

National Voter Registration Act: List Maintenance

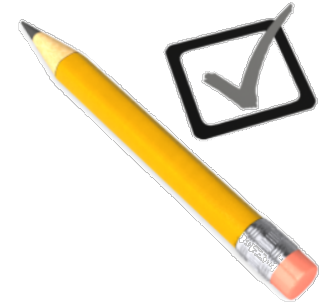
Training for County Elections Officials

Revised December 2023



What We'll Cover Today

- Federal law – NVRA
- California law – Elections Code
- Elements of list maintenance:
 - Voter registration applications and actions taken
 - Residency confirmation procedures and mailings
 - Change of address confirmation notices
 - Voter registration record statuses following confirmation notices
- Resources for County Elections Officials
- Secretary of State (SOS) contact information



Abbreviations

In this presentation, please take note of the following abbreviations:

COA: Change of address

NCOA: National Change of Address System

NVRA: National Voter Registration Act

SOS: Secretary of State

VIG: Voter Information Guide

VNC: Voter Notification Card

VRC: Voter Registration Card

Definitions

VoteCal: California's centralized voter registration database

2225(b) notice: a forwardable notice, including a postage-paid, pre-addressed return form, mailed to voters who moved to a new residence address in California

2225(c) notice: a forwardable notice, including a postage-paid, pre-addressed return form, mailed to voters who moved and left no forwarding address or who moved out of state

2225(c) notice = 52 U.S.C. § 20507(d)(2) notice = 8(d)(2) card

National Voter Registration Act (NVRA)

- Federal law
- Enacted by Congress in 1993 and went into effect in 1995
- The NVRA is codified at [52 U.S.C. §§ 20501 to 20511](#)
- 1st goal: increase the number of registered voters by requiring many government offices (known as voter registration agencies) to offer people the opportunity to register to vote
- 2nd goal: **and the focus of this training** – to protect the integrity of elections by requiring states to maintain accurate and current voter registration rolls - this is known as “**list maintenance**”

National Voter Registration Act (NVRA) (cont'd)

- California law, in general, mirrors the NVRA
- The SOS publishes the California NVRA Manual on the SOS website: <https://www.sos.ca.gov/elections/voter-registration/nvra/laws-standards/nvra-manual/>

52 USC § 20507



Requires that any list maintenance program aimed at ensuring the integrity of voter registration rolls:

- conform to certain basic requirements
- be uniform and nondiscriminatory

Establishes specific requirements concerning:

- Voter registration processing
- Notices to voters regarding the disposition of voter registration applications
- Maintenance of a general program that makes a “reasonable effort to remove the names of ineligible voters from the lists of eligible voters”

CA Elections Code



Establishes voter eligibility, registration, deadline, and notifications:

- Eligibility (Sections 2000-2053)
- Registration, deadlines, notifications (Sections 2100-2198)

“List Maintenance”:

- General provisions (Sections 2200-2213)
- Residency confirmation mailings and procedures (Sections 2220-2227)
- Most pertinent to this list maintenance training:
 - Change of address confirmation notices (Section 2225)
 - Change of address procedures and cancellation (Section 2226)

List Maintenance Requirements: NVRA & CA Elections Code

Together they require:

- Voter registration confirmation - sent to each newly registered voter or voter who updates their voter registration record
- Removing ineligible and deceased voters from the voter rolls
- Updating of a voter's registration record

AND

List Maintenance Requirements: NVRA & CA Elections Code (cont'd)

Canceling a voter's registration record if:

- Voter confirms a change of residence outside California; **or**
- County elections official receives:
 - mail that is undeliverable; **or**
 - information that voter has moved out of state; **or**
 - information that voter moved and failed to provide a forwarding address

AND

- county elections official mails a change of address confirmation notice – 8(d)(2) card; **and**
- following the mailing of the notice, voter fails to:
 - respond to the address confirmation notice,
 - confirm their residence address with their county elections official, and
 - vote in two subsequent federal general elections

The Elements of List Maintenance

**Voter registration applications and actions taken:
Accept, reject, or request a cure of the application**

**Residency confirmation procedures and mailings:
Confirmation of voters' residences prior to elections and on an ongoing basis**

**Change of address confirmation notices:
Mailed when county learns of a voter's change of address**

**Voter registration record statuses following residency confirmation mailings and change of address confirmation notices:
Active, inactive, and cancelled**

Voter Registration Applications & Actions Taken



Accept, reject, or request a
cure of the application

Found in:

Chapter 4, Sections II and
III of the California NVRA
Manual

Voter Registration Applications

- Section 8 of the NVRA and state law specify the time period for accepting valid voter registration applications and for determining eligibility for an upcoming election
- In California, the voter registration deadline is 15 days before each election
- A voter registration application must be accepted as timely for an upcoming election if it is received in one of the following ways by:
 - Elections official:
 - **Postmarked** on or before the voter registration deadline (mail)
 - **Received** by the elections official on or before the deadline
 - Department of Motor Vehicles (DMV):
 - **Submitted** to DMV on or before the deadline
 - NVRA voter registration agency (VRA):
 - **Accepted** at the agency on or before the deadline

Voter Registration Applications (cont'd)

- California law also provides for:
 - Online registration via the California Online Voter Registration Application (COVR) - must be submitted on or before the 15-day voter registration deadline
 - “Same day”/conditional voter registration (CVR) and provisional voting - available after the 15-day voter registration deadline up through and including Election Day
- DMV and VRAs must transmit completed registrations to elections officials within 10 days of acceptance and within five days, if accepted within five days of the voter registration deadline
- Counties immediately process as timely, completed applications that are:
 - Accepted by the DMV/VRA on or before the voter registration deadline
 - Received by the elections official prior to the certification of the election

