

NVRA Agencies: Tracking (Step-By-Step Instructions) (cont'd)

- ◎ Need to order more VRCs?
 - Contact the county elections official's NVRA Coordinator
 - Order new supplies of VRCs from the county elections official's NVRA Coordinator as needed
 - Agencies should always identify themselves as an NVRA agency when placing an order

NVRA Agencies: Accountability

◎ Accountability

- County elections officials report NVRA agency's voter registration numbers to the SOS once a month
- Check SOS website for the NVRA monthly spreadsheet report to ensure your agency's sites and registration numbers are correctly listed
- The SOS NVRA monthly spreadsheet reports can be found at www.sos.ca.gov/elections/voter-registration/nvra/reports/

Navigating the SOS Website

← → ↻ www.sos.ca.gov/elections/voter-registration/nvra/reports/ ☆

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NVRA Reports

Secretary of State NVRA Reports by County and Category

Under the National Voter Registration Act, every two years the Secretary of State compiles reports to the Election Assistance Commission (EAC) containing overall data for California. The reports are based on monthly county reports that counties submit to the Secretary of State's office and can be viewed below.

- [Non-DMV Voter Registration Agencies: Monthly Totals by County and Category, April 2008 to Present \(XLS\)](#)
- [Non-DMV Voter Registration Agencies: Yearly and Monthly Totals by County, 1995 to Present \(XLS\)](#)
- [DMV Voter Registration: Yearly and Monthly Totals, 1995 to Present \(XLS\)](#)
- [All NVRA Voter Registration Agencies: Yearly and Monthly Totals, 1995 to Present \(XLS\)](#)
- [California Online Voter Registration \(COVR\) by All NVRA Agencies, April 2014 to Present \(XLS\)](#)
- [SB 35/NVRA Monthly Reports by County and Agency Office/Site](#)

California Biennial Reports to the Election Assistance Commission

Under the National Voter Registration Act of 1993 (NVRA), the Election Assistance Commission reports to the United States Congress on the NVRA's impact on voter registration. In order to prepare the report, the Secretary of State provides the number of voter registration applications received and processed and where those applications were processed (for example, at a Driver Vehicle (DMV) offices, public assistance agencies, agencies providing services to people with disabilities, and armed forces agencies).

The California Secretary of State's office is responsible for responding to the EAC's survey by gathering this voter registration data from the 58 counties. In the past, county reports to the Secretary of State have sometimes been incomplete due to an inability to properly track the number of new voter registrations coming from agencies designated as voter registration agencies under the NVRA. Tracking has recently improved, because the Secretary of State and all counties now require NVRA voter registration agencies to order voter registration cards (VRCs) directly from the county where the local agency office is located. This allows counties to distribute sets of VRCs by serial number, so that as completed VRCs are returned, the county will know based on the VRC serial number from which state or federal agency the voter

Choose the SB 35 report

NVRA Monthly Spreadsheet Report

	A	C	D	E	F
1		Types of Offices			
	Alameda	Public Assistance (PA), Disability Agency (DA), Armed Forces (AF), Other (O)	Number of VRC's received		
2	1/2015	Office Name, Office ID Number			
3					
4	PA	Alameda County Social Service Agency- County	7		
5	PA	Alameda County Social Services Agency- Eastmont	1		
6	PA	Alameda County Social Services Agency- Enterprise	2		
7	PA	Alameda County Social Services Agency- Fremont	1		
8	PA	Alameda County Social Services Agency- Hayward	11		
9	PA	Alameda County Social Services Agency- Livermore			
10	PA	Alameda County Social Services Agency- Pleasanton			
11	PA	Alameda County Social Services Agency- North Oakland			
12	PA	Alameda County Social Services Agency- IHSS			
13	PA	Alameda County Health Care Services Agency, WIC Program	3		
14	PA	Alameda County WIC Office Hayward			
15	PA	Alameda County WIC Office Fremont	1		
16	PA	Alameda County WIC Office Telegraph	3		
17	PA	Alameda County WIC Office Eastmont	1		
18	PA	Axis Community Health (WIC)			
19	PA	City of Berkeley (WIC)			
20	PA	La Clinica de la Raza, Inc. (WIC)	2		
21	PA	Native American Health Center, Inc. (WIC)			
22	PA	Tiburcio Vasquez Health Center, Inc. (WIC) Hayward	7		
	PA	Tiburcio Vasquez Health Center, Inc. (WIC) Union City			
	PA	West Oakland Health Council, Inc. (WIC)			
	PA	East Oakland Health Center, (WIC)			
	PA	Alameda Co. Behavioral Health Care Services			
	PA	California Health Benefit Exchange	27		
	PA	Alameda County Children and Family Services	8		
29					
30	PA Total		74		
31					
32	DA	Department of Rehabilitation State			
33	DA	Department of Rehabilitation Hayward Branch			

