

# National Voter Registration Act & Voter Registration Agencies

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Training for County Elections Officials

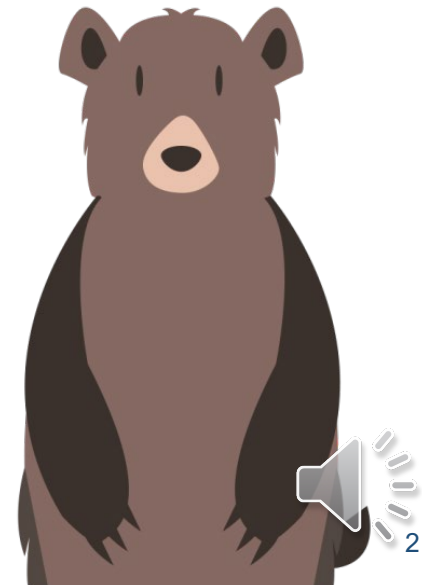
Revised January 2023



# Our NVRA Training Goals

## By the end of this training, you will:

- Be more familiar with the National Voter Registration Act (NVRA) and California law
- Understand the important roles of county elections officials, voter registration agencies (VRAs) and their staff
- Know what voter registration looks like in action under the NVRA
- Be aware of county NVRA responsibilities
  - Designating an NVRA coordinator on your team
  - Maintaining a roster of VRAs
  - Providing and tracking voter registration cards
  - Reporting to the Secretary of State's office
  - Providing training assistance, if requested



# National Voter Registration Act (NVRA)

- Signed into law in 1993
- Established that the right to vote is a **fundamental** right
- States that it is the duty of federal, state and local governments to promote voting
- Requires governmental agencies to offer voter registration
  - Known as “Motor Voter” – voter registration is offered to all DMV customers applying for a driver license or identification card (DL/ID), renewing a DL/ID, or requesting a change of address
  - Also reaches people who may not visit DMV
  - Must offer voter registration at any public assistance agency
  - Must offer voter registration at any agency primarily serving people with disabilities



# NVRA Goals



- Make it easier for U.S. citizens to register to vote
- Remedy past discrimination
  - In voting and in voter registration
  - Safeguard against “purging” voter rolls
- Increase voter registration in underserved and disabled communities



# Why Voter Registration Matters

- California has approximately 3 million unregistered eligible voters
- California has a voter registration rate of approximately 88%
- People can't vote unless they are registered
  - In 2020, 70.88% of eligible voters cast a ballot in the General Election
- Californians with disabilities and those who are low-income are less likely to be registered



# What's Going on in California: SB 35/Pre-Registration

- **California Law, Senate Bill 35 (SB 35)**
  - Effective January 2013
  - Codified the NVRA into California law and added new requirements
    - Elections Code sections 2400-2408
  - Created a 3-part team
    - Places requirements on county elections officials, Voter Registration Agencies (VRAs) and the Secretary of State's office
  - Puts into place voter registration accountability
    - You and the VRAs play a large role in this
- **Pre-registration is available for eligible 16 & 17-year-olds**
  - Pre-registrants will be automatically registered to vote on their 18<sup>th</sup> birthday



# Who Must Offer Voter Registration?



- Offices designated as Voter Registration Agencies (VRAs) must offer voter registration opportunities
- Three categories of VRAs
  - Public Assistance
  - Disability Service
  - Others

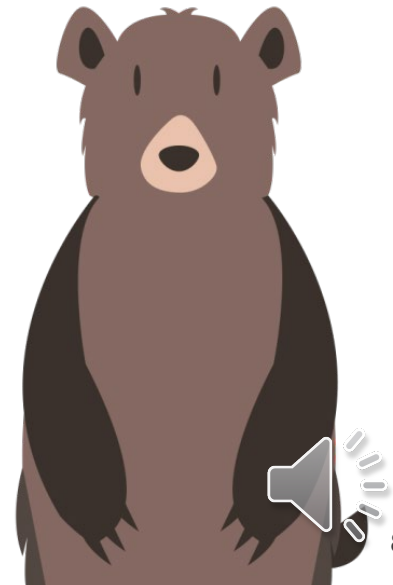


# California's VRAs

## Public Assistance Agencies

- County Health/Human Service Offices (CalFresh, CalWORKS, MediCal)
- Women, Infants, and Children (WIC) Offices
- Covered California (California's Health Benefit Exchange/HBEX)
- California Student Aid Commission (CSAC)
- County offices that administer General Assistance/General Relief Programs
- CA Dept. of Social Services in connection with the CalFresh Program
- Private entities under contract with Public Assistance Agencies to provide NVRA-related services

NOTE: Please visit our NVRA website for the most up-to-date list of VRAs:  
<https://www.sos.ca.gov/elections/voter-registration/nvra/voter-registration-agencies/vr-agency-contact-roster/>





# California's VRAs (cont'd)

## Disability Services Agencies

- Department of Rehabilitation
  - Vocational Rehabilitation Services
  - Independent Living Centers
- Department of Developmental Services
  - Regional Centers
- Department of Social Services
  - Office of Deaf Access Contractors
  - Office of Services to the Blind, Assistance Dog Special Allowance Program
- State & County Mental Health Providers
- In-Home Supportive Services (IHSS)
- University of California (UC) offices providing services to students with disabilities
- California State University (CSU) offices providing services to students with disabilities
- California Community Colleges (CCC) offices providing services to students with disabilities
- Private entities under contract with Disability Service Agencies to provide NVRA-related services



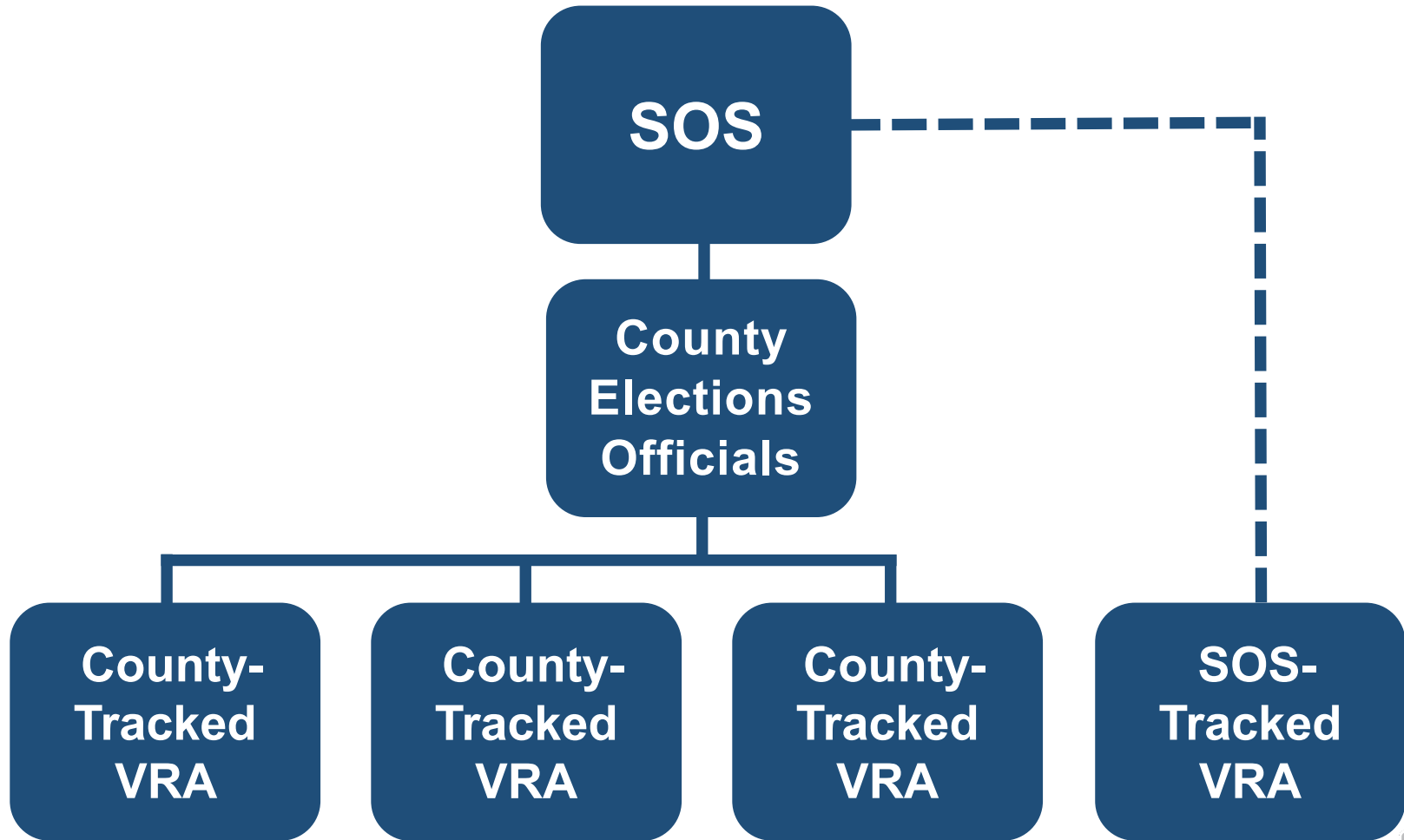
# California's VRAs (cont'd)

## Other VRAs

- Armed Forces Recruitment Offices
- California Department of Tax and Fee Administration District Offices
  - Private entities under contract with this agency to provide NVRA-related services
- Franchise Tax Board District Offices
  - Private entities under contract with this agency to provide NVRA-related services