Disposition of Voter Registration Applications

A voter registration application must contain statutorily required information

Example of REQUIRED information – checkbox for U.S. citizenship:

- for the application to be accepted, the applicant MUST check the “Yes” box to indicate U.S. citizenship
- if the checkbox is left blank, the application cannot be accepted
- [HAVA section 303\(b\)\(4\)\(A\)\(i\) and \(B\)](#)

Section 8 of the NVRA requires that elections officials notify each voter registration applicant of the disposition of their voter registration application, whether:

- the application is accepted or rejected, **or**
- request to cure/additional information is needed

Disposition of Voter Registration Applications: Accepted

If an applicant's eligibility is verified and the voter registration application is accepted:

- applicant becomes a registered voter, **or**
- if a reregistration, the voter's existing registration record is updated

If the application is missing information that falls within the “**rebuttable presumption**” category:

- the application must be accepted
- county elections officials do NOT need to contact applicant
 - no middle name or initial: presumption = none exists
 - no party preference: presumption = applicant declined to disclose one
 - no execution date: presumption = application was executed on or before the 15-day close, if the county elections official either:
 - received the application on or before the 15-day close, **or**
 - received application by mail and it is postmarked on or before the 15-day close
 - no state of birth within the U.S., but instead “U.S.A.,” “United States,” or other indication of the US: presumption = applicant was born in a state or territory of the U.S.
 - failure to furnish a place birth shall not preclude affidavit of registration from being deemed complete

Disposition of Voter Registration Applications: Accepted (cont'd)

Once the voter registration application is accepted

Counties must mail a non-forwardable Voter Notification Card (VNC):

- by first-class mail
- to the residence address listed on the voter's registration application
 - unless a separate mailing address has been provided, and if so, mail to that mailing address
- VNC shall state the voter's party preference:
 - "Party: (Name of political party)"

Disposition of Voter Registration Applications: Request to Cure

When the voter registration application is **missing required information**, county elections officials must:

- attempt to contact the applicant
- send the applicant a new VRC or a document requesting the missing information (if the mailing address is legible)

Residency Confirmation Procedures & Mailings



Confirmation of voters'
residences prior to elections
and on an ongoing basis

Found in:

Chapter 4, Section IV of the
California NVRA Manual

Residency Confirmation

- Section 8 of the NVRA requires that states “conduct a general program that makes a reasonable effort to remove the names of ineligible voters from the official lists of eligible voters” by reason of death or change of address
- The NVRA does not mandate a specific method of identifying ineligible voters
- California law provides several methods for county elections officials to confirm voters' addresses in compliance with NVRA requirements
- Methods for Residency Confirmation Mailings:
 - Voter Notification Cards (VNCs)
 - Pre-election Residency Confirmation Postcards*

*Alternative Methods to Pre-election Residency Confirmation Postcards:

- National Change of Address System (NCOA) Data
- Information on County VIG
- Consumer Credit Reporting Agency Notices

Residency Confirmation Mailings: Voter Notification Cards (VNCs)

Voter Notification Cards (*non-forwardable* postcard)

County elections officials must mail a VNC to voters upon the receipt of:

- a properly executed affidavit of registration, **or**
- address correction notice or letter pursuant to
 - Elections Code section 2119
 - Article 2 (commencing with Section 2220)
 - DMV – change of address (COA) information
 - 1st party COA as the result of an address or residency confirmation mailings/notices

* USPS provides updated information if the postcard cannot be delivered as addressed, but does not forward it to the addressee

Voter Notification Cards (VNCs)

Elec. Code, § 2155

Non-forwardable, first-class mail, address correction requested

Party: (Name of political party)

VOTER NOTIFICATION

You are registered to vote. The party preference you chose, if any, is on this card. This card is being sent as a notification of:

1. Your recently completed affidavit of registration.

OR,

2. A change to your registration because of an official notice that you have moved. If your residence address has not changed or if your move is temporary, please call or write to our office immediately.

OR,

3. Your recent registration with a change in party preference. If this change is not correct, please call or write to our office immediately.

You may vote in any election held 15 or more days after the date on this card.

Your name will appear on the roster kept at the polls.

Please contact our office if the information shown on the reverse side of this card is incorrect.

Residency Confirmation Mailings: Pre-election Residency Confirmation Postcards

Pre-election Residency Confirmation Postcards

County elections officials must:

- conduct a residency confirmation procedure at least 90 days before the direct primary election
- mail (non-forwardable postcard) to registered voters
 - Send “Address Correction Requested, Return Postage Guaranteed”

County elections officials are NOT required to mail a pre-election Residency Confirmation Postcard to:

- any voter who has voted at an election in the last six (6) months,
or
- to any person who will not be 18 years of age on or before the direct primary election

**Non-forwardable:* USPS provides updated information if the postcard cannot be delivered as addressed, but does not forward it to the addressee

Pre-election Residency Confirmation Postcard Elec. Code, § 2220(a)

“Address Correction Requested, Return Postage Guaranteed”

We are requesting your assistance in correcting the addresses of voters who have moved and have not reregistered.

1. If you still live at the address noted on this postcard, your voter registration will remain in effect and you may disregard this notice.
2. If the person named on this postcard is not at this address, please return this postcard to your mail carrier.

Residency Confirmation Mailings: Responses – 1st Person

Voter (1st person) response

Voter DOES NOT respond to the mailing:

- Voter's registration record status remains as "active"

Residency Confirmation Mailings: Responses – 1st Person (cont'd)

Voter (1st person) response

Treated as a notice of change of address; a forwardable address confirmation mailing must be sent to the voter.