Public Assistance offices in the county

Select your county

Number of voter registrations in January

Disability Agencies

NVRA Agencies: 2 Forms at 3 Opportunities

- ◎ NVRA requires agencies to offer voter registration by
 - Offering **2 forms**
 - Voter Registration Cards (VRCs)
 - Voter Preference Forms (VPFs)
 - **At 3 opportunities**
 - Application for new services or benefits
 - Application for renewal or recertification
 - Notification of change of name or address

NVRA Agencies:

2 Forms at 3 Opportunities (cont'd)

◎ **Form #1 – Voter Registration Cards (VRCs)**

- Order from County Elections Official's NVRA Coordinator
- Help the applicant register, if asked
 - “Equal Assistance” = providing as much assistance with completing the VRC as you do with your agency's forms
- Offer VRCs in all required Voting Rights Act (VRA) languages
 - These may be different from the languages in which you are required to provide services, depending on your program/agency
- Keep sufficient stock of VRCs on hand at all offices and sites
- Forward completed VRCs to county on a daily basis

Form #1 – California's Voter Registration Card (VRC)

CCROV #15100 (issued August 28, 2015)

California Voter Registration Application
SOS

Use blue or black ink. Print clearly. Fill out this form if you are a new voter, have moved or changed your name, or want to change your political party preference.

① I am a U.S. citizen..... Yes No Yes No **➤ If you answer "No" to either question, you CANNOT register to vote. Do not complete this form.**

Your legal name: First name _____ Middle name _____

② Last name (may include suffix, such as jr., Sr., III) _____ Optional

③ Home address – not a P.O. Box or business address – (Number, Street, Ave., Drive, etc. Include N, S, E, W) _____ Apt or unit # _____

④ Mr. Mrs. Ms. Miss

⑤ City _____ State _____ Zip _____ California county _____

⑥ **CA**

If you do not have a street address, describe where you live including cross streets, Route, N, S, E, W _____

⑦ Mailing address – if different from above, or P.O. Box _____

⑧ City _____ State _____ Zip _____ Foreign country _____

⑨ Date of birth _____ U.S. state or foreign country of birth _____

⑩ **1 9** **11**

⑫ CA driver license or CA ID card # _____ If you do not have a CA driver license or CA ID card, list the last 4 numbers of your Social Security Number, if you have one: * * * * ➤ SSN (Last 4 numbers) _____ Phone numbers are posted at polling places on election day.

⑬ Email (optional) _____ Phone number (optional) _____

⑭ Do you want to disclose a political party preference?

Yes, my political party preference is (check one):

American Independent Party Democratic Party Green Party

Libertarian Party Peace and Freedom Party Republican Party

Other (specify): _____

No, I do not want to disclose a political party preference. (If you select no, you may not be able to vote for some parties' candidates at a primary election for U.S. President or party committee.)

⑮ I want to get my ballot by mail before each election.* Initial here: _____

⑯ If you were registered to vote before, fill out below:

First name _____ Middle initial _____ Last name _____

Previous address where you were registered _____ City _____

State _____ Zip _____ Previous county _____ Previous political party preference (if any) _____

⑰ **Read and sign below.**

I am a **U.S. citizen** and will be **at least 18 years old** on election day. I am not currently imprisoned or on parole for the conviction of a felony. I understand that it is a crime to intentionally provide incorrect information on this form. I declare under penalty of perjury under the laws of the State of California that the information on this form is true and correct.

Optional

A. I want to be a poll worker on election day. (If bilingual, indicate language: _____)

I can provide a polling place on election day.

B. My ethnicity/race is: _____

C. My language preference for receiving election materials is:

English Spanish Chinese Vietnamese Korean

Tagalog Japanese Hindi Khmer Thai

Vietnamese Vietnamese Vietnamese

Thai Thai Thai

Did someone help you fill out or deliver this form?

If yes, the person who helped you must fill out and sign both parts of this green box.

