



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

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September 26, 2016

County Clerk/Registrar of Voters (CC/ROV) Memorandum #16301

TO: All County Clerks/Registrars of Voters

FROM: /s/ Susan Lapsley
 Deputy Secretary of State and Counsel

RE: VoteCal: System of Record

As a result of your help and dedication over these many years, the Secretary of State (SOS) is pleased to declare VoteCal the system of record for voter registration in California. The project could not have been successful without each and every county’s participation in the activities from mock election, testing, verifying functionality, and analyzing and monitoring the data in VoteCal.

The SOS will now be implementing functionality in VoteCal that was dependent on VoteCal being declared the system of record. The table below lists and describes the new activities that will be performed with VoteCal. The referenced CCROVs are located on the Secretary of State website on the “Advisories to County Elections Officials” webpage at <http://www.sos.ca.gov/elections/advisories-county-elections-officials/2016-advisories-county-elections-officials> and the Guidance documents are located on the VoteCal Communications Portal at <https://county.sos.ca.gov>.

Activity	Description
Confidential Voters	Counties will enter all confidential voter records in the local EMS by December 31, 2016. (Guidance: Confidential Voters)
Department of Motor Vehicles (DMV) Change of Address (COA) Daily File	SOS will continue to process DMV COA files and parse through CalVoter workstations. Counties will continue to provide daily updates or weekly load files to CalVoter to ensure updates and changes identified through daily DMV COA file are applied. (CCROV 16199, June 30, 2016; CCROV 16284, September 8, 2016; CCROV 16285, September 8, 2016; Guidance: Department of Motor Vehicles Change of Address; Additional guidance will be issued)
DMV COA Non-Match Mailing	SOS will continue to mail Voter Registration Cards (VRCs), previously known as verification mailings, to the DMV COA non-matches for counties who provide “M” (send back) files. (CCROV 16199, June 30, 2016; CCROV 16284, September 8, 2016; CCROV 16285, September 8, 2016; Guidance: Department of Motor Vehicles Change of Address; Additional guidance will be issued)

Activity	Description
Official List	<p>Counties will generate the official list of registered voters for all elections from VoteCal via the local EMS.</p> <p>Counties must:</p> <ul style="list-style-type: none"> • verify the election is set up locally, • be in sync with VoteCal, and • enter all online and paper registrations as of the 15-day close. <p>(Guidance: Official List)</p>
Pre-registration of 16- and 17-year olds	<p>Counties may begin entering pre-registration affidavits for 16- and 17-year olds into the EMS using today, September 26, 2016, as the effective date. SOS will send pre-registrants a pre-registration voter notification card. Pre-registrants will become active registrants on the registrant's 18th birthday. (CCROV 16222, July 5, 2016)</p>
Public Access Website	<p>The SOS will launch the My Voter Status website where voters can look up their registration information. (CCROV 16300, September 26, 2016)</p>
Public Voter Registration Data Requests (PVRDR)	<p>The SOS will utilize VoteCal to extract PVRDR requests (otherwise known as voter file requests). Counties will also be able to utilize the statewide database to extract PVRDR requests for lists of registered voters in their county or districts.</p>
Report of Registration (ROR)	<p>The SOS will utilize VoteCal to obtain the ROR statistics. Counties will indicate readiness in their local EMS and receive an emailed report of voter registration totals to review for "reasonableness." Counties confirm registration totals look reasonable and return the Statement of Registration Certification via email. (CCROV 16282, September 7, 2016; Guidance: Report of Registration)</p>
Voter Information Guide (VIG) Mailing	<p>The SOS will utilize VoteCal to generate the VIG mailing labels. Counties must:</p> <ul style="list-style-type: none"> • verify the election is set up locally, • be in sync with VoteCal, • enter all online and paper registrations as of the 60-day close by E-50, and • complete a readiness form. <p>(CCROV 16283, September 7, 2016; Guidance: Voter Information Guide Process)</p>
Voter Participation History	<p>Counties will update voter participation for all elections in the local EMS which will then be available in VoteCal. Voter participation includes vote-by-mail ballot status as well as all types of ballots cast and counted.</p>

If you have any questions about this or any other VoteCal matters, please contact the VoteCal Help Desk at (888) 868-3225 or via email at votecalhelp@sos.ca.gov.

Thank you.