When the voter responds with a residential address change:

- Within same county (County A) – County A shall:
 - Update the voter's registration record with this new information
 - Mail a VNC to the new residential address
 - Voter's registration record status remains as "active"
- To another county (County B):
 - County A shall use VoteCal's "push voter" function to alert the county associated with the new residence address (County B)
 - County B accepts the "push" (voter record is updated with the "push") AND shall mail a VNC to the new residential address
 - Voter's registration record status remains as "active"
- Out of state – County A shall:
 - Update voter's registration record status to "cancelled"
 - If voter has email on record, VoteCal will send an email alert regarding the cancellation

Residency Confirmation Mailings: Responses – 1st Person (cont'd)

Voter (1st person) response

Voter responds with a mailing address change:

- County A shall:
 - Update the voter's registration record to add or update this new mailing address
 - Voter's registration record status remains as "active"

Residency Confirmation Mailings: Responses – 3rd Person

Returned/undeliverable (3rd person) response

Treated as a notice of change of address. A *forwardable* address confirmation mailing will be sent to the voter.

When the address change is to a residential address in:

- Same county (County A) - County A shall:
 - Update the voter's registration record with this new information
 - Mail a 2225(b) notice to the new residential address
 - Voter's registration record status remains as "active"
- Another county (County B):
 - County A shall use VoteCal's "push voter" function to alert the county associated with the new residence address (County B)
 - County B accepts the "push" (voter record is updated with the "push") AND shall mail a 2225(b) notice to the new residence address
 - Voter's registration record status remains as "active"
- If a returned mailing or postal service change-of-address data received indicates that the voter has moved and left no forwarding address, or if any of these sources indicate that a voter has moved out of the state - County A shall:
 - Update the voter's registration record status to "inactive,"
 - Mail an 8(d)(2) card/2225(c) notice

Residency Confirmation Mailings: Responses – 3rd Person (cont'd)

Returned/undeliverable (3rd person) response

When the forwarding address change is to a mailing address:

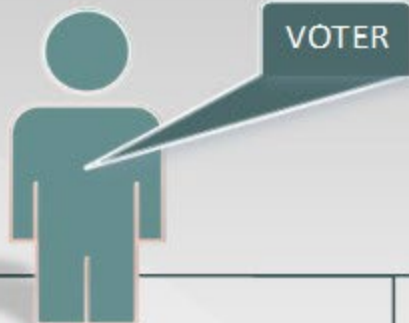
- County A (voter's county) shall:
 - Update the voter's registration record with this new mailing address
 - Voter's registration record status remains as "active"

LIST MAINTENANCE: VNC

VNC
EC §2155

Reason for Mailing:

- New/re-reg VRCs/DMV/COVR
- Letter (EC §21 19)
- DMV – COA
- 1st party COA info result of any mailing (VNC/2225/8d2 Card/2227)



VOTER CONFIRMS IN WRITING

POSTAL RETURN NOTICE

Same Address

- ~ County action
- Updates voter record noting receipt

New COA - In CA

- ~ County action
- Old county uses "Push Voter" function to send to new county
 - New county sends VNC

New COA - Out of CA

- ~ County action
- No follow-up mailing necessary
 - Cancels voter record

Voter Does Not Respond to Mailing

- ~ County action
- No action

Returned Undeliverable

- ~ County action
- Updates voter record status to "inactive" and send 8d2 card/2225(c)

In CA

- ~ County action
- Updates voter record and sends 2225(b) notice to new address
- If out of county:**
- Old county uses "Push Voter" function
 - New county sends 2225(b) notice to new address

Out of CA

- ~ County action
- Updates voter record status to "inactive" and sends 8d2 card

Without Information

- ~ County action
- Updates voter record status to "inactive" and sends 8d2 card

Person at address confirms voter does not live there

- ~ County action
- Updates voter record status to "inactive" and sends 8d2 card

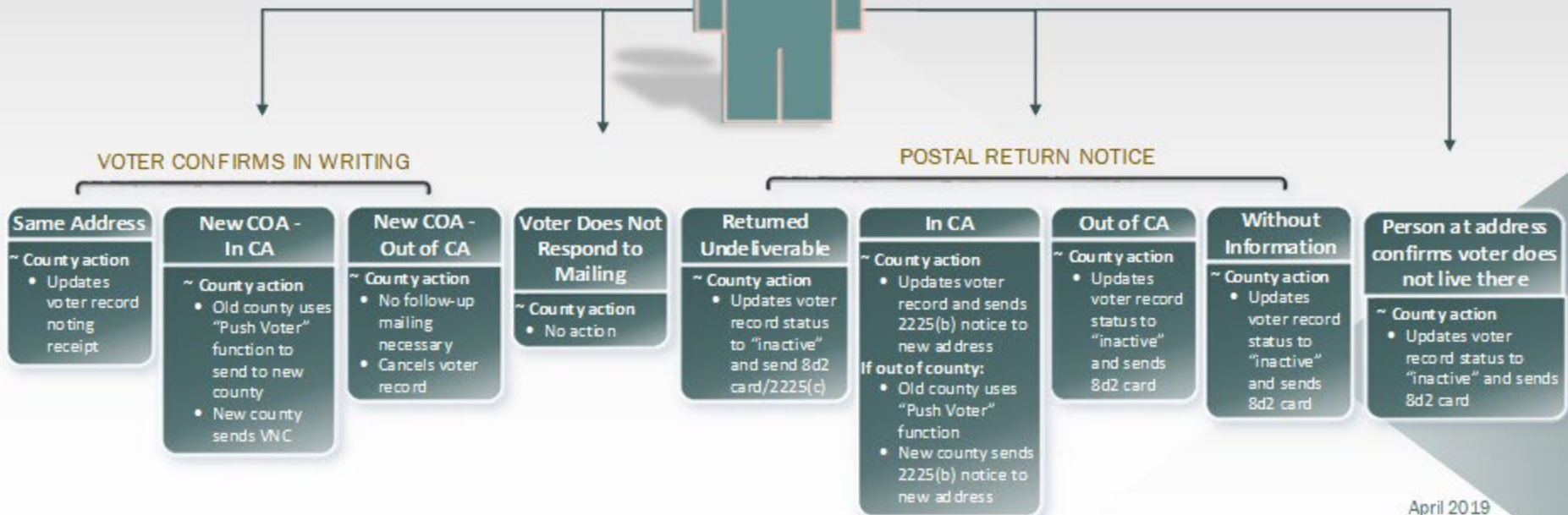
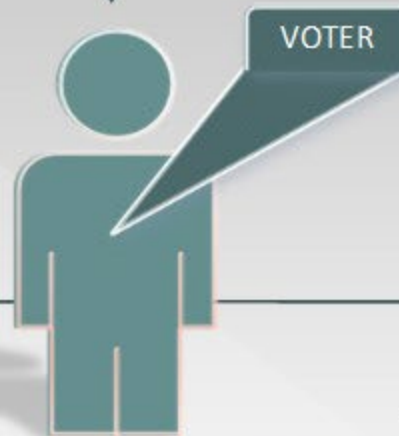
LIST MAINTENANCE: PRE-ELECTION RESIDENCY CONFIRMATION POSTCARD