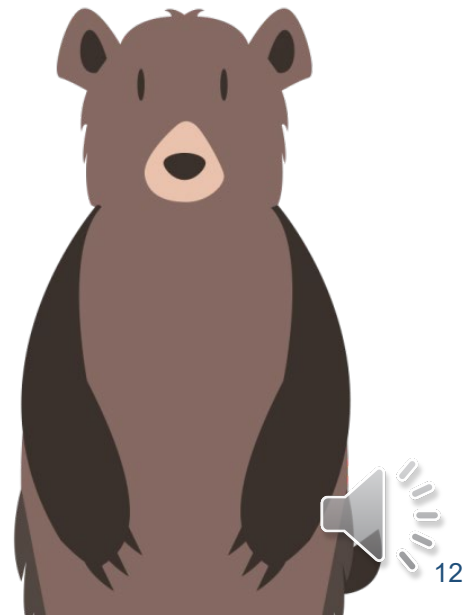
# The Core of the NVRA/California Law: A 3-Part Team



# The Core of the NVRA/California Law: SOS

## The Secretary of State must:

- Coordinate with county elections officials, VRAs, and state agencies on implementation
- Publish monthly reports with voter registration numbers from VRAs and each of their offices and sites
- Publish biennial voter registration reports for the US Election Assistance Commission (EAC)
- Prepare training materials



# The Core of the NVRA/California Law: County Elections Officials

## County elections officials must:

- Designate an NVRA Coordinator
- Place known VRAs, and their offices and sites, on a county roster
- Provide Voter Registration Cards (VRCs) to VRA offices within county (Elections Code § 2405(b)(1))
- Track the VRCs provided to VRAs and each of their offices and sites
- Report to the Secretary of State:
  - On monthly basis – the number of voter registrations from VRAs and each of their offices and sites
  - On biennial basis – voter registration numbers for the EAC
- Assist VRAs with training, upon request



# The Core of the NVRA/California Law: VRAs

## Voter registration agencies must:

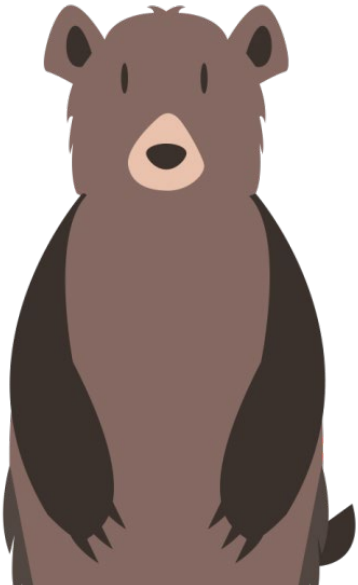
- Offer voter registration
- Designate an NVRA Coordinator at each site
- Notify the county elections officials of the location of each of their offices and sites
- Print Voter Preference Forms from SOS website in all required Voting Rights Act languages
- Order VRCs in all required Voting Rights Act languages
- Forward completed VRCs daily (best practice)
- Train staff annually on NVRA requirements
- Train new staff on how to carry out their NVRA responsibilities



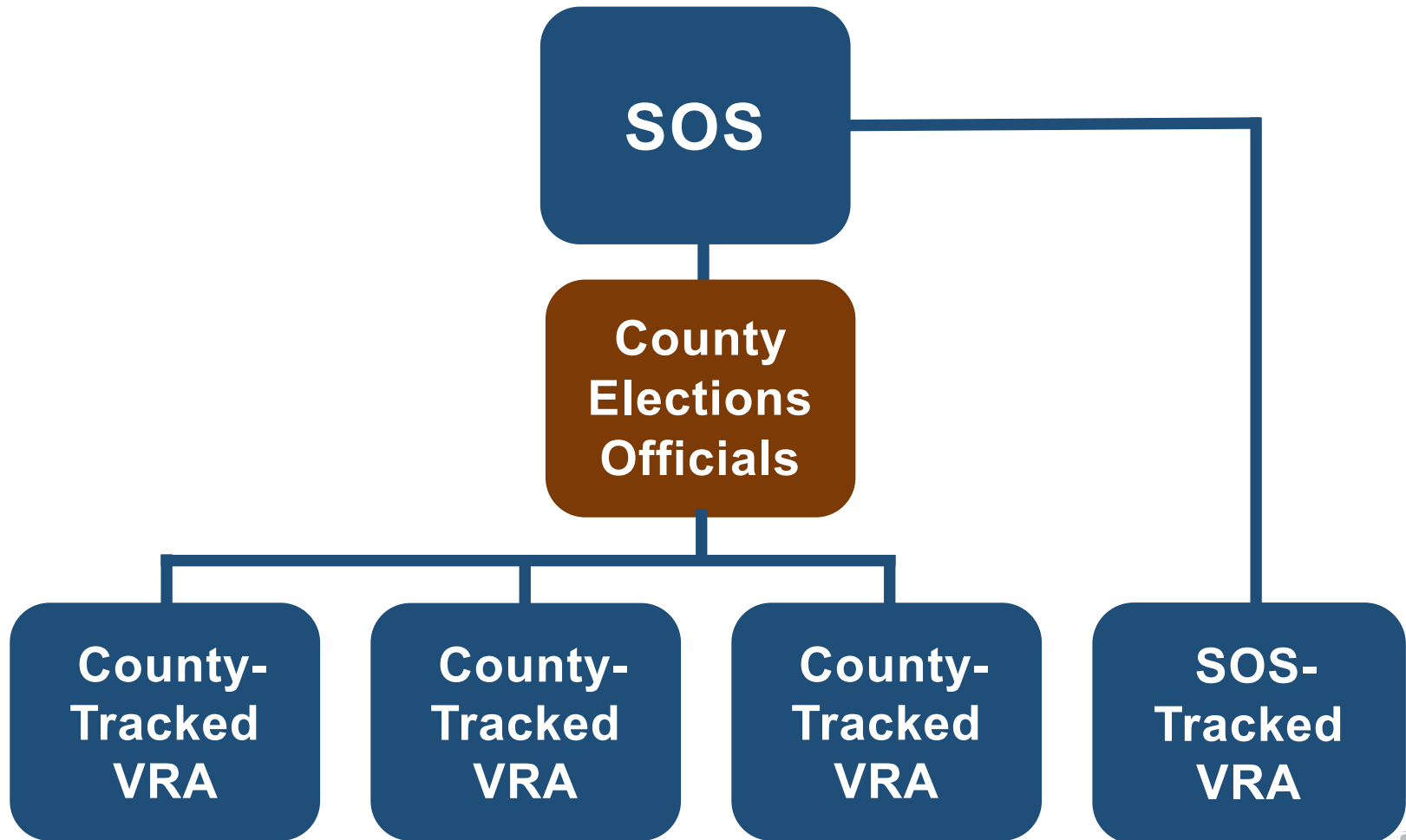
# The Core of the NVRA/California Law: VRAs (cont'd)

## VRAs must also:

- Incorporate online NVRA services into benefits enrollment websites
- Offer an opportunity to register to vote online and provide an online Voter Preference Form if they offer web-based enrollment. VRAs offering web-based enrollment include:
  - C-IV, Cal-Winn, LEADER Online Benefits Enrollment
  - Dept. of Rehabilitation – Vocational Rehabilitation Services
  - Covered California
  - Dept. of Tax and Fee Administration
  - CDSS in connection with the CalFresh Program



# The Core of the NVRA/California Law: County Elections Officials





# Responsibilities of County Elections Officials



- Designating an NVRA coordinator
- Maintaining a county VRA roster
- Providing VRCs to county-tracked VRAs
- Tracking VRCs sent to county-tracked VRAs
- Reporting to SOS
- Assisting VRAs with training, upon request



# Responsibilities of County Elections Officials: Designating an NVRA Coordinator

## Each county must designate an NVRA Coordinator.

- NVRA Coordinators report the voter registration counts from each VRA office and site to the SOS monthly.
- Each county must have a back up NVRA Coordinator to ensure monthly reports are submitted timely
- Please reach out to the SOS with updated contact information any time there are staffing changes



# Responsibilities of County Elections Officials: Maintaining a VRA Roster

**Your NVRA coordinator will place known VRAs, and each of their offices and sites, on a county VRA roster**

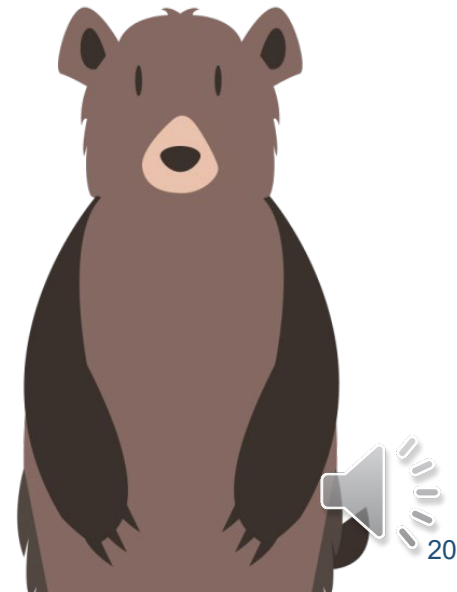
- VRAs should contact your office to introduce themselves
- VRAs should also identify their NVRA Coordinator to you
- VRAs should identify each of their offices and sites within the county
- Please reach out to VRAs within your county if they have not contacted your office (best practice)



