



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

1500 11<sup>th</sup> Street, 5<sup>th</sup> Floor, Sacramento, CA 95814 | Tel 916.657.2166 | Fax 916.653.3214 | [www.sos.ca.gov](http://www.sos.ca.gov)

January 10, 2019

County Clerk/Registrar of Voters (CC/ROV) Memorandum #19005

TO: All County Clerks/Registrars of Voters

FROM: /s/ Taylor Kayatta  
Associate Governmental Program Analyst

RE: Report of Registration: Reporting Instructions for the  
February 10, 2019, Odd-Numbered Year Report of Registration

Elections Code section 2187(c)(7) requires each county to provide notice to the Secretary of State (SOS) of all voters registered in their county as of February 10<sup>th</sup> of each odd-numbered year. Attached for your use is a Checklist for Report of Registration Reporting identifying the required actions that you need to take.

Please ensure that the actions on the checklist have been completed and that the voter registration information with respect to voters registered as of February 10, 2019, is available in the California Statewide Voter Registration Database (VoteCal) as soon as possible beginning at the close of business on February 10, 2019, but **no later than February 18, 2019**.

A synchronization check is required as a pre-requisite for the Odd-Numbered Year Report of Registration. Please complete your synchronization check no more than 30 days prior to indicating readiness.

Please ensure that all your precincts are associated with the following districts: congressional, senate, assembly, board of equalization, supervisorial, and either city or unincorporated area. The SOS will run a precinct/district report verifying that all precincts are associated with the six districts and contact you if we identify any discrepancies.

The SOS will compile statewide statistics of voters using the data in VoteCal. After you indicate readiness, we will email you a report of this information along with a Statement of Registration Certification form. Please return this completed certificate **no later than March 1, 2019**, via email to [ror@sos.ca.gov](mailto:ror@sos.ca.gov) or via fax to (916) 654-3214. You do not need to send a hard copy of this form in the mail.

CC/ROV #19005  
January 10, 2019  
Page 2

If you need to make any changes to your data after its submittal, you must notify SOS 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, please contact the VoteCal Help Desk at (916) 654-1141 or send an email to [ror@sos.ca.gov](mailto:ror@sos.ca.gov). Thank you for your assistance.

Attachment:

Checklist for Report of Registration Reporting



## Checklist for Report of Registration Reporting February 10, 2019, Odd-Numbered Year Report of Registration

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

**February 18, 2019**

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

**March 1, 2019**

### **Complete Actions in the County Election Management System (EMS)**

- Perform a synchronization (sync) check no more than 30 days prior to indicating readiness and correct voter registration record differences identified by the sync check.
- Ensure that all precincts are associated with the following districts: congressional, senate, assembly, board of equalization, supervisorial, and either city or unincorporated area.
- Enter all online and paper affidavits into the county EMS with a registration date **up to and including February 10, 2019**.
- Indicate ROR readiness **no later than February 18, 2019**, 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.
- 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.

### **Verify Registration Totals Provided by Secretary of State for Reasonableness**

The registration totals as of the ROR date will be generated from VoteCal after you have indicated readiness. The totals will be emailed separately to each ROR county contact after SOS receives your readiness indicator, 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](mailto:ror@sos.ca.gov) or fax to (916) 653-3214 **no later than March 1, 2019**. You do not need to send a hard copy of this form in the mail.

## **Extract Report of Registration Totals from VoteCal**

- You may request your generated ROR totals from VoteCal. The totals will be sent electronically to your county EMS and your 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 Taylor Kayatta or any member of the VoteCal Help Desk immediately by phone at (916) 654-1141 or by email at [ror@sos.ca.gov](mailto:ror@sos.ca.gov).