Pre-Election Residency Confirmation Postcard

EC §2220

Reason for Mailing:

- Prior to direct primary election



Residency Confirmation

Alternative Methods to Residency Confirmation Postcards

As an **alternative** to sending Residency Confirmation Postcards, counties can use:

- National Change of Address System (NCOA) Data
Elec. Code, § 2222; 52 U.S.C. § 20507(c)(1)(A)
- County Voter Information Guide (VIG)
Elec. Code, § 2223
- Consumer Credit Reporting Agency
Elec. Code, § 2227

Residency Confirmation Alternative Methods: NCOA Data

- The SOS obtains NCOA forwarding address data through the California Employment Development Department (EDD)
- The SOS sends the forwarding address data to the counties through VoteCal
- NCOA forwarding address data is treated as a notice of change of address
- The SOS has issued a guidance document for counties to use when working with NCOA data:
 - “Guidance: National Change of Address”
 - [CCROV #21066](#) issued June 14, 2021

Residency Confirmation Alternative Methods: County VIG

County elections officials may,

- for an election conducted within the last six (6) months preceding the start of the confirmation process,
- include the return address of the county elections official's office on the outside portion of the county's voter information guide or envelope mailed to the voter

A physical mail back or an Address Change Service (ACS) electronic file will be treated as a notice of change of address

County VIG Elec. Code, § 2223

“Address Correction Requested”

Notice: If the person named on the county voter information guide is not at the address, please help keep the voter rolls current and save taxpayer dollars by returning this county voter information guide to your mail carrier.

Residency Confirmation Alternative Methods: NCOA Data & County VIG

When forwarding address data is for a residential address in:

- Same county (County A) – County A shall:
 - Update the voter’s registration record with this new information
 - Mail a 2225(b) notice to the new forwarding address (if it is a residential address update)
 - Voter’s registration record status remains as “active”
- Another county (County B) - County B shall:
 - Update the voter’s registration record with this new information (if forwarding address is a residential address in County B)
 - Mail a 2225(b) notice to the new forwarding address (if it is a residential address update)
 - Voter’s registration record status remains as “active”
 - **Note:** if address not in County B, County B sends to County C (if applicable) or rejects the voter/sends back to County A
- Another state, or data indicates that the voter has moved and left no forwarding address, or the county can’t precinct the address - County A shall:
 - attempt to contact the voter, and proceed accordingly,
-OR-
 - update the voter’s registration record status to “inactive,” and
 - mail an 8(d)(2) card/2225(c) notice

Residency Confirmation Alternative Methods: NCOA Data & County VIG (cont'd)

When forwarding address data is for a mailing address

- County A (voter's county) shall:
 - Update the voter's registration record to add or update this new mailing address
 - Voter's registration record status remains as "active"

LIST MAINTENANCE: NCOA DATA

NCOA DATA

EC §2222

County

In CA – Residential Address

~ County action (County A)

- Updates voter record and sends 2225(b) notice to new address

If out of county (County B)

- Updates voter record and sends 2225(b) notice to new address

In CA – Mailing Address

~ County action (County A)

- Updates voter record

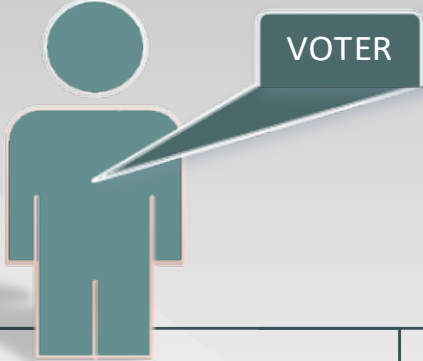
Out of CA

~ County action

- Attempt to contact voter, and proceed accordingly
- or-
- Updates voter record status to “inactive” and sends 8d2 card

LIST MAINTENANCE: VIG

VIG
 EC §2223
 Buy back option or ACS electronic file



VOTER CONFIRMS IN WRITING

Same Address
 ~ County action
 • Updates voter record noting receipt

New COA - In CA
 ~ County action
 • Old county uses "Push Voter" function to send to new county
 • New county sends VNC

New COA - Out of CA
 ~ ROV action
 • No follow-up mailing necessary
 • Cancels voter record

Voter Does Not Respond to Mailing
 ~ County action
 • No action

POSTAL RETURN NOTICE

Returned Undeliverable
 ~ County action
 • Updates voter record status to "inactive" and send 8d2 card/ 2225(c)