# Responsibilities of County Elections Officials: Maintaining a VRA Roster (cont'd)

## Find Public Assistance VRAs in your County

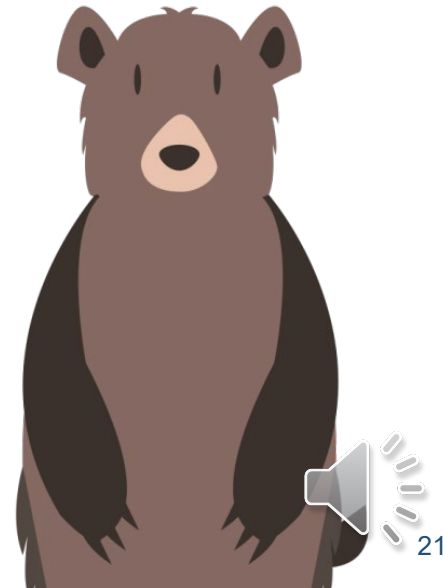
- County Social Services Departments (CalFresh, CalWORKS, Medi-Cal)  
<https://www.cdss.ca.gov/county-offices>
- Women, Infants, and Children (WIC)  
<https://m.wic.ca.gov/Clinics/ClinicSearch.aspx>



# Responsibilities of County Elections Officials: Maintaining a VRA Roster (cont'd)

## Find Disability Service VRAs in your County

- Department of Rehabilitation – offices offering vocational rehab services  
<https://www.dor.ca.gov/Home/FindAnOffice>
- Independent Living Centers (ILC)  
<http://cfilc.org/find-ilc/>
- In-Home Supportive Services (IHSS)  
<https://www.cdss.ca.gov/inforesources/county-ihss-offices>
- Regional Centers (RC)  
<https://www.dds.ca.gov/rc/listings/>
- Contractors with the Office of Deaf Access  
<https://www.cdss.ca.gov/cdssweb/entres/pdf/ODA/DeafAccessProgram.pdf>
- State and county mental health providers and contractors  
<https://www.dhcs.ca.gov/provgovpart>

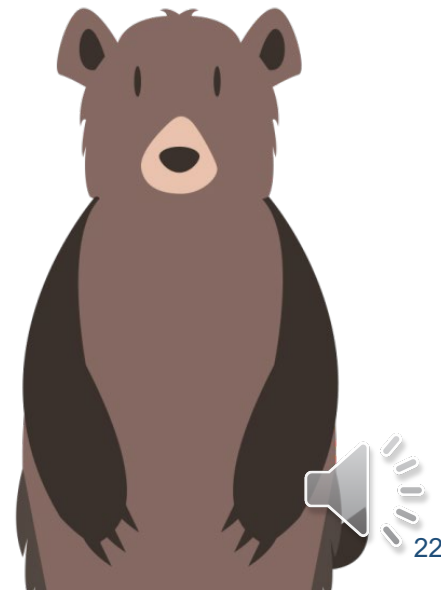


# Responsibilities of County Elections Officials: Providing VRCs to VRAs

## When VRAs, and each of their offices and sites, request VRCs:

- Your office must record the affidavit numbers of the VRCs you send
- Your office must track those VRC affidavit numbers by VRA as well as by each of their offices and sites
  - The tracking of affidavit numbers is a vital step in the disbursement and accountability process

When VRCs are returned by VRA applicants/clients, the tracked affidavit numbers ensures that the appropriate VRA (and its offices and sites) is credited for complying with the NVRA



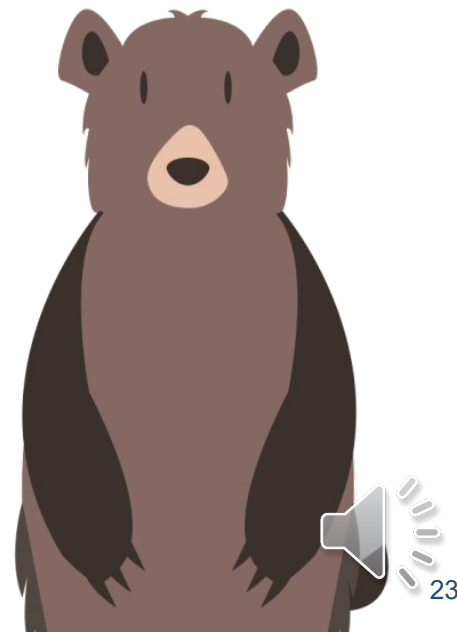
# Responsibilities of County Elections Officials: Providing VRCs to VRAs (cont'd)

## SOS-tracked VRAs

- Some VRAs order their VRCs from the Secretary of State's NVRA Coordinator, including:
  - University/College offices for students with disabilities
  - California Student Aid Commission
  - Office of Services to the Blind, Assistance Dog Special Allowance Program
  - California Department of Social Services, CalFresh Program

## County-tracked VRAs

- All other VRAs order their VRCs from their county elections officials



# Responsibilities of County Elections Officials: Tracking VRCs

## Request and review VRC inventory sheets

- VRAs, along with each of their offices and sites, should submit inventory sheets of existing VRCs to your office (best practice)
- The inventory sheets should contain the affidavit numbers of the current stock of VRCs at each VRA and its office and site
- Please review the inventory sheets to confirm that:
  - The listed VRC affidavit numbers are on record at your office
  - They correspond to the VRA and each of their offices and sites





# Responsibilities of County Elections Officials: Tracking VRCs - HBX and CalSAWS

## Tracking CA Health Benefit Exchange (HBX) and CalSAWS VRCs

- HBX and CalSAWS are county-tracked VRAs
  - Their application and/or renewal packets, with SOS VRCs, are mailed to clients from a centralized distribution facility
- The SOS orders these VRCs for HBX and CalSAWS, which are shipped directly to the centralized distribution facility
- The SOS VRC-VNC Coordinator will send an email to the counties each time a VRC order is placed
  - An attached spreadsheet will list all the HBX and CalSAWS VRC affidavit ranges (newly and previously issued)



# Responsibilities of County Elections Officials: Tracking VRCs - HBX and CalSAWS (cont'd)

- Each county elections official must enter these VRC affidavit ranges into their EMS so they are included on the monthly NVRA reports (SB35 spreadsheets)
- Counties have been tracking HBX registrations this way for several years, but CalSAWS is a new requirement as of September 2022
  - Counties will need to add a row for CalSAWS into their SB35 spreadsheets, in the Public Assistance (PA) category
  - All registrations processed from the CalSAWS affidavit ranges should be reported in this row

<b>Alameda</b>	<b>November-22</b>	
PA	Alameda County WIC Office - Union City	
PA	Axis Community Health (WIC)	
PA	Axis Community WIC Office Pleasanton	
PA	California Health Benefit Exchange	
PA	CalSAWS	
PA	City of Berkeley (WIC)	
PA	East Oakland Health Center (WIC)	

# Responsibilities of County Elections Officials: Reporting to SOS

## Report VRA voter registration numbers to the SOS by the 10<sup>th</sup> of each month

At the beginning of each month, the SOS sends an email to the county NVRA Coordinators requesting their VRA registration numbers for the prior month. The email contains 3 attachments:

- SB35 Reporting Spreadsheet (XLSX)
- County Reporting Memo (PDF)
- Instructions on how to complete and submit the monthly reports (PDF)
- The monthly SOS spreadsheet reports can be found at <https://www.sos.ca.gov/elections/voter-registration/nvra/reports/>

Counties are responsible for providing a backup to the NVRA coordinator in order to ensure that reports arrive to the SOS by the 10<sup>th</sup> of the month as required by statute.



# Responsibilities of County Elections Officials: Reporting to SOS (cont'd)

**The SB 35 Reporting Spreadsheet is organized by reporting agency category:**

1. Public Assistance Agencies (PA)
2. State Funded Agencies Primarily Serving People with Disabilities (DA)
3. Armed Forces Recruitment Offices (AF)
4. Other Agencies (O)
5. Undistinguishable (U)

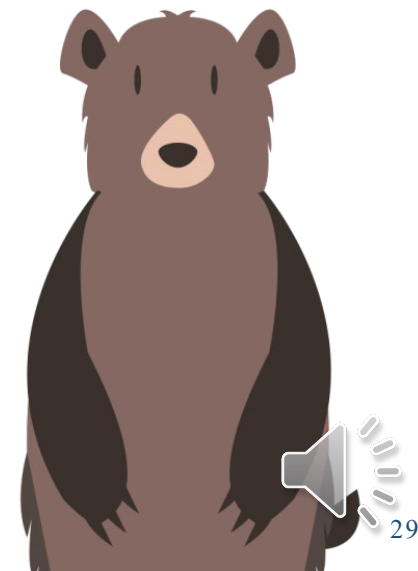


# Responsibilities of County Elections Officials: Reporting to SOS (cont'd)

## What to Report in Each Category

### Public Assistance Agencies (PA) :

- County welfare offices that accept applications and administer benefits for CalFresh, CalWORKS and MediCal
- County offices that accept applications and administer benefits for General Assistance/General Relief Programs
- County WIC offices
- Any private entities under contract with any of these offices to provide NVRA-related services

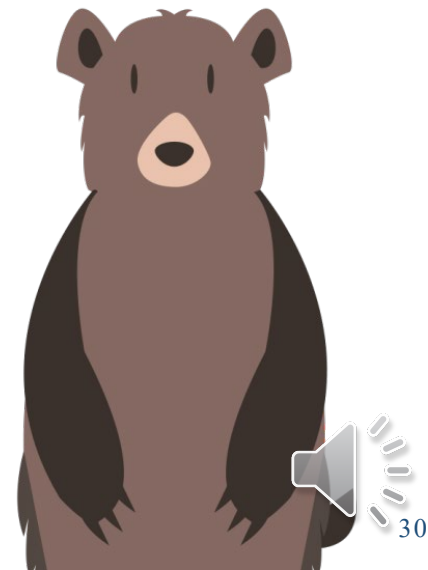


# Responsibilities of County Elections Officials: Reporting to SOS (cont'd)

## What to Report in Each Category

### State-Funded Agencies Primarily Serving Persons with Disabilities (DA) :

- County welfare departments, which accept applications and administer benefits for In-Home Supportive Services Program (IHSS)
- Department of Developmental Services Regional Centers
- Department of Social Services, Office of Deaf Access
- Independent Living Centers
- State Department of Rehabilitation
- State and County Mental Health Providers
- Any private entities under contract with any of these offices to provide NVRA-related services



# Responsibilities of County Elections Officials: Reporting to SOS (cont'd)

## What to Report in Each Category

### Armed Forces Recruitment Offices (AF) :

- Air Force, Army, Coast Guard, Marines, Navy, Space Force

Many armed forces recruitment offices do not request VRCs from county elections officials and instead use the Federal Post Card Application (FPCA) when offering voter registration.