Signature: _____ Month _____ Day _____ Year _____

Name, address, and tel.: _____

Org. name and tel. (if any): _____

(This part is the voter's receipt.)

Signature: _____ Month _____ Day _____ Year _____

Name, address, and tel.: _____

Org. name and tel. (if any): _____

Tear here and fold. Tape to seal. Do not staple.
The bottom part is your receipt.
Keep it until you receive a Voter Notification Card in the mail.

As a registered voter, you may vote for any candidate for state or congressional office, regardless of the party preference or lack of party preference disclosed by you or the candidate.

* If initialed, you will get your ballot by mail before each election. If you want to vote in person, you must turn in your ballot or vote a provisional ballot.

Voter Signature: **59 CN** Date Signed: Month _____ Day _____ Year _____

180001

NVRA Agencies:

2 Forms at 3 Opportunities (cont'd)

◎ **Form #2 – Voter Preference Forms (VPFs)**

- Available from SOS website in 10 languages
<http://www.sos.ca.gov/elections/voter-registration/nvra/training/voter-preference-forms/>
- Have VPFs available in all required VRA languages
- Keep VPFs for 2 years
 - Can be stored as a hard copy, or electronically in case files, or a central file

Form #2 – California's Voter Preference Form (VPF)

If you are not registered to vote where you live now, would you like to apply to register to vote here today?
(Check One)

- Already registered. I am registered to vote at my current residence address.
- Yes. I would like to register to vote. (Please fill out the attached voter registration form.)
- No. I do not want to register to vote.

NOTE: IF YOU DO NOT CHECK A BOX, YOU WILL BE CONSIDERED TO HAVE DECIDED NOT TO REGISTER TO VOTE AT THIS TIME. YOU MAY TAKE THE ATTACHED VOTER REGISTRATION FORM TO REGISTER AT YOUR CONVENIENCE.

Applicant Name

Date

Important Notices

1. Applying to register or declining to register to vote will **not** affect the amount of assistance that you will be provided by this agency.
2. If you would like help in filling out the voter registration form, we will help you. The decision whether to seek or accept help is yours. You may fill out the voter registration form in private.
3. If you believe that someone has interfered with your right to register or to decline to register to vote, your right to privacy in deciding whether to register or in applying to register to vote, or your right to choose your own political party preference or other political preference, you may file a complaint with the Secretary of State by calling toll-free (800) 345-VOTE (8683) or you may write to: Secretary of State, 1500 - 11th Street, Sacramento, CA, 95814. For more information on elections and voting, please visit the Secretary of State's website at www.sos.ca.gov.

01/13 NVRA Voter Preference Form

NVRA Agencies:

2 Forms at 3 Opportunities (cont'd)

◎ At 3 Opportunities

1. At the time of application for new services or benefits
 2. At the time of renewal or recertification
 - Regional Centers – Individual Program Plan (IPP)
 - Other agencies – reassessment of eligibility
 3. Upon notification of change of name or address
- ◎ Voter registration must be offered on all types of transactions including in person, phone, mail, and online (if available)

NVRA Agencies:

2 Forms at 3 Opportunities (cont'd)

- ◎ Voter Registration Must be Offered:
 - In the home of applicants/clients receiving in-home assistance if the agency allows them to apply, renew, or update their address in their home
 - To adults (parent/guardian) applying for services or benefits on behalf of a child/children
- ◎ Hand out two forms (VRC and VPF) together

During the Voter Registration Process

- ◎ **NVRA Agencies and Staff Must NOT:**
 - Discourage an applicant/client from registering to vote
 - But CAN encourage an applicant to register to vote!
 - Influence an applicant's/client's political party preference
 - Make statements or take actions that give the impression that registering to vote has bearing on whether the applicant can get services

Voter Registration Eligibility

- ◎ To Register to Vote in California, You Must Be:
 - A U.S. citizen
 - A resident of California
 - 18 years of age or older on Election Day
 - Not currently imprisoned or on parole for the conviction of a felony
 - Not found to be mentally incompetent by court

Voter Registration Eligibility (cont'd)

- ◉ Do NOT Screen for Voter Registration Eligibility
 - It is not the responsibility of NVRA Agency staff to determine voter eligibility
 - Rules around age and citizenship are simple, but the rules around past criminal conviction are not
 - The county elections officials will screen and reject applications from ineligible individuals
 - Citizenship concerns? Agency staff can say “You must be a U.S. citizen 18 years old or older by Election Day to vote.”