In CA
 ~ County action
 • Updates voter record and sends 2225(b) notice to new address
If out of county:
 • Old county uses "Push Voter" function
 • New county sends 2225(b) notice to new address

Out of CA
 ~ County action
 • Updates voter record status to "inactive" and sends 8d2 card

Without Information
 ~ County action
 • Updates voter record status to "inactive" and sends 8d2 card

Person at address confirms voter does not live there
 ~ County action
 • Updates voter record status to "inactive" and sends 8d2 card

Residency Confirmation Alternative Methods: Consumer Credit Reporting Agency

- County elections officials may contract with a consumer credit reporting agency or its licensees to obtain change-of-address data
- If data indicates a change of address, county shall:
 - Send a forwardable notice, including a postage-paid and preaddressed return form:
 - To the registered voter to enable the voter to verify or correct address information
 - May be in the form of a postcard
- The results of this notice can only be used to update a voter's record or confirm their address
- A voter's registration record cannot be changed to inactive status or cancelled for failure to respond to this notice, or if the notice is returned as undeliverable
- To initiate the inactivation or cancellation process, a different residency confirmation procedure must be used

Consumer Credit Reporting Agency Elec. Code, § 2227

***Forwardable* notice, with a postage-paid and preaddressed return form**

We have received notification that you have moved to a new residence address in _____ County. You will remain registered to vote at your old address unless you notify our office that the address to which this card was mailed is a change of your permanent residence. Please notify our office in writing by returning the attached postage-paid postcard. If this is not a permanent residence, and you do not wish to change your address for voting purposes, please disregard this notice.

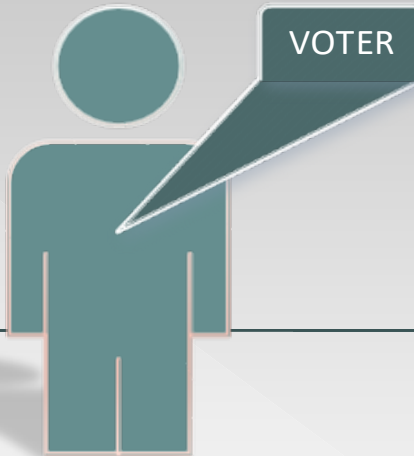
LIST MAINTENANCE: CREDIT REPORTING NOTICE

Credit Reporting Notice

EC §2227

Reason for Mailing:

- COA info received from credit reporting agency



VOTER CONFIRMS IN WRITING

Same Address

~ County action

- Updates voter record noting receipt

New COA - In CA

~ County action

- Old county uses "Push Voter" function to send to new county
- New county sends VNC

New COA - Out of CA

~ County action

- No follow-up mailing necessary
- Cancels voter record

Voter Does Not Respond to Mailing

~ County action

- No action

POSTAL RETURN NOTICE

Returned Undeliverable

~ County action

- No action

In CA

~ County action

- No action

Out of CA

~ County action

- No action

Without Information

~ County action

- No action

Person at address confirms voter does not live there

~ County action

- No action

“Inactive” Voters as a result of ARC Postcard or “Inadequate” 8(d)(2) Card

FORMER Elections Code section 2224, which had allowed for the mailing of alternative residency confirmation (ARC) postcards, **is inoperative** (as of January 2020, and set to be repealed as of January 1, 2029).

Section 2224 **had** allowed for a change of a voter’s registration record status to “inactive” and ARC postcards to be sent based only on voter inactivity.

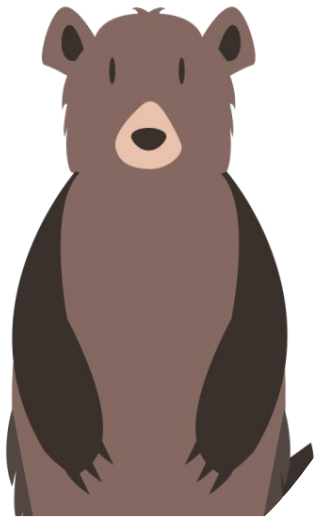
What to do with a voter who has an “inactive” registration record status due to having previously received an ARC postcard?

- The county shall:
 - Mail an 8(d)(2) card/2225(c) notice
 - Voter’s registration record status remains as “inactive”
 - Elections Code section 2226(a)(3)
 - [CCROV #21013](#) issued January 27, 2021

Some county elections officials may have mailed 8(d)(2) cards that did not contain all of the statutorily required language.

What to do with a voter who has an “inactive” status due to having previously received an “inadequate” 8(d)(2) card?

- SOS recommendation: follow the above procedures relating to ARC postcards



BREAK TIME

Change of Address Confirmation Notices



Notices mailed when county learns of a voter's change of address

Found in:

Chapter 4, Section V of the
California NVRA Manual

Change of Address Confirmation Notices

Types of change of address confirmation notices:

- VNC
- 2225(b) notice
- 8(d)(2) card/2225(c) notice

Change of Address Confirmation Notices (cont'd)

Type of notice depends on where voters move AND how the information is received by the county elections officials.

In-state move:

- Voter's registration record status remains as (or is changed to) "active"
- 1st person - directly from the voter:
 - Voter to receive a **VNC**
- 3rd person - if postal service change-of-address data indicates that the voter has moved to a new residential address in California:
 - Voter to receive a **2225(b) notice**

Out-of-state move/no forwarding address information:

- 3rd person - NCOA, Operation Mail, or a returned mailing or postal service change-of-address data received indicates that the voter has moved and left no forwarding address, or if any of these sources indicate that a voter has moved out of the state
 - Voter to receive an **8(d)(2) card/2225(c) notice**
 - Voter registration record status remains as (or is changed to) "inactive"

2225(b) Notice Elec. Code, § 2225(b)

***Forwardable* notice, with a postage-paid and preaddressed return form**

We have received notification that you have moved to a new residence address in California. Your voter registration record has been updated to this new address. If this is correct, you do not have to take any action. If this is incorrect, you can notify our office by either returning the attached postage-paid postcard, or by calling toll free; you must notify us at least 15 days prior to the next election or you may be required to vote using a provisional ballot.

