



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

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September 7, 2016

County Clerk/Registrar of Voters (CC/ROV) Memorandum #16282

TO: All County Clerks/Registrars of Voters

FROM: /s/ Jill Wimberly
Associate Governmental Program Analyst

RE: General Election: Reporting Instructions for September 9, 2016,
60-Day Report of Registration

Elections Code section 2187(c)(5) requires each county to provide notice to the Secretary of State (SOS) of all voters registered in their county as of the 60th 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 60th day before the general election is available in the California Statewide Voter Registration Database (VoteCal) beginning at the close of business on September 9, 2016 (E-60) until **no later than September 19, 2016 (E-50)**.

A Synchronization Check will not be required as a pre-requisite for this 60-Day ROR as multiple synchronization checks have been run these past two months as part of the preparations for VoteCal becoming the system of record, but will be required in the future.

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 September 23, 2016 (E-46)** via email to ror@sos.ca.gov.

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.

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



Checklist for Report of Registration Reporting

September 9, 2016, 60-Day Report of Registration for the November 8, 2016, General Election

☛ **Deadline to Indicate Report of Registration (ROR) Readiness:**
September 19, 2016 (E-50)

☛ **Deadline to Return Statement of Registration Certification Form:**
September 23, 2016 (E-46)

Complete Actions in the County Election Management System (EMS)

Note: Synchronization Check is not required as a pre-requisite for this ROR.

- Enter all online and paper affidavits into the county EMS with a registration date **up to and including September 9, 2016 (E-60)**.
- Verify that **all** political bodies attempting to qualify have been mapped to the codes provided in CCROV #16236.

Indicate Readiness

- Indicate ROR readiness **no later than September 19, 2016 (E-50)** in your 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 no later than September 19, 2016 (E-50), in a report format separately to each ROR county contact.

- 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 registrations 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 **no later than September 23, 2016 (E-46)**.

Extract Report of Registration Totals from VoteCal

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



Checklist for Report of Registration Reporting

September 9, 2016, 60-Day Report of Registration for the November 8, 2016, General Election

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.