Often, the armed forces recruiting office name and address will appear in the return address section of the FPCA, indicating it is an armed forces recruitment office; if that is the case, those registrations should be included in the monthly NVRA reporting.

Please note, this applies ONLY to armed forces recruiting offices; FPCAs and VRCs received from other veterans' agencies and/or military or overseas voters should not be reported here.



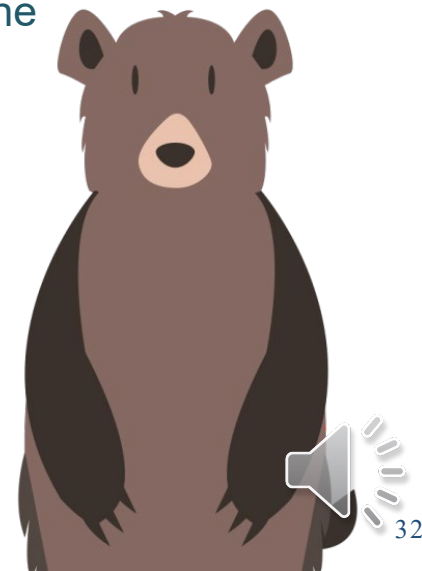
# Responsibilities of County Elections Officials: Reporting to SOS (cont'd)

## What to Report in Each Category

### Other Agencies (O):

- Franchise Tax Board offices, which provide public access for income tax instructions and assistance
- California Department of Tax and Fee Administration offices
- Any private entities under contract with these offices to provide NVRA-related services

**NOTE:** The “Other Agencies” category is specific to the agencies listed above and is not a “catchall” for agencies that do not seem to fit into one of the other categories. If unsure which category a voter registration agency should be reported under, please contact the agency, and inquire, or contact our office for guidance.





# Responsibilities of County Elections Officials: Reporting to SOS (cont'd)

## What to Report in Each Category

### Undistinguishable (U):

The Undistinguishable category is used to list VRCs received from an agency that cannot be identified or has not been added to your EMS yet. Undistinguishable counts should be minimal.



# Responsibilities of County Elections Officials: Reporting to SOS (cont'd)

## What NOT to Report in Each Category

### SOS-Tracked Agencies:

- Department of Motor Vehicles (DMV)
- California Student Aid Commission (CSAC)
- Department of Social Services, Office of Services to the Blind, Assistance Dog Special Allowance Program
- University of California, offices for students with disabilities
- California State University, offices for students with disabilities
- California Community Colleges, offices for students with disabilities
- Any private entities under contract with these offices to provide NVRA-related services.



# Responsibilities of County Elections Officials: Reporting to SOS (cont'd)

## What NOT to Report in Each Category

### Undesignated VRAs:

- Social Security Administration
- Libraries
- Correctional Facilities
- Employment Development Department
- League of Women Voters
- Law Enforcement Offices
- County Clerks/Recorders Offices



# Responsibilities of County Elections Officials: Reporting to SOS (cont'd)

## Example of completed SB 35 Spreadsheet:

Types of Offices	Public Assistance (PA) Disability Agency (DA) Armed Forces (AF) Other (O)	Number of VRCs received
PA	Placer County Health & Human Services Administration	72
PA	CA Health Benefit Exchange-CoveredCA	10
PA	WIC	1
PA	C-IV	0
	<b>PA Total</b>	<b>83</b>
DA	Department of Rehabilitation Auburn Branch	0
DA	Department of Rehabilitation Roseville Branch	0
DA	Department of Developmental Services Alta California Regional Center	0
DA	Auburn - Placer Independent Resource Services (PIRS)	0
DA	Placer County Adult Systems of Care (ASOC-IHSS)	1
	<b>DA Total</b>	<b>1</b>
AF		0
	<b>AF Total</b>	<b>0</b>
O		0
	<b>O Total</b>	<b>0</b>
	<b>Undistinguishable</b>	

# Responsibilities of County Elections Officials: Reporting to SOS - County Reporting Memo (PDF)

## Example County Reporting Memo (PDF):

- Category totals must match SB 35 Spreadsheet
- Please fill in all fields on the PDF
- If there is nothing to report, enter numeric 0, please do not put N/A

Please indicate the number of voter registration applications that were received from **Non-DMV NVRA Voter Registration Agency Offices** by each of the following categories in your county during the Month of: **January 2020**.

- (PA) All Public Assistance Agencies mandated as registration sites under NVRA:
- (DA) All State-Funded Agencies primarily serving persons with disabilities:
- (AF) All Armed Forces Recruitment offices:
- (O) Other agencies Designated by the State under NVRA:
- (U) Undistinguishable (if your county does not have the capability to distinguish among the categories, please provide a combined total of voter registration applications for all non-DMV NVRA voter registration agency offices):



# Responsibilities of County Elections Officials: Reporting to SOS (cont'd)

## Report voter registration numbers every two years for EAC reports

- The biennial Election Assistance Commission (EAC) reports can be found at <https://www.sos.ca.gov/elections/voter-registration/nvra/reports/>
- If you need assistance with tracking or reporting, contact the SOS office

NOTE: The SOS reports the number of voter registrations generated from all VRAs' unique URLs as well as paper registrations from the SOS-tracked VRAs, as those VRAs order state VRCs directly from the Secretary of State.



# Responsibilities of County Elections Officials: Training

[Home](#) ▶ [Elections and Voter Information](#) ▶ [Voter Registration](#) ▶ [National Voter Registration Act \(NVRA\)](#) ▶ [Training Information and Resources](#) ▶

## Resources for County Elections Officials

### National Voter Registration Act

[NVRA Home](#)

[Requirements & Laws](#)

[NVRA Voter Registration Agencies](#)

[County Responsibilities](#)

[Training Information & Resources](#)

[NVRA Reports](#)

[Frequently Asked Questions](#)

[Contact Information](#)

[Elections Home](#)



The Secretary of State provides National Voter Registration Act (NVRA) training materials for county elections officials. This training includes information related to Senate Bill 35, which codified many best practices across California. Elections officials use these materials to train other county officials that provide public assistance and/or serve people with disabilities.

### Voter Registration Agency Training

Slideshow: [\(PPT\)](#) | [\(PDF\)](#)

[NVRA Basics - Quick Reference Sheet \(PDF\)](#)

[Training Frequently Asked Questions \(PDF\)](#)

### List Maintenance Training

Slideshow: [\(PPT\)](#) | [\(PDF\)](#)

NVRA 8d2 Card Template: [\(PDF\)](#) | [\(INDD\)](#)

Spanish [\(PDF\)](#) | [\(INDD\)](#)

Chinese [\(PDF\)](#) | [\(INDD\)](#)

Hindi [\(PDF\)](#) | [\(INDD\)](#)

Japanese [\(PDF\)](#) | [\(INDD\)](#)

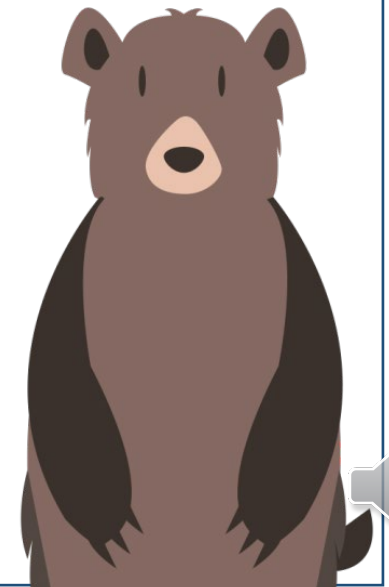
Khmer [\(PDF\)](#) | [\(INDD\)](#)

Korean [\(PDF\)](#) | [\(INDD\)](#)

Tagalog [\(PDF\)](#) | [\(INDD\)](#)

Thai [\(PDF\)](#) | [\(INDD\)](#)

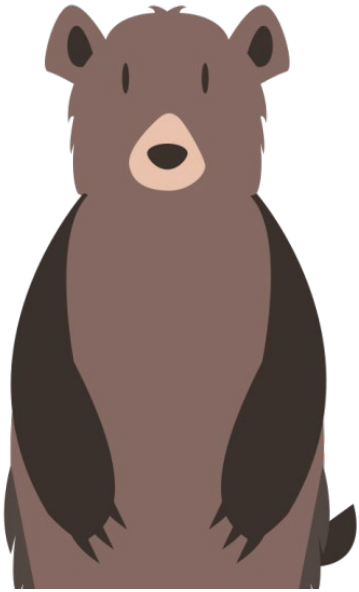
Vietnamese [\(PDF\)](#) | [\(INDD\)](#)



# Responsibilities of County Elections Officials: Assisting VRAs with Training

## Assist VRAs with NVRA training, upon request

Choose the  
link you wish  
to view



The Secretary of State provides National Voter Registration Act (NVRA) resources and training materials for county elections officials, NVRA agency coordinators and NVRA agency staff. Elections officials and NVRA agencies can use these materials to train agencies in their county and their staff that provide public assistance or serve people with disabilities. The NVRA requires annual training of agency staff and training of new staff as they come on board. Follow the links below to find the appropriate training for your staff. The tools and resources included in these links, once reviewed, will satisfy the annual training requirements.