*A template for this notice can be found on the SOS website at:

<https://www.sos.ca.gov/elections/voter-registration/nvra/training/resources-county-elections-officials>

2225(c) Notice Elec. Code, § 2225(c)

The ***forwardable*** notice, with a postage-paid and preaddressed return form required by Elections Code section 2225(c) shall be in the same format as an 8(d)(2) card

*A template for an 8(d)(2) card can be found on the SOS website at:
<https://www.sos.ca.gov/elections/voter-registration/nvra/training/resources-county-elections-officials>

8(d)(2) Card Sample from Los Angeles County

VOTER NAME: _____
 ADDRESS WHERE YOU LIVE: _____
 YOUR MAILING ADDRESS: _____ VID: _____

Check **ONLY** one box

The person named on this card no longer lives at this address.

The address information above is correct. Please sign below and return this card.

The address information above is wrong. Please provide the correct information below. Sign and return this card.

The address where I currently live is:
 Street Number, Street Name, Apt #: _____
 City, State, Zip Code: _____

My current mailing address is (if different from residence address above):
 Street Number, Street Name, Apt #: _____
 City, State, Zip Code: _____

Please sign and return by mail. No postage necessary.
 This card cannot be processed without your signature.

 Signature (DO NOT PRINT) Telephone Date

 **LOS ANGELES COUNTY REGISTRAR/RECORDER COUNTY CLERK**
 12400 IMPERIAL HIGHWAY, NORWALK, CA 90650

To avoid cancellation of your voter registration, complete, sign and return the attached card confirming or updating your address.

DID YOUR ADDRESS CHANGE? We received information that your residence and/or mailing address has changed. Please confirm or correct these changes by completing the attached card and returning it to us **as soon as possible and at least 15 days before the date of the next election.**

 **IF YOU MOVED WITHIN LOS ANGELES COUNTY OR TO ANOTHER CALIFORNIA COUNTY:**
 Confirm your address using this card, and your voter registration will be updated to reflect your new address. You may also update your address by re-registering to vote online at RegisterToVote.ca.gov or by calling **1-800-815-2666 (Option 2)**.

 **IF YOU MOVED OUT OF CALIFORNIA:**
 Contact your local elections official to register to vote in your new state, or complete and return the National Mail Voter Registration Form available at: www.eac.gov/voters/national-mail-voter-registration-form

IF YOU DO NOT RETURN THIS CARD: You must return this card or update your address at least 15 days before the date of the next election or you may be required to confirm your address in order to vote. **If you do not return this card or update your address and if you do not vote in any election on or before the November [redacted] General Election, your voter registration will be cancelled. You will then need to re-register.**

1-800-815-2666 (Option 2) LAVote.net voterinfo@rrcc.lacounty.gov

Change of Address Confirmation Notices: In-State Move – Responses – 1st Person

Voter (1st person) response (similar content as slide 26)

Treated as a notice of change of address; a forwardable address confirmation mailing must be sent to the voter.

When the voter responds with a residential address change:

- Within same county (County A) – County A shall:
 - Update the voter’s registration record with this new information
 - Mail a VNC to the new residential address
 - Voter’s registration record status remains as “active”
- To another county (County B):
 - County A shall use VoteCal’s “push voter” function to alert the county associated with the new residence address (County B)
 - County B accepts the “push” (voter record is updated with the “push”) AND shall mail a VNC to the new residential address
 - Voter’s registration record status remains as “active”
- Out of state – County A shall:
 - Update voter’s registration record status to “cancelled”
 - If voter has email on record, VoteCal will send an email alert regarding cancellation

Change of Address Confirmation Notices: In-State Move – Responses – 1st Person (cont'd)

Voter (1st person) response (similar content as slide 27)

Voter responds with a mailing address change:

- County A shall:
 - Update the voter's registration record to add or update this new mailing address
 - Voter's registration record status remains as "active"

Change of Address Confirmation Notices: In-State Move – Responses – 3rd Person

Returned/undeliverable (3rd person response) (similar content as slide 28)

When the address change is to a residential address in:

- Same county (County A) - County A shall:
 - Update the voter's registration record with this new information
 - Mail a 2225(b) notice to the new residential address
 - Voter's registration record status remains as "active"
- Another county (County B):
 - County A shall use VoteCal's "push voter" function to alert the county associated with the new residence address (County B)
 - County B accepts the "push" (voter record is updated with the "push") AND shall mail a 2225(b) notice to the new residence address
 - Voter's registration record status remains as "active"
- A returned mailing or postal service change-of-address data received indicates that the voter has moved and left no forwarding address, or if any of these sources indicate that a voter has moved out of the state - County A shall:
 - Update the voter's registration record status to "inactive,"
 - Mail an 8(d)(2) card/2225(c) notice

Change of Address Confirmation Notices: Out-of-State Move / No Forwarding Address

Voter indicates a move out of California:

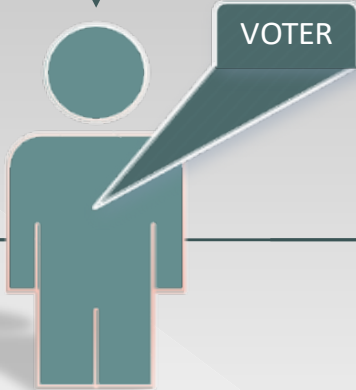
- County A shall update the status of the voter's registration record to "cancelled"
- No address confirmation notice is required to be mailed

If NCOA, Operation Mail, a returned mailing, or postal service change-of-address data indicates the voter has:

