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ELECTIONS DIVISION

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September 30, 2016

County Clerk/Registrar of Voters (CC/ROV) Memorandum #16305

**TO:** All County Clerks/Registrars of Voters

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

**RE:** VoteCal: DMV Change of Address Continue through CalVoter

In order to minimize change and impacts to counties prior to the November election, the Department of Motor Vehicle Change of Address (DMV COA) process will continue to be processed through CalVoter.

Please follow the guidance as outlined below and fully described in the attachment, "Guidance: Interim Process Department of Motor Vehicles Change of Address."

The existing DMV COA processes continue until the VoteCal DMV COA functionality is enabled. In addition, for "Move into County Notification" DMV COA transactions, perform the actions according to the attached Guidance: Interim Process Department of Motor Vehicles Change of Address: Table 1.

If you have any questions or need clarification, please contact the VoteCal Help Desk at 888-868-3225 or via email at [VoteCalHelp@sos.ca.gov](mailto:VoteCalHelp@sos.ca.gov).

Attachment:

Guidance: Interim Process Department of Motor Vehicles Change of Address



# Guidance: Interim Process Department of Motor Vehicles Change of Address

Issuance Date: September 26, 2016

Revision Date: n/a

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In order to minimize change and impacts to counties prior to the November election, the VoteCal Department of Motor Vehicle Change of Address (DMV COA) process will not be implemented until after the November 8, 2016 General Election. DMV COA will continue to be processed through CalVoter.

To ensure compliance with Election Code section 2119, please follow the guidance as described in Table 1: DMV COA Transactions below.

The following processes continue until the VoteCal DMV COA functionality is enabled:

- Continue sending voter update files and load files to the CalVoter workstation on current county schedule.
- SOS continues mailing VRCs previously known as verification mailings to the DMV COA non-matches for counties who provide M (send back) files.
- Counties that do not have SOS send VRCs continue to mail their own VRCs to new registrants, as appropriate.

Table 1: DMV COA Transactions describes the types of DMV COA transactions impacted by Election Code section 2119.

**Table 1: DMV COA Transactions**

Transaction Code	Actions
<b>09 – Move within County Notification</b>	<u>County:</u> Continue current process including updating registration date, method, source and form type (see Guidance: Updating Registration Dates).
<b>15 – Move Out of County Notification</b>	<u>County:</u> Continue current process.
<b>31 – Move into County Notification</b>	<u>County:</u> <ol style="list-style-type: none"> <li>1. Search for the voter in VoteCal.</li> <li>2. If you determine the voter is a match with the DMV COA record, copy the voter registration information exactly as shown in the results page, with the exception of the address. DFM Counties: Print screen or use multiple side-by-side sessions. Do not process the print screen as a regular paper affidavit. DIMS Counties: Print screen or use multiple side-by-side sessions. Do not process the print screen as part of the batch. <ul style="list-style-type: none"> <li>• NAME</li> <li>• AFFIDAVIT NUMBER</li> <li>• DATE OF BIRTH</li> <li>• POLITICAL PREFERENCE</li> <li>• US CITIZEN (attestation)</li> </ul> </li> </ol>



# Guidance: Interim Process Department of Motor Vehicles Change of Address

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	<ul style="list-style-type: none"><li>• 18-YEAR OLD (attestation)</li><li>• UOCAVA CLASSIFICATION (if any)</li><li>• PLACE OF BIRTH (if available)</li><li>• CONTACT INFO (if any)</li><li>• VOTE-BY-MAIL VOTER (if applicable)</li><li>• CALIFORNIA DRIVER'S LICENSE (if available)</li><li>• SSN4 (if available)</li><li>• VIG OPT-OUT (if applicable)</li><li>• SAMPLE BALLOT OPT-OUT (if applicable)</li><li>• ELECTION MATERIAL LANGUAGE PREFERENCE (if available)</li><li>• ETHNICITY/RACE (if available)</li></ul> <p>3. Using the voter registration information copied from VoteCal, create a new voter record in your local EMS, following the county's standard procedures. (Note: It is important to enter all of the voter registration information, except the address, as it appears in VoteCal because the new voter record being entered will update the existing voter record in VoteCal once VoteCal determines the new record is a match with the existing record.)</p> <p>4. Update the address with the new address as provided in the daily DMV COA file.</p> <p>5. Update the following fields:</p> <ul style="list-style-type: none"><li>• Registration date: enter transaction date from DMV COA file</li><li>• Method: enter DMV Change of Address</li><li>• Source: enter DMV</li><li>• Form type: enter DMV Notice of Change of Address</li></ul> <p>6. Continue the current county process of sending the VRC to the new address, as appropriate. If a completed VRC is received after doing the above, follow county procedures.</p> <p><b><u>VoteCal:</u></b></p> <ol style="list-style-type: none"><li>1. Receives the new voter from the EMS and follows normal matching procedures for new voters.</li></ol>
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## VoteCal Contact Information

For questions or to report issues contact the SOS VoteCal Help Desk at 888-868-3225 or email [VoteCalHelp@sos.ca.gov](mailto:VoteCalHelp@sos.ca.gov).