Voter Registration Eligibility (cont'd)

◎ To Register:

- You do not need to read or write
- You do not need to speak English
- VRCs and VPFs are available in 10 languages
- You can be homeless
 - Space on VRC to describe location where applicant/client lives
- You do not need a CA driver license/ID card or Social Security Number
- You may complete the VRC with reasonable accommodations, if you have a disability
- You do not have to be able to sign the VRC
 - Applicant/client may mark an “X” or use a signature stamp
<http://www.disabilityrightsca.org/pubs/547301.pdf>

Who Should Register or Re-register to Vote?

- ◎ An Applicant/Client Who:
 - Has never registered
 - Has moved to a new address
 - Has changed his or her name
 - Has changed his or her political party preference
 - Is not sure if he or she is registered to vote
 - Has not voted in the last several elections

Voter Registration in Action

- ◎ If someone indicates on the VPF that they wish to register
 - Have the person fill the VRC out right then and there
- ◎ If someone declines on the VPF to register
 - Let them take the VRC home
- ◎ The agency's applicant/client must receive a VRC
 - Unless they have indicated in writing that they do not want to register

Voter Registration in Action (cont'd)

- ◎ The Decision to Register
 - Is the applicant's/client's alone, including for individuals with disabilities
 - It is NOT the decision of a conservator, caseworker, service coordinator, parent, etc.
- ◎ A conservator and/or family member cannot make the voter registration decision on behalf of the applicant/client

Applicants/Clients with Disabilities

- ◎ The Same Rules Apply. Agencies Must:
 - Provide a VRC and VPF
 - Assist with filling out the forms, when requested
 - Provide the same level of assistance in completing the VRC as in completing the agency's own forms
 - Provide assistance in completing the VRC in the person's home if agency provides services in the person's home
 - NOT make assumptions about a person's ability to register and to vote based on the person's disability

Applicants/Clients with Disabilities (cont'd)

- ◎ Common Misconceptions Why People with Disabilities Cannot Register and Vote
 - The person has a disability: physical, psychiatric, intellectual disability, developmental disability, etc.
 - The person uses a wheelchair
 - The person is under conservatorship
 - A court must find by clear and convincing evidence that the person cannot communicate, with or without reasonable accommodations, a desire to participate in the voting process
- ◎ Voter registration **must** be offered to all of your applicants/clients

Disability Etiquette

◎ Basic Guidelines

- Make reference to the person first, then the disability: Say “a person with a disability” rather than “a disabled person.”
- Do not use the term “handicapped” when referring to a person with a disability
- Offer assistance, but wait until your offer is accepted before you help
- Listen to any instructions the person may give

Disability Etiquette (cont'd)

◎ Common Courtesies

- Share the same social courtesies. If you shake hands with people you meet, offer your hand to everyone you meet, regardless of their disability.
- When offering assistance to a person with a visual impairment, allow that person to take your arm. Guide, rather than propel or lead the person. Use specific directions when directing a person with a visual impairment.

◎ Conversation

- Speak directly to the person with a disability, not to the person accompanying them. The same principle applies for people who communicate through sign language.
- When greeting a person with a severe loss of vision, always identify yourself and others. For example say, "On my right is John Smith."
- Speak in a normal tone of voice and indicate when the conversation is over. Let them know when you move from one place to another.

Items 5 & 6

Home address – not a P.O. Box or business address – (Number, Street, Ave., Drive, etc. Include N, S, E, W) Apt or unit #

⑤

City State Zip California county

⑥

- **Item 5:** Home address. This should be their “residential” address.
 - **Residence:** Place in which the applicant’s habitation is fixed and where the intention is to stay. For voting purposes, a person can have only ONE residence.
- **Item 6:** City, zip code, and county name.
 - Please note: P.O. Boxes & business addresses are NOT valid here.

Item 7

If you do not have a street address, describe where you live including *cross streets, Route, N, S, E, W*

⑦

- **Item 7:** If the applicant does not have a street address they can give an exact description of where they live in this field.
 - Cross streets, route, box, bridges, or other landmarks can be used.
 - Mostly used for applicants living in rural areas with non-specific street addresses. Also used for applicants who are homeless.

Items 8 & 9

Mailing address – if different from above, or P.O. Box

⑧

⑨

City	State	Zip	Foreign country
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

- **Item 8:** Mailing address. Applicants complete this section if they want to receive election mail at a different address other than their residential addresses. This is typically a P.O. Box or business address.
- **Item 9:** City, zip code, county and foreign country name.