- Moved and left no forwarding address, or moved out of the state:
 - Treat as a notice of change of address
 - County elections official shall, in order to initiate the cancellation process:
 - Update the voter's registration record status to "inactive,"
 - Mail an 8(d)(2) card/2225(c) notice

LIST MAINTENANCE: EC §2225(b) NOTICE

EC §2225(b) Notice
Reason for Mailing:
 - Postal COA info - in-state move; received from a forwardable mailing
 - NCOA – in-state moves



VOTER CONFIRMS IN WRITING

- Same Address**
 - ~ County action
 - Updates voter record noting receipt
- New COA - In CA**
 - ~ County action
 - Old county uses "Push Voter" function to send to new county
 - New county sends VNC
- New COA - Out of CA**
 - ~ County action
 - No follow-up mailing necessary
 - Cancels voter record

POSTAL RETURN NOTICE

- Voter Does Not Respond to Mailing**
 - ~ County action
 - No action
- Returned Undeliverable**
 - ~ County action
 - Updates voter record status to "inactive" and send 8d2 card/ 2225(c)
- In CA**
 - ~ County action
 - Updates voter record and sends 2225(b) notice to new address
 - If out of county:**
 - Old county uses "Push Voter" function
 - New county sends 2225(b) notice to new address
- Out of CA**
 - ~ County action
 - Updates voter record status to "inactive" and sends 8d2 card
- Without Information**
 - ~ County action
 - Updates voter record status to "inactive" and sends 8d2 card
- Person at address confirms voter does not live there**
 - ~ County action
 - Updates voter record status to "inactive" and sends 8d2 card

LIST MAINTENANCE: 8d2 CARD

8d2 Card

52 USC §20507(d)(2)

Upon mailing, status changed to "inactive" and cancellation timeframe begins

Reason for Mailing:

- NCOA out-of-state
- NCOA no forwarding address
- Confirms voter not at this address



VOTER



VOTER CONFIRMS IN WRITING

POSTAL RETURN NOTICE

Same Address

- ~ County action
- Updates voter record noting receipt
 - Updates status to "active"

New COA - In CA

- ~ County action
- Old county uses "Push Voter"
 - New county sends VNC

New COA - Out of CA

- ~ County action
- No follow-up mailing necessary
 - Cancels voter record

Voter Does Not Respond to Mailing

- ~ County action
- No action
 - If no response to 2225(c)/8d2 card after 2 Federal general elections, cancel voter record (unless the voter has changed their address or voted)

Returned Undeliverable

- ~ County action
- Update voter record noting receipt
 - If no response to card, after 2 Federal general elections, cancel voter record (unless the voter has changed their address or voted)

In CA

- ~ County action
- Updates voter record and sends 2225(b) notice to new address
 - If out of county:**
 - Old county uses "Push Voter" function
 - New county sends 2225(b) notice to new address

Out of CA

- ~ County action
- No action
 - If no response to 2225(c)/8d2 card after 2 Federal general elections, cancel voter record (unless the voter has changed their address or voted)

