



SHIRLEY N. WEBER, Ph.D.

CALIFORNIA SECRETARY OF STATE

Elections Division | 1500 11th Street, 5th Floor | Sacramento, CA 95814

Tel 916.657.2166 | Fax 916.653.3214 | www.sos.ca.gov

September 7, 2023

County Clerk/Registrar of Voters (CC/ROV) Memorandum # 23076

TO: All County Clerks/Registrars of Voters

FROM: /s/ Catherine Ingram-Kelly
VoteCal Manager

RE: VoteCal: California Voter Registration and Voter List Maintenance
Requirements Overview

The purpose of this memorandum is to provide a brief overview of voter registration and list maintenance procedures in California.

Voter Registration Eligibility

Every applicant must sign, under penalty of perjury, that they are:

- A U.S. citizen,
- A resident of California,
- 18 years of age at the next election,
- Not currently serving a state or federal prison term for a felony conviction, and
- Not currently found mentally incompetent to vote by a court of law.

Falsifying voter registration information is a felony that is punishable by up to 3 years in prison.

Voter Registration Methods

Applicants can register or re-register to vote:

- Using an official California Secretary of State (SOS) paper voter registration form or the official National Mail Voter Registration form; if they are an overseas citizen or in the military, applicants can use the Federal Post Card Application (FPCA),
- Online at the SOS website, or

- Through the California Department of Motor Vehicles (DMV).

Paper Voter Registration Application

SOS paper voter registration applications can be found at county elections offices, libraries, DMV offices, U.S. Post Offices, and at National Voter Registration Act (NVRA) agencies.

National Mail Voter Registration forms can be found on the U.S. Election Assistance Commission's website at <https://www.eac.gov/voters/national-mail-voter-registration-form>.

The FPCA form can be found through the U.S. Federal Voting Assistance Program's website at <https://www.fvap.gov/uploads/FVAP/Forms/fpca.pdf>.

Online Application

The online application is available at the SOS website at <https://RegisterToVote.ca.gov>. It is available in English, Spanish, Chinese, Hindi, Japanese, Khmer, Korean, Tagalog, Thai, and Vietnamese and uses the applicant's signature on file with the DMV.

Registration at DMV and Assembly Bill 60

DMV customers that apply for or renew their driver's license or identification card, or change their address are provided the opportunity to register to vote or to update their voter registration information. DMV does not provide voter registration opportunities to [Assembly Bill 60 \(Statutes of 2013\)](#) applicants.

Voter Registration Validation

When a person submits a voter registration application, the applicant's name, date of birth, driver's license or identification card number and/or last 4 digits of a social security number, are compared with the DMV driver's license database, as well as the Social Security Administration's (SSA) database using VoteCal's electronic interface with the DMV. If the validation process is successfully completed, the record continues through all other system validations. If VoteCal identifies duplicate records, VoteCal sends it to the county Election Management System (EMS) and the county is requested to review the records to address the issue (Resolve UID).

For every new or updated registration received, VoteCal automatically verifies the registration against felon information received from the California Department of Corrections and Rehabilitation (CDCR) and death record information received from the California Department of Public Health (CDPH). If there are no matches, the record continues through all other system validations. If VoteCal identifies a

potential match with a felon or death record, VoteCal sends it to the county EMS for final determination (Potential Felon Match or Potential Death Match).

In addition, for every new or updated registration received, VoteCal automatically checks for duplicate voters. If there are no matches, the record continues through the registration process. If VoteCal finds an exact match (High Confidence Match), the records are merged by VoteCal. If VoteCal finds records that may match, VoteCal sends it to the county EMS for final determination (Potential Duplicate Match).

Before a county accepts a voter registration application (including a re-registration), the county registrar checks the application against other information, which may include:

- death information from voters' family members, local obituaries, and other local county sources such as coroner's reports, and
- felon information records from federal, district and superior courts.

As required by state and federal law, if an applicant's identity cannot be validated because they do not have or did not provide a California driver's license or identification card, or social security number, the individual is required to show ID at the polls the first time they vote. After showing their ID that first time, they are no longer required to present ID for future elections.

Ongoing List Maintenance through VoteCal and County Election Management Systems (EMS)

Voter registration applications and existing voter records are compared with CDCR records of persons serving state prison terms. Any voter who is matched with a record of a person currently serving a state prison term for a felony conviction will have their voter registration cancelled. CDCR sends weekly new and updated felon information to the SOS. The SOS sends voter-to-felon matches to the county for cancellation and the county elections officials cancel the voter registration records. ([CC/ROV #23032](#))

Voter registration applications and existing voter records also are compared with CDPH records of deaths. Any voter who is matched with a record of a deceased person will have their voter registration cancelled. CDPH death records include information of decedents 16 years of age or older of those that have died in California as well as those California residents that died out of state. The SOS maintains a master list of deceased that represents all death records available from CDPH from 1970 to present. CDPH sends weekly death records to VoteCal. VoteCal then automatically sends potential voter-to-deceased matches to the county. The counties then make the final determination to confirm or deny the match. Voters with the confirmed matches are then cancelled.

All active voter registration records are also run through the National Change of Address (NCOA) database on a monthly basis to identify if there have been any address changes of voters. The Employment Development Department (EDD) is the sole licensed provider of the National Change of Address (NCOA) database for California. SOS provides its full voter registration database to EDD. EDD then identifies voters that may have moved and provides the SOS a file that lists the changes of address. SOS staff then compares EDD's list with VoteCal data and potential changes of address are sent to the counties for final determination.

SOS receives daily notifications from the DMV about change of addresses made at DMV (DMV COA). VoteCal identifies potential voter move matches and sends to the counties for final determination.

Ongoing List Maintenance by County Elections Officials

County elections officials may use conviction and release records related to persons in prison for the conviction of a felony contained in records from federal, district and superior courts to cancel voter registration records.

County elections officials may use local obituaries and other local county sources like coroner's reports to cancel voter registration records.

County elections officials send out a variety of notices to their voters which are considered a part of the list maintenance process. The potential mailings provided by counties include:

- Voter Notification Cards (VNC)
- Preelection Residency Confirmation Postcards
- Information