Items 10 & 11

Date of birth			U.S. state or foreign country of birth														
⑩	<input type="text"/>	1	9	<input type="text"/>	⑪	<input type="text"/>											

- **Item 10:** Date of birth. List the month, day and year.
- **Item 11:** Place of birth. List the U.S. state or foreign country of birth.

Item 12

CA driver license or CA ID card #

12

If you do not have a CA driver license or CA ID card, list the last 4 numbers of your Social Security Number, if you have one.

SSN (Last 4 numbers)

Phone numbers are posted at polling places on election day.

- **Item 12:** CA DL/ID Card number or last four of Social Security Number.
 - If the applicant has been issued a CA DL/ID, they **MUST** list the number.
 - If they do not have either, they **MUST** list the last 4 digits of their Social Security Number.
 - If they do not have any of the above:
 - They can still register to vote
 - They can leave the field blank

Items 13 & 14

Email <i>(optional)</i>	Phone number <i>(optional)</i>
⑬	⑭
<input type="text"/>	<input type="text"/>

- **Item 13:** E-mail address. This is optional, but recommended.
- **Item 14:** Phone number. This is optional, but recommended.

Item 15

15 Do you want to disclose a political party preference?

Yes, my political party preference is *(check one)*:

- American Independent Party Democratic Party Green Party
 Libertarian Party Peace and Freedom Party Republican Party
 Other *(specify)*: _____

No, I do not want to disclose a political party preference.
(If you select no, you may not be able to vote for some parties' candidates at a primary election for U.S. President or party committee.)

- **Item 15: Political party.** Mark box to “prefer” any of the political parties listed. If the applicant does not want to disclose a political party preference, mark the “No Party Preference” box.
 - There can be only ONE mark in item 15 with NO CORRECTIONS or ALTERATIONS. A new VRC must be filled out if an error is made.

Item 16

⑮ Do you want to disclose a political party preference?

Yes, my political party preference is *(check one)*:

- American Independent Party Democratic Party Green Party
 Libertarian Party Peace and Freedom Party Republican Party
 Other *(specify)*: _____

No, I do not want to disclose a political party preference.
(If you select no, you may not be able to vote for some parties' candidates at a primary election for U.S. President or party committee.)

⑯ I want to get my ballot by mail before each election.* Initial here:

⑰ If you were registered to vote before, fill out below:

- **Item 16:** To become a permanent vote-by-mail voter, initial on the line provided. This can be left blank if the applicant wants to vote at a polling location.

Item 17

⑰ If you were registered to vote before, fill out below:

First name	Middle initial	Last name	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Previous address where you were registered		City	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
State	Zip	Previous county	Previous political party preference (if any)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

- **Item 17:** If the applicant was previously registered and changed his or her address, surname, or political party preference complete this section. If the applicant cannot recall his or her previous address, it can be left blank.

Item 18

18 **Read and sign below.**

I am a **U.S. citizen** and will be **at least 18 years old** on election day. I am not currently imprisoned or on parole for the conviction of a felony. I understand that it is a crime to intentionally provide incorrect information on this form. I declare under penalty of perjury under the laws of the State of California that the information on this form is true and correct.

	<div style="border: 1px solid black; height: 60px; width: 100%;"></div>
Voter Signature	Date Signed: Month Day Year

59 CN

180001

Optional

- A. I want to be a poll worker on election day.
(If bilingual, indicate language: _____)
 I can provide a polling place on election day.
- B. My ethnicity/race is: _____
- C. My language preference for receiving election materials is:
- | | | | | |
|----------------------------------|---|---|---|--|
| <input type="checkbox"/> English | <input type="checkbox"/> Spanish
Español | <input type="checkbox"/> Chinese
中文 | <input type="checkbox"/> Vietnamese
Việt ngữ | <input type="checkbox"/> Korean
한국어 |
| <input type="checkbox"/> Tagalog | <input type="checkbox"/> Japanese
日本語 | <input type="checkbox"/> Hindi
हिंदी | <input type="checkbox"/> Khmer
ខ្មែរ | <input type="checkbox"/> Thai
ไทย |

Did someone help you fill out or deliver this form?

If yes, the person who helped you must fill out and sign both parts of this green box.