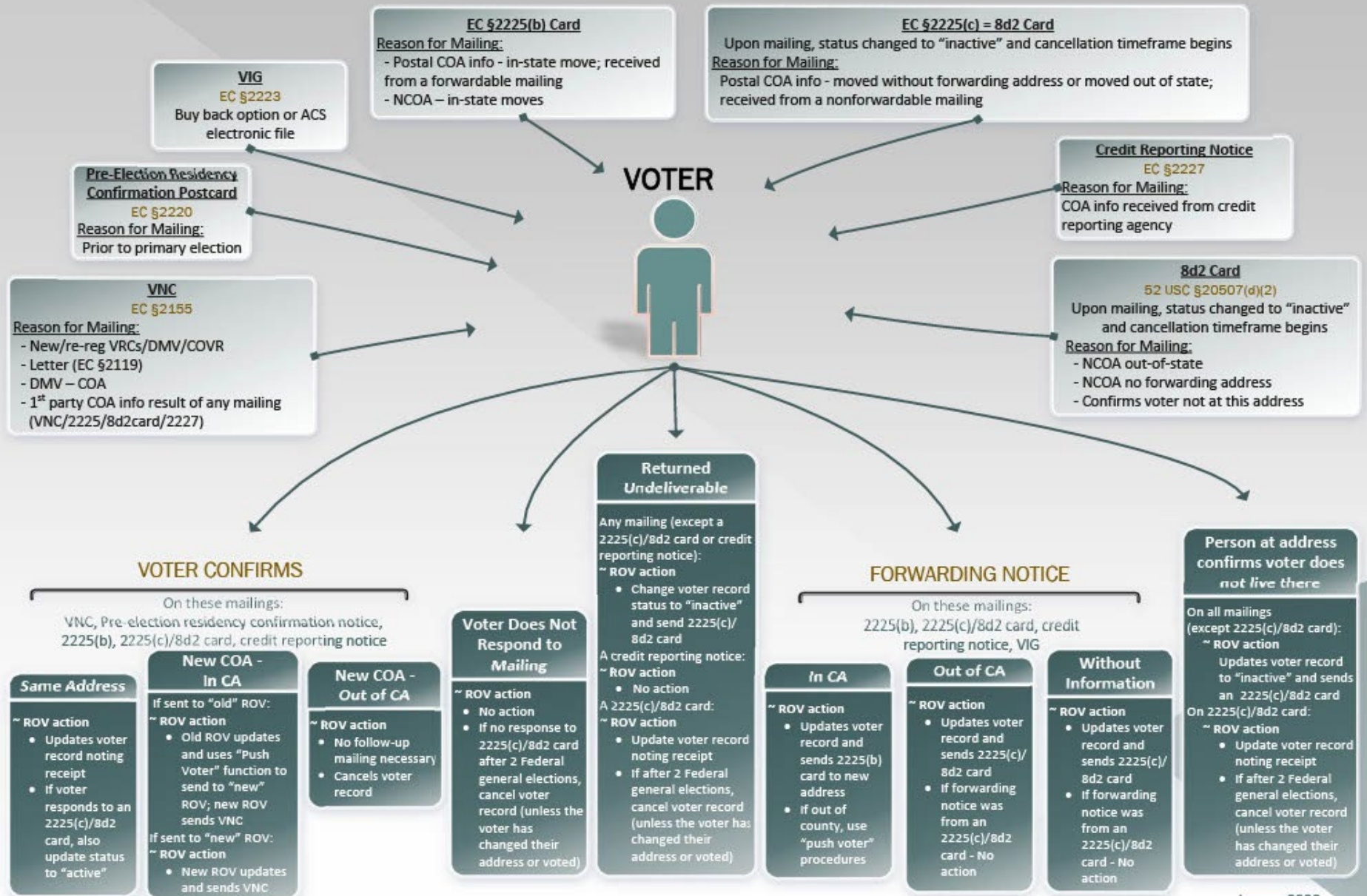
Without Information

- ~ County action
- No action
 - If no response to 2225(c)/8d2 card after 2 Federal general elections, cancel voter record (unless the voter has changed their address or voted)

Person at address confirms voter does not live there

- ~ County action
- Update voter record noting receipt
 - If no response to card, after 2 Federal general elections, cancel voter record (unless the voter has changed their address or voted)

LIST MAINTENANCE MAILINGS



**Voter
Registration
Record
Status
Following
Mailings &
Notices**



**Voter registration statuses –
active, inactive, and cancelled**

**Found in:
Chapter 4, Section V of the
California NVRA Manual**

Voter Registration Record Status

As a result of the change of address confirmation process, a voter's registration record status may be updated by county elections officials in the following ways, from

- active to inactive
- inactive to active
- inactive to cancelled

Inactive Voters List - Provided to Polling Place

Methods used to confirm a voter's address may result in the county elections official changing the voter's registration record to an inactive status.

A voter with an inactive registration status is:

- Not mailed a ballot or other election materials
- Not taken into consideration in determining:
 - The number of signatures required for qualification of candidates or ballot measures
 - Precinct size
 - Other election administration processes

SOS strongly recommends: Counties provide to each polling place a list of inactive voters, in addition to the list of active voters:

- If an inactive voter offers/appears to vote and is on the list, the voter shall be provided a ballot to vote

If a list of inactive voters is NOT provided (or if it is provided but the inactive voter is not on the list), and the voter offers/appears to vote, the voter shall be provided an opportunity to vote provisionally.

Voter Registration Record Status: VNC/Residency Confirmation Postcard/2225(b) Notice

Voter's status **remains active** even if:

- Voter does not respond to a VNC or a residency confirmation postcard
 - County elections official does nothing
- Voter responds with a residential address change in the state
 - County elections official shall send VNC to the voter
- Postal service change-of-address data indicates the voter has moved to a new residential address in California
 - County elections official shall send 2225(b) notice to the voter

Voter's status shall **be updated to inactive** if:

- NCOA, Operation Mail, a returned mailing, or postal service change-of-address data indicates the voter has:
 - Moved and left no forwarding address, or moved out of the state
 - County elections official shall, in order to initiate the cancellation process:
 - ✓ Update the voter's registration record status to "inactive,"
 - ✓ Mail an 8(d)(2) card/2225(c) notice

Voter Registration Record Status: 8(d)(2) Card / 2225(c) Notice

Voter's status **remains inactive** if,

- voter does not respond to an 8(d)(2) card
 - County elections official does nothing
- the 8(d)(2) card is returned as undeliverable
 - County elections official does nothing.

Voter's status shall **be updated to active** if,

- in response to an 8(d)(2) card, the voter contacts the county elections official, **or**
- on or before the second general election for federal office after an 8(d)(2) card is sent, a voter with inactive status
 - offers to vote in any election, **or**
 - notifies the county elections official of continued California residency.

Voter Registration Record Status: Cancelled AFTER an 8(d)(2) Card/2225(c) Notice Mailing

NVRA “3 strikes”



The voter's status shall be **updated to cancelled** if the voter:

- 1) does not return their 8(d)(2) card, **and**
- 2) does not offer or appear to vote in any election within the next two federal general election cycles following the mailing of that card, **and**
- 3) does not notify a county elections official of continued residency within California
 - a) notification may be made directly by the voter, **or**
 - b) through a voter registration application or change-of-address information received from specific transactions at the DMV

Resources for County Elections Officials



<https://www.sos.ca.gov/elections/voter-registration/nvra/training/resources-county-elections-officials>

Resources for County Elections Officials (cont'd)

[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

NVRA Training Presentation: [\(PPT\)](#) | (PDF coming soon) (updated 9/2023)

[NVRA Basics - Quick Reference Sheet](#) (updated 3/2022)

[Training Frequently Asked Questions](#) (updated 9/2023)

List Maintenance Training

List Maintenance Training Presentation: [\(PPT\)](#) | [\(PDF\)](#) (updated 3/2023)

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

Elections Code Section 2225(b) 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 [\(PDF\)](#) | [\(INDD\)](#)

Resources

[California's NVRA Manual](#)

[List Maintenance Mailing Diagrams](#)

Secretary of State Contact Information

- SOS NVRA Contacts
 - Phone: (916) 657-2166
 - Fax: (916) 653-3214
 - Email: nvra@sos.ca.gov
- SOS VoteCal Help Desk Contacts
 - Phone: (888) 868-3225
 - Email: VoteCalHelp@sos.ca.gov



Questions?