### [New and Noteworthy: 2021 NVRA Updates](#)

#### [Training and Resources for County Elections Officials](#)

The Secretary of State provides National Voter Registration Act (NVRA) training materials for county elections officials. This training includes information related to Senate Bill 35, which codified many best practices across California. Elections officials use these materials to train other county officials that provide public assistance and/or serve people with disabilities.

#### [Training and Resources for VRA Coordinators](#)

The Secretary of State provides National Voter Registration Act (NVRA) training materials for voter registration agency (VRA) coordinators. These coordinators are tasked with ensuring compliance of the NVRA within their agency's offices/sites. This includes ordering/tracking of voter registration cards, annual training of staff, and coordination of NVRA responsibilities with their local county elections official. These training materials will help coordinators complete annual training and will satisfy the annual requirement under the NVRA.

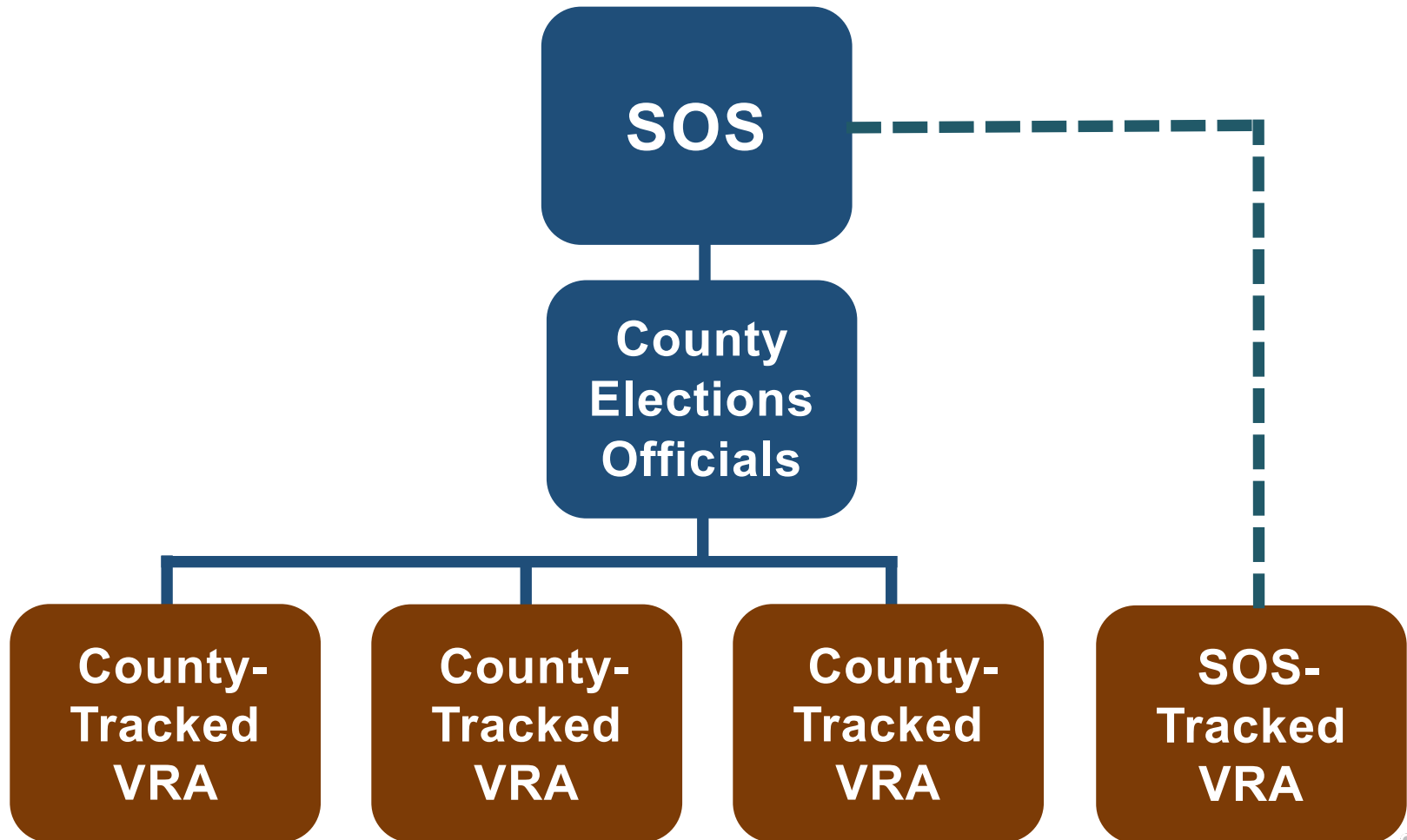
#### [Training and Resources for VRA Staff](#)

The Secretary of State provides National Voter Registration Act (NVRA) training materials for VRA staff. These staff are office/site staff that assist participants with their agency's application, renewal, or change of address processes. The NVRA requires these staff to be trained annually on the procedures and requirements of the NVRA. These training materials will help satisfy the annual requirement under the NVRA.





# The Core of the NVRA/California Law: VRAs



# 2

## Forms at

# 3

## Opportunities



**NVRA requires VRAs to offer voter registration by:**

- **Offering 2 forms**
  - Voter Preference Forms (VPFs)
  - Voter Registration Cards (VRCs)
- **At 3 opportunities**
  - Application for new services or benefits
  - Application for renewal or recertification
  - Notification of change of address



# 2 Forms at 3 Opportunities (cont'd)

## Form 1 – Voter Preference Forms (VPFs)

- Available from SOS website in 10 languages  
<http://www.sos.ca.gov/elections/voter-registration/nvra/training/voter-preference-forms/>
- Have VPFs available in all required VRA languages
- Keep VPFs for 2 years
  - Can be stored electronically or as a hard copy, in individual case files or in a central file



# Form 1: California's Voter Preference Form (VPF)

**If you are not registered to vote where you live now, would you like to apply to register to vote here today?**

(Check One)

- Already registered. I am registered to vote at my current residence address.
- Yes. I would like to register to vote. (Please fill out the attached voter registration form.)
- No. I do not want to register to vote.

**NOTE: IF YOU DO NOT CHECK A BOX, YOU WILL BE CONSIDERED TO HAVE DECIDED NOT TO REGISTER TO VOTE AT THIS TIME. YOU MAY TAKE THE ATTACHED VOTER REGISTRATION FORM TO REGISTER AT YOUR CONVENIENCE.**

Applicant Name

Date

### Important Notices

1. Applying to register or declining to register to vote will **not** affect the amount of assistance that you will be provided by this agency.
2. If you would like help in filling out the voter registration form, we will help you. The decision whether to seek or accept help is yours. You may fill out the voter registration form in private.
3. If you believe that someone has interfered with your right to register or to decline to register to vote, your right to privacy in deciding whether to register or in applying to register to vote, or your right to choose your own political party preference or other political preference, you may file a complaint with the Secretary of State by calling toll-free (800) 345-VOTE (8683) or you may write to: Secretary of State, 1500 - 11<sup>th</sup> Street, Sacramento, CA, 95814. For more information on elections and voting, please visit the Secretary of State's website at [www.sos.ca.gov](http://www.sos.ca.gov).

01/13 NVRA Voter Preference Form



# 2 Forms at 3 Opportunities (cont'd)

## Form 2 – Voter Registration Cards (VRCs)

- Help the applicant register, if asked
  - “Equal Assistance” = providing as much assistance with completing the VRC as you do with your agency’s forms
- Offer VRCs in all required Voting Rights Act languages
  - These may be different from the languages in which you are required to provide services, depending on your program/agency
- Keep sufficient stock of VRCs on hand at all offices and sites
- Forward completed VRCs daily (best practice)



# Form 2: California's Voter Registration Card

- Refer to our website for a quick guide for completing VRCs: <https://elections.ca.gov/pdfs/quick-guide-vrc.pdf>

**California  
Voter Registration/Pre-Registration Application**

Print clearly using blue or black ink. Use this form if you: (1) are a new voter, (2) are pre-registering to vote, (3) have changed your name, (4) have moved and need to update your voter registration address, or (5) want to change your political party preference. You can also register to vote online at [RegisterToVote.ca.gov](http://RegisterToVote.ca.gov).

**1 Qualifications**

I am a U.S. citizen and resident of California .....  Yes  No **IF "No," you CANNOT register.**  
 I am 18 or older .....  Yes  No **Daily choice one.**  
 I am 16 or 17 and want to pre-register .....  Yes  No

**2 Your legal name**

First \_\_\_\_\_ Middle \_\_\_\_\_  
 Last (including suffix, such as J, Sr., Alt)

**3 Identification**

If you do not have a CA driver license or CA ID card, list the last 4 numbers of your Social Security Number (SSN), if you have one.

Date of birth: W T T T Y Y Y Y  
 California driver license or ID card # \_\_\_\_\_  
 U.S. state or foreign country of birth \_\_\_\_\_

**4 The address where you live**

Do not use a P.O. Box

Home address  
 City \_\_\_\_\_ State CA Zip \_\_\_\_\_  
 If you do not have a street address, describe where you live including cross streets.

**5 The address where you receive mail**

Do not use a P.O. Box

Mailing address - if different from above or a P.O. Box # \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Foreign country \_\_\_\_\_

**6 Registration history**

If you were previously registered or pre-registered to vote, fill out this section.

