



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

1500 11th Street, 5th Floor, Sacramento, CA 95814 | Tel 916.657.2166 | Fax 916.653.3214 | www.sos.ca.gov

October 10, 2016

County Clerk/Registrar of Voters (CC/ROV) Memorandum #16313

TO: All County Clerks/Registrars of Voters

FROM: /s/ Jill Wimberly
Associate Governmental Program Analyst

RE: General Election: Reporting Instructions for October 24, 2016,
15-Day Report of Registration

Elections Code section 2187(c)(6) requires each county to provide notice to the Secretary of State (SOS) of all voters registered in their county as of the 15th day before a general election. Attached for your use is a Checklist for Report of Registration (ROR) Reporting, identifying the required actions that need to be taken.

Please ensure that the actions on the checklist have been completed and that the voter registration information with respect to voters registered on the 15th day before the general election is available in the California Statewide Voter Registration Database (VoteCal) beginning at the close of business on October 24, 2016 (E-15) until **no later than November 1, 2016 (E-7)**.

The SOS will compile statewide statistics of voters using the data in VoteCal. After you indicate readiness, you will then receive these statistics via email in a report format along with a Statement of Registration Certification form. Please return this completed certificate **no later than November 2, 2016 (E-6)** via email to ror@sos.ca.gov or fax to (916) 653-3214. Since there is a short turnaround time between the deadline to indicate readiness and the submission of the certificate, we encourage you to indicate readiness as soon as possible.

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 release of the report. You will also need to complete another county Statement of Registration Certification form.

If you have any questions, I can be reached at (916) 695-1626 or by email at ror@sos.ca.gov. Thank you for your assistance.

Attachment



Checklist for Report of Registration Reporting

October 24, 2016, 15-Day Report of Registration for the November 8, 2016, General Election

☛ **Deadline to Indicate Report of Registration (ROR) Readiness:**

November 1, 2016, (E-7)

☛ **Deadline to Return Statement of Registration Certification Form:**

November 2, 2016 (E-6)

Complete Actions in the County Election Management System (EMS)

- Synchronization Check: Counties should continue to work with their county EMS vendor to perform synchronization checks on an ongoing basis.
- Enter all online and paper affidavits into the county EMS with a registration date **up to and including October 24, 2016 (E-15)**.
- Once you have indicated readiness generate and save your local county EMS ROR report. You will use this report to compare with the VoteCal statistics.

Indicate Readiness

- Indicate ROR readiness **no later than November 1, 2016 (E-7)** in your county EMS once the above required actions have been completed in order for the Secretary of State to generate ROR totals for your county.

Verify Registration Totals Provided by Secretary of State for Reasonableness

The registration totals as of the ROR date will be generated from VoteCal after the county has indicated readiness. The totals will be emailed separately to each ROR county contact no later than November 2, 2016 (E-6), in a report format.

- Review your county voter registration totals as extracted from VoteCal.
Note: Keep in mind that the voter registration totals are a snapshot in time. The voter registration totals in your county EMS and in VoteCal are near-real time voter registration totals and they will never match 100%. This review is for “reasonableness” of the voter registration totals in your county EMS.
- Return the Statement of Registration Certification Form via email to ror@sos.ca.gov or fax to (916) 653-3214 **no later than November 2, 2016 (E-6)**.



Checklist for Report of Registration Reporting

October 24, 2016, 15-Day Report of Registration for the November 8, 2016, General Election

Extract Report of Registration Totals from VoteCal

- Request your generated ROR totals from VoteCal. The totals will be sent electronically to your county EMS and your county EMS vendor will work with you to determine how this extract will be used for future functionality.

If you discover you need to make changes or corrections to your registration totals once you have reviewed your county voter registration totals as extracted from VoteCal, please contact Jill Wimberly immediately by phone at (916) 695-1626 or by email at ror@sos.ca.gov.