➤ **Item 18:** This item **MUST** contain the signature/mark/signature stamp of the applicant. Please include the date of signing.

Optional

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Voter Signature

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Date Signed: Month Day Year

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Optional

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- | | | | | |
|----------------------------------|---|---|---|--|
| <input type="checkbox"/> English | <input type="checkbox"/> Spanish
Español | <input type="checkbox"/> Chinese
中文 | <input type="checkbox"/> Vietnamese
Việt ngữ | <input type="checkbox"/> Korean
한국어 |
| <input type="checkbox"/> Tagalog | <input type="checkbox"/> Japanese
日本語 | <input type="checkbox"/> Hindi
हिंदी | <input type="checkbox"/> Khmer
ខ្មែរ | <input type="checkbox"/> Thai
ไทย |

Did someone help you fill out or deliver this form?

If yes, the person who helped you must fill out and sign both parts of this green box.

- **Optional Survey:** This area is to request information to serve as a poll worker.
- To receive state materials in another language, mark the language preference box. If no box is checked, voter materials will be provided in English.

Form #2 – California's Voter Preference Form (VPF)

If you are not registered to vote where you live now, would you like to apply to register to vote here today?
(Check One)

- Already registered. I am registered to vote at my current residence address.
- Yes. I would like to register to vote. (Please fill out the attached voter registration form.)
- No. I do not want to register to vote.

NOTE: IF YOU DO NOT CHECK A BOX, YOU WILL BE CONSIDERED TO HAVE DECIDED NOT TO REGISTER TO VOTE AT THIS TIME. YOU MAY TAKE THE ATTACHED VOTER REGISTRATION FORM TO REGISTER AT YOUR CONVENIENCE.

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Date

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01/13 NVRA Voter Preference Form

What Happens After a Person Registers?

- ◎ Voter Receives:
 - Postcard confirming status
 - Voting materials
 - Polling place location
 - Mailed ballot (for vote-by-mail voters)

NVRA Resources

◎ **SOS Website Resources**

- NVRA Reporting – www.sos.ca.gov/elections/voter-registration/nvra/county-reporting-responsibilities/
- NVRA Manual – www.sos.ca.gov/elections/voter-registration/nvra/laws-standards/nvra-manual/
- NVRA Training – www.sos.ca.gov/elections/voter-registration/nvra/training/
- Voters with Disabilities – www.sos.ca.gov/elections/voting-resources/voters-disabilities/
- Californians with Criminal Convictions or Detained in Jail or Prison – www.sos.ca.gov/elections/voting-resources/new-voters/who-can-vote-california/voting-rights-californians/

NVRA Resources (cont'd)

◎ **Additional Resources**

- ACLU's Toolkit – aclusandiego.org/NVRA-toolkit/
- Disability Rights California – www.disabilityrightsca.org/pubs/PublicationsVoting.htm
- Disability Etiquette – unitedspinal.org/pdf/DisabilityEtiquette.pdf

Questions?



- ◎ Visit

sos.ca.gov

RegisterToVote.ca.gov

- ◎ SOS Voter Hotlines

English.....(800) 345-VOTE (8683)

Hindi.....(888) 345-2692

Khmer.....(888) 345-4917

Spanish.....(800) 232-VOTA (8682)

Thai.....(855) 345-3933

TTY/TDD.....(800) 833-8683

Chinese.....(800) 339-2857

Japanese.....(800) 339-2865

Korean.....(866) 575-1558

Tagalog.....(800) 339-2957

Vietnamese..(800) 339-8163

Questions about NVRA/SB 35?

- ◎ Questions about NVRA requirements, training, or other issues?
 - Contact your agency's NVRA Coordinator
 - Contact your county elections official's NVRA Coordinator or the SOS NVRA Coordinator
 - www.sos.ca.gov/elections/voter-registration/nvra/contact/
 - Contact SOS NVRA Coordinator

Secretary of State NVRA Information

- ◎ SOS NVRA Coordinators
 - Steven Carda and Rachelle Delucchi (Legal)

- ◎ SOS Elections Analyst (NVRA Tracking & Reporting)
 - Milena Paez

- ◎ SOS NVRA Websites
 - www.sos.ca.gov/elections/voter-registration/nvra/
 - www.sos.ca.gov/elections/voter-registration/nvra/training

- ◎ SOS NVRA Contact Information
 - Phone: (916) 657-2166
 - Fax: (916) 653-3214
 - Email: nvra@sos.ca.gov