First name \_\_\_\_\_ Middle initial \_\_\_\_\_ Last name \_\_\_\_\_  
 Previous address \_\_\_\_\_ City \_\_\_\_\_  
 State \_\_\_\_\_ Zip \_\_\_\_\_ Precinct county \_\_\_\_\_  
 Previous political party preference (if any) \_\_\_\_\_

**7 Vote by mail**

I want to get my ballot by mail before each election. **\*If "Yes," you will get your ballot by mail before each election but, if you want to vote in person, you must turn in your ballot or vote a provisional ballot.**  
 Yes\*  No

**8 Political party preference**

If you choose "No Party/None," you may not be able to vote for some parties' candidates at a primary election for U.S. President, or for a party's central committee.

I want to choose a political party preference  
 American Independent Party  
 Democratic Party  
 Green Party  
 Libertarian Party  
 Peace and Freedom Party  
 Republican Party  
 Other (specify): \_\_\_\_\_

I do not want to choose a political party preference  
 No Party / None

**Optional voter information**

Email (optional) \_\_\_\_\_  
 Phone number (optional) \_\_\_\_\_

My language preference for receiving election materials is:  
 English  Spanish  Chinese  Hindi  Japanese  
 Korean  Tagalog  Thai  Vietnamese  
 Other language \_\_\_\_\_  
 I want to be a poll worker.  
 My alternate place is: \_\_\_\_\_

**9 Affidavit**

I swear or affirm that:  
 I am a U.S. citizen and a resident of California and am 18 years old. I am not currently serving a state or federal prison term for the conviction of a felony. I am not currently found mentally incompetent to vote by a court. I understand that it is a crime to intentionally provide incorrect information on this form. I declare under penalty of perjury under the laws of the State of California that the information on this form is true and correct.

You must sign in the red box for your registration to be complete.

X \_\_\_\_\_  
 Signature Date Signed Month Day Year  
 220001

**10**

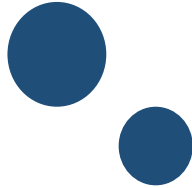
Did someone help you fill out or deliver this form?  
 If "Yes," the person who helped you must fill out and sign both parts of this blue box.

Signature \_\_\_\_\_ Date \_\_\_\_\_ / \_\_\_\_ / \_\_\_\_  
 Street address and phone # \_\_\_\_\_  
 City, name and phone # \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_ / \_\_\_\_ / \_\_\_\_  
 Street address and phone # \_\_\_\_\_  
 City, name and phone # \_\_\_\_\_

**The law protects your voter registration information against commercial use. Report any problems to the Secretary of State's Voter Helpline. (888) 345-8883.**

(This part is the voter's receipt.)



# Form 2 (cont'd): California's Online Voter Registration Application (COVR)



 **Dr. Shirley N. Weber**  
California Secretary of State

Website Help

### California Online Voter Registration

Welcome to the California Online Voter Registration website.

#### Language Preference

If you wish to continue in a language other than English, please select your language below.

<a href="#">Español Spanish</a>	<a href="#">한국어 Korean</a>
<a href="#">हिन्दी Hindi</a>	<a href="#">Tagalog</a>
<a href="#">中文 Chinese</a>	<a href="#">ภาษาไทย Thai</a>
<a href="#">日本語 Japanese</a>	<a href="#">Tiếng Việt Vietnamese</a>
<a href="#">ខ្មែរ Khmer</a>	

**Register to Vote Now**  
For California residents who want to be voters

**Pre-Register to Vote**  
For California residents age 16 and 17 who want to be future voters

**Check Your Registration Status**  
For California voters who want to confirm their address and other details



# 2 Forms at 3 Opportunities (cont'd)

## 3 Opportunities

1. At the time of application for new services or benefits
2. At the time of renewal or recertification
  - Regional Centers – Individual Program Plan (IPP)
  - Other agencies – reassessment of eligibility
3. Upon notification of change of address

**Voter registration must be offered on all types of transactions including in-person, phone, mail, and online (if available)**





# VRA Coordinator Responsibilities



- **Ordering More VRCs**
  - Order enough VRCs to serve all your clients
- **Tracking VRCs**
  - Inventory supply of VRCs
- **Accountability**
  - Identify your agency and all offices and sites
  - Check that your registration numbers are being reported accurately
- **Training Employees**
  - Train new employees on NVRA requirements and ensure that all employees receive yearly training

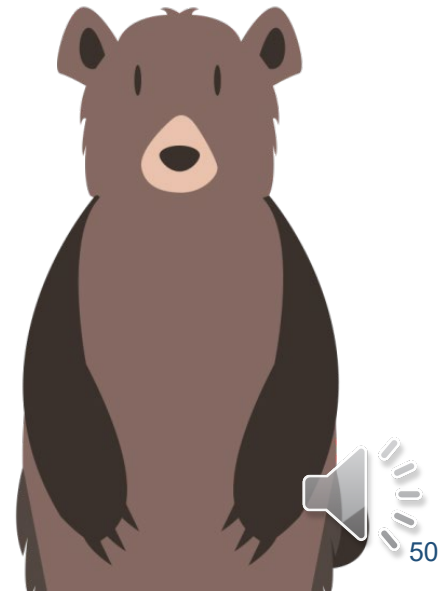
# VRA Coordinator Responsibilities: Ordering More VRCs

## SOS-Tracked VRAs

- These VRAs order their VRCs from the Secretary of State's NVRA Coordinator
  - University/College offices for students with disabilities
  - California Student Aid Commission
  - Office of Services to the Blind, Assistance Dog Special Allowance Program

## County-Tracked VRAs

- All other VRAs order their VRCs from their county elections officials



# VRA Coordinator Responsibilities: Ordering More VRCs (cont'd)

## SOS-Tracked VRAs

- Submit your VRC Order Form to the SOS by emailing to [vrc-vnc@sos.ca.gov](mailto:vrc-vnc@sos.ca.gov)
- The VRC Order Form is available at <https://elections.cdn.sos.ca.gov/nvra/statement-distribution.pdf>

## County-Tracked VRAs

- Establish a relationship with the county elections official's NVRA Coordinator
- Order new supplies of VRCs from the county elections official's NVRA Coordinator as needed
- Agencies should always identify themselves as VRAs when placing an order



# VRA Coordinator Responsibilities: Ordering More VRCs (Universities, Colleges, and Others)

email to: [vrc-vnc@sos.ca.gov](mailto:vrc-vnc@sos.ca.gov)

<b>Voter Registration Card Order Form</b> <i>for use by SOS Tracked Voter Registration Agencies only</i>	<table border="1" style="width: 100%; height: 100%; border-collapse: collapse;"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> </tr> </table>							

<b>I. General Information:</b>				
Name: Susan Smith			Date: 1/11/2021	
Name of Voter Registration Agency: Sacramento State University				
Address: 1500 Any Street				
City: Sacramento			State: CA	Zip Code: 95818
Mailing Address (if different): 1234 Broadway				
City: Sacramento			State: CA	Zip Code: 95820
Telephone: 916-123-4567			Email: susan.smith@sacstate.net	

<i>Please indicate the quantity of Voter Registration Cards requested in each language:</i>				
English 100	Spanish 50	Chinese	Hindi 50	Khmer
Korean	Japanese	Tamil	Thai 50	Vietnamese 50

Signature: <i>Susan Smith</i>	Date: 1/11/2021
-------------------------------	-----------------

<b>II. Proposed Method of Distribution (for SOS office use only):</b>
Other: NVRA

Email This Completed Form To: [VRC-VNC@SOS.CA.GOV](mailto:VRC-VNC@SOS.CA.GOV) -or- Fax to (916) 653-3214

# VRA Coordinator Responsibilities: Tracking

- Puts into place voter registration accountability
- Ensures the VRA is credited for complying with the NVRA when VRCs are returned by participants
- Voter registration numbers must be tracked for each agency as well as for each of their offices and sites



# VRA Coordinator Responsibilities: Tracking (cont'd)

## Inventory existing supply of VRCs

- Create an inventory sheet to track your supply of VRCs
- Record the affidavit numbers of your supply of VRCs in each language (best practice)
- More than one site? Create a separate inventory sheet listing the affidavit numbers at each site



# VRA Coordinator Responsibilities: Accountability

## SOS-Tracked VRAs

- SOS website will show the number of voter registration cards that are associated with your agency on the NVRA monthly spreadsheet

## County-Tracked VRAs

- County elections officials report your agency's voter registration numbers to the SOS once a month
- Check SOS website for the NVRA monthly spreadsheet report to ensure your agency's sites and registration numbers are correctly listed

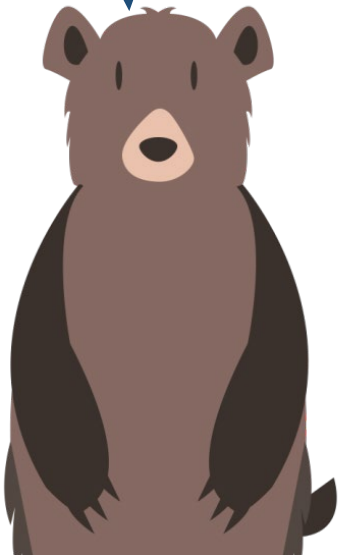


# VRA Coordinator Responsibilities: Accountability (cont'd)

The SOS NVRA monthly spreadsheet reports can be found at

[www.sos.ca.gov/elections/voter-registration/nvra/reports/](http://www.sos.ca.gov/elections/voter-registration/nvra/reports/)

Check  
Report #6  
or Report #8



[Home](#)» [Elections and Voter Information](#)» [Voter Registration](#)» [National Voter Registration Act \(NVRA\)](#)

## NVRA Reports

### Secretary of State NVRA Reports by County and Category

Under the National Voter Registration Act, every two years the Secretary of State compiles reports to the Election Assistance Commission (EAC) containing overall data for California. The reports are based on monthly county reports that counties submit to the Secretary of State's office and can be viewed below.

1. [Non-DMV Voter Registration Agencies: Monthly Totals by County and Category, April 2008 to Present \(XLS\)](#)
2. [Non-DMV Voter Registration Agencies: Yearly and Monthly Totals by County, 1995 to Present \(XLS\)](#)
3. [DMV New Motor Voter Registration Transactions Monthly and Yearly Totals by Category, April 2018 to Present \(XLS\)](#)  
[Review of National Voter Registration Act Compliance by the California Department of Motor Vehicles and the Secretary of State's Office - April 30, 2019 \(PDF\)](#)
- 3-A. [DMV New Motor Voter Registration Transactions Monthly and Yearly Totals by County, April 2018 to Present \(XLS\)](#)
4. [All NVRA Voter Registration Agencies: Yearly and Monthly Totals, 1995 to Present \(XLS\)](#)
5. [California Online Voter Registration \(COVR\) by All NVRA Agencies, April 2014 to Present \(XLS\)](#)
- 5-A. [COVR by NVRA Agencies Per County, February 2017 to Present \(XLS\)](#)
6. [SB 35/NVRA Monthly Reports by County and Agency Office/Site](#)
7. [DMV Voter Registration: Yearly and Monthly Totals, 1995 to March 2018 \(XLS\)](#)
- 7-A. [DMV Totals Per County, 2016 to March 2018 \(XLS\)](#)
8. [California University and College Offices for Students with Disabilities \(XLS\)](#)





# VRA Coordinator Responsibilities: Accountability: Report #6

	A	B	C
1	<b>Butte</b>	<b>February, 2020</b>	
2	Types of Offices	Public Assistance (PA) Disability Agency (DA) Armed Forces (AF) Other (O)	Number of VRCs received
3	PA	Butte County Department of Employment & Social Services	51
4	PA	Butte County Department of Public Health (WIC)	7
5	PA	Valley Oak Children's Services	
6	PA	CA Health Benefit Exchange-CoveredCA	12
7	PA	Head Start	4
8	PA	C-IV- Voter Registration Card Mailing	6
9	PA	Planned Parenthood	
10		<b>PA Total</b>	<b>80</b>
11	DA	Department of Rehabilitation Chico Branch	2
12	DA	Department of Developmental Services Far Northern Regional Center	
13	DA	Butte County Department of Behavioral Health	
14	DA	Department of Rehabilitation Oroville Branch	
15			
16			
17		<b>DA Total</b>	<b>2</b>
18	AF		
19			
20		<b>AF Total</b>	<b>0</b>
21	O	Social Security Office - Chico	
22		Social Security Office - Oroville	4
23		<b>O Total</b>	<b>4</b>
24			

Public Assistance offices in the county

Disability Service offices in the county

Select your county

Number of Voter Registrations in February

# VRA Coordinator Responsibilities: Accountability: Report #8

	A	N	AA	AB	AC	AD	AE	AF	AG	AH	AI	AJ	AK	AL	AM	AN
1	California State University (CSU) Disabilities Services Offices															
2	University	Total VRCs Completed 2018*	Total VRCs Completed 2019	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total VRCs Completed 2020
3	CSU Bakersfield	0	0	0	0											0
4	Cal Maritime	0	0	0	0											0
5	CSU Channel Islands	4	1	2	1											3
6	CSU Chico	3	2	0	0											0
7	CSU Dominguez Hills	0	1	0	0											0
8	CSU East Bay	20	2	0	0											0
9	Fresno State	3	2	0	0											0
10	CSU Fullerton	2	5	2	2											4
11	CSU Humboldt	2	0	0	0											0
12	CSU Long Beach	0	0	0	0											0
13	CSU Los Angeles	0	0	0	0											0
14	CSU Monterey Bay	8	13	1	1											2
15	CSU Northridge	3	4	0	0											0
16	Cal Poly Pomona	22	11	0	0											0
17	CSU Sacramento	0	0	0	0											0
18	CSU San Bernardino	6	9	0	0											0
19	CSU San Diego	0	2	0	0											0
20	CSU San Francisco	4	6	0	2											2
21	San Jose State	0	1	0	0											0
22	Cal Poly San Luis Obispo	4	3	0	0											0
23	CSU San Marcos	1	0	0	0											0
24	Sonoma State	8	7	1	0											1
25	CSU Stanislaus	1	0	0	0											0
26	<b>Total</b>	<b>91</b>	<b>69</b>	<b>6</b>	<b>6</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>12</b>

University/  
College

Previous  
year's total

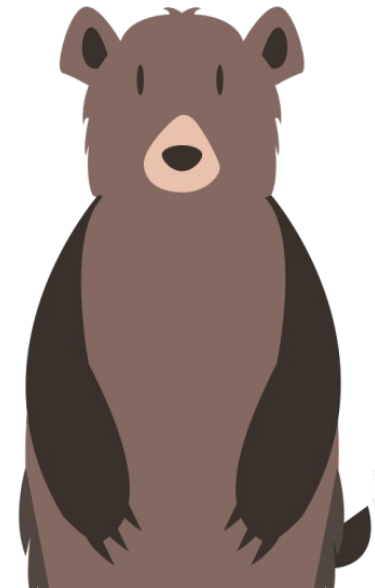
Total  
VRCs by  
month

Year-to-  
date total



# VRA Coordinator Responsibilities: Training

- Train new staff on the NVRA
- Ensure staff members receive NVRA training on a yearly basis
  - All staff members who assist clients in your agency's application, renewal, or change of address processes.
  - Coordinators can use training resources on the SOS website
  - Coordinators can request trainings from county elections officials or from the SOS NVRA Coordinators



# VRA Coordinator Responsibilities: Training (cont'd)

Choose the  
link you wish  
to view!

The Secretary of State provides National Voter Registration Act (NVRA) resources and training materials for county elections officials, NVRA agency coordinators and NVRA agency staff. Elections officials and NVRA agencies can use these materials to train agencies in their county and their staff that provide public assistance or serve people with disabilities. The NVRA requires annual training of agency staff and training of new staff as they come on board. Follow the links below to find the appropriate training for your staff. The tools and resources included in these links, once reviewed, will satisfy the annual training requirements.

## **New and Noteworthy: [2021 NVRA Updates](#)**

### **Training and Resources for County Elections Officials**

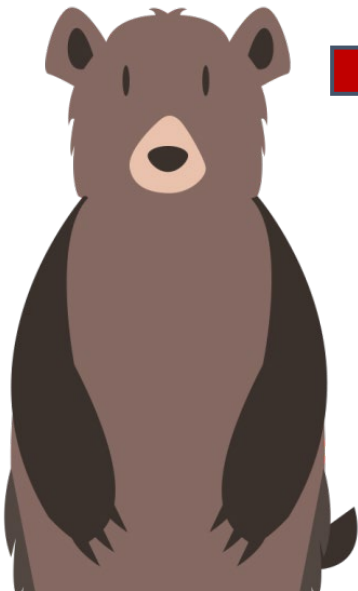
The Secretary of State provides National Voter Registration Act (NVRA) training materials for county elections officials. This training includes information related to Senate Bill 35, which codified many best practices across California. Elections officials use these materials to train other county officials that provide public assistance and/or serve people with disabilities.

### **Training and Resources for VRA Coordinators**

The Secretary of State provides National Voter Registration Act (NVRA) training materials for voter registration agency (VRA) coordinators. These coordinators are tasked with ensuring compliance of the NVRA within their agency's offices/sites. This includes ordering/tracking of voter registration cards, annual training of staff, and coordination of NVRA responsibilities with their local county elections official. These training materials will help coordinators complete annual training and will satisfy the annual requirement under the NVRA.

### **Training and Resources for VRA Staff**

The Secretary of State provides National Voter Registration Act (NVRA) training materials for VRA staff. These staff are office/site staff that assist participants with their agency's application, renewal, or change of address processes. The NVRA requires these staff to be trained annually on the procedures and requirements of the NVRA. These training materials will help satisfy the annual requirement under the NVRA.



# VRA Coordinator Responsibilities: Training (cont'd)

[Home](#) ▶ [Elections and Voter Information](#) ▶ [Voter Registration](#) ▶ [National Voter Registration Act \(NVRA\)](#) ▶ [Training Information and Resources](#) ▶

## Training and Resources for VRA Coordinators

### National Voter Registration Act

[NVRA Home](#)

[Requirements & Laws](#)

[NVRA Voter Registration  
Agencies](#)

[County Responsibilities](#)

[Training Information & Resources](#)

[NVRA Reports](#)

[Frequently Asked Questions](#)

[Contact Information](#)

[Elections Home](#)



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### Training

NVRA/SB35 Slideshow: ([PPT](#)) | ([PDF](#)) (updated 5/18/2021)

[NVRA American Sign Language Video](#)

California Online Voter Registration (COVR) Slideshow: ([PPT](#)) | ([PDF](#))

[COVR American Sign Language Video](#) (updated 4/28/2021)

[NVRA Basics - Quick Reference Sheet](#)

[Training Frequently Asked Questions](#)

### Resources

[California's NVRA Manual](#)

[NVRA Voter Preference Forms](#)

[Elections Video Resources](#)

[Voters with Disabilities](#)

[Voting Rights: Persons with a Criminal History](#)

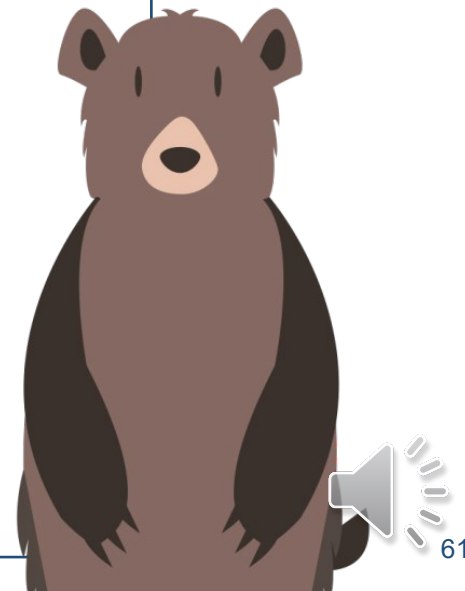
[NVRA Voter Registration Agency Guidance Letters](#)

[SOS NVRA Toolkit - How to Comply with the National Voter Registration Act](#)

[Disability Rights California - Voting Publications](#)

[Disability Etiquette](#)

[SOS-tracked VRA Voter Registration Card Order Form \(PDF\)](#)



# VRA Staff Responsibilities

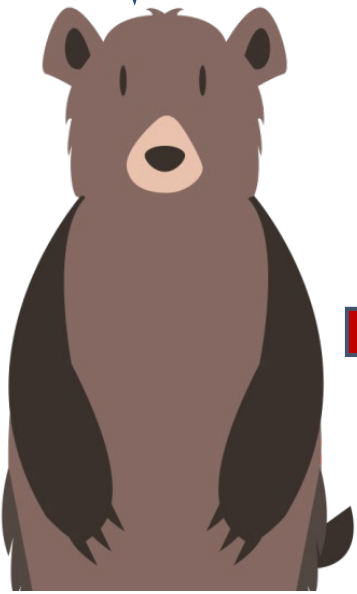


- **Establish a relationship with your office's or agency's NVRA Coordinator**
  - This person handles VRC orders
  - Be sure you have enough VRCs to serve all your clients
- **Receive NVRA training**
  - Receive yearly training on NVRA requirements if you assist clients with your agency's application, renewal or change of address processes
  - Contact your office's or agency's NVRA Coordinator if you have questions or would like further training
  - VRA staff may also refer to NVRA training resources on the SOS website



# VRA Staff Responsibilities: Training

Choose the link you wish to view!



The Secretary of State provides National Voter Registration Act (NVRA) resources and training materials for county elections officials, NVRA agency coordinators and NVRA agency staff. Elections officials and NVRA agencies can use these materials to train agencies in their county and their staff that provide public assistance or serve people with disabilities. The NVRA requires annual training of agency staff and training of new staff as they come on board. Follow the links below to find the appropriate training for your staff. The tools and resources included in these links, once reviewed, will satisfy the annual training requirements.

## **[New and Noteworthy: 2021 NVRA Updates](#)**

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# VRA Staff Responsibilities: Training (cont'd)

[Home](#) > [Elections and Voter Information](#) > [Voter Registration](#) > [National Voter Registration Act \(NVRA\)](#) > [Training Information and Resources](#) >

## Training and Resources for VRA Staff

### National Voter Registration Act

[NVRA Home](#)

[Requirements & Laws](#)

[NVRA Voter Registration Agencies](#)

[County Responsibilities](#)

[Training Information & Resources](#)

[NVRA Reports](#)

[Frequently Asked Questions](#)

[Contact Information](#)

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### Training

- [NVRA/SB35 Slideshow: \(PPT\) | \(PDF\)](#)
- [California Online Voter Registration \(COVR\) Slideshow: \(PPT\) | \(PDF\)](#)
- [NVRA Agency Video \(2014\): \[Open Captioned\]\(#\) | \[Open Captioned-Audio Described\]\(#\)](#)
- [NVRA Basics - Quick Reference Sheet](#)
- [Training Frequently Asked Questions](#)

### Resources

- [California's NVRA Manual](#)
- [NVRA Voter Preference Forms](#)
- [Voters with Disabilities](#)
- [Voting Rights for Persons with a Criminal History](#)
- [NVRA Voter Registration Agency Guidance Letters](#)
- [Public Service Announcements](#)
- [SOS NVRA Toolkit - How to Comply with the National Voter Registration Act](#)
- [Disability Rights California - Voting Publications](#)
- [Disability Etiquette](#)
- [SOS-tracked VRA Voter Registration Card Order Form \(PDF\)](#)





# NVRA Instructions from Public Assistance and Disability Services Agencies

**Many state public assistance and disability services agencies have provided specific NVRA/California Law instructions to their programs/staff:**

- Dept. of Social Services – County Welfare Departments (CalFresh, CalWORKS) (April 2019)
- Dept. of Social Services – County Welfare Departments (CalFresh, CalWORKS) (April 2018)
- In-Home Supportive Services (July 2017)
- Covered California (October 2014)
- Dept. of Health Care Services – Medi-Cal (July 2014)
- Dept. of Rehabilitation – Independent Living Centers (October 2013)
- Dept. of Developmental Services – Regional Centers (March 2013)
- Dept. of Rehabilitation – Vocational Rehabilitation Services (January 2013)
- Dept. of Social Services – Deaf Access Program (December 2012)
- Dept. of Public Health – Women, Infants, and Children Program (November 2011)

State agency instructions can be found at: <https://www.sos.ca.gov/elections/voter-registration/nvra/voter-registration-agencies/nvra-agency-guidance-letters/>



# NVRA Resources

## SOS Website Resources:

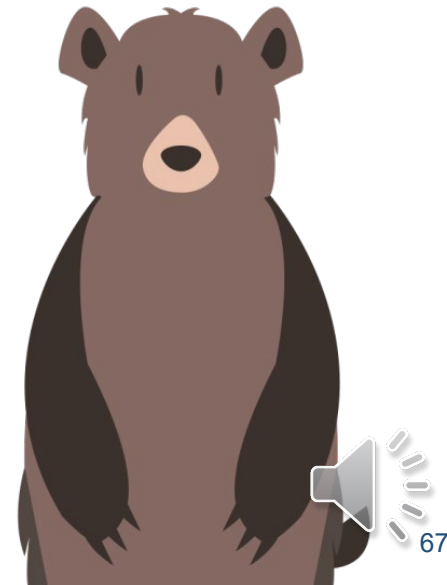
- NVRA Reporting  
<https://www.sos.ca.gov/elections/voter-registration/nvra/county-reporting-responsibilities/>
- NVRA Manual  
<https://www.sos.ca.gov/elections/voter-registration/nvra/laws-standards/nvra-manual/>
- NVRA Training  
<https://www.sos.ca.gov/elections/voter-registration/nvra/training/>
- Voters with Disabilities  
<https://www.sos.ca.gov/elections/voting-resources/voters-disabilities/>
- Californians with a Criminal History  
<https://www.sos.ca.gov/elections/voting-resources/voting-california/who-can-vote-california/voting-rights-californians/>



# NVRA Resources (cont'd)

## Additional Resources:

- ACLU's Toolkit  
[aclusandiego.org/NVRA-toolkit/](https://aclusandiego.org/NVRA-toolkit/)
- Disability Rights California  
[www.disabilityrightscalifornia.org/pubs/PublicationsVoting.htm](http://www.disabilityrightscalifornia.org/pubs/PublicationsVoting.htm)
- Disability Etiquette  
[unitedspinal.org/pdf/DisabilityEtiquette.pdf](https://unitedspinal.org/pdf/DisabilityEtiquette.pdf)



# Questions?

## Visit

[sos.ca.gov](https://sos.ca.gov)

[RegisterToVote.ca.gov](https://RegisterToVote.ca.gov)



## SOS Voter Hotlines:

English.....(800) 345-VOTE (8683)

Hindi.....(888) 345-2692

Khmer.....(888) 345-4917

Spanish.....(800) 232-VOTA (8682)

Thai.....(855) 345-3933

TTY/TDD.....(800) 833-8683

Chinese.....(800) 339-2857

Japanese.....(800) 339-2865

Korean.....(866) 575-1558

Tagalog.....(800) 339-2957

Vietnamese..(800) 339-8163

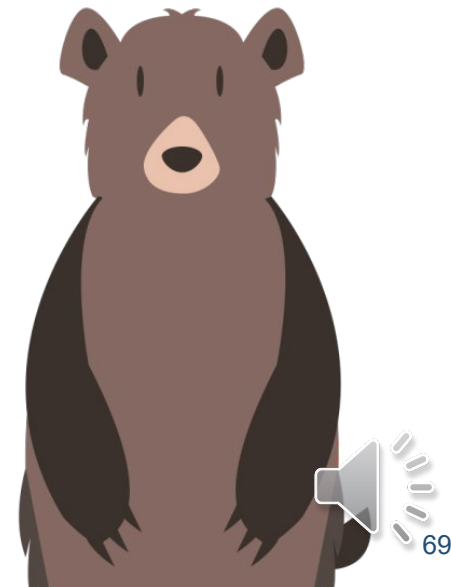


# Questions about NVRA/California Law?

## Questions about NVRA requirements, training, or other issues?

- Contact your county's NVRA Coordinator
- Contact the SOS NVRA Coordinators

[www.sos.ca.gov/elections/voter-registration/nvra/contact/](http://www.sos.ca.gov/elections/voter-registration/nvra/contact/)



# Secretary of State NVRA Information

## SOS NVRA Contact Information

- Phone: (916) 657-2166
- Fax: (916) 653-3214
- Email: [nvra@sos.ca.gov](mailto:nvra@sos.ca.gov)

## SOS NVRA Websites

- [www.sos.ca.gov/elections/voter-registration/nvra/](http://www.sos.ca.gov/elections/voter-registration/nvra/)
- [www.sos.ca.gov/elections/voter-registration/nvra/training](http://www.sos.ca.gov/elections/voter-registration/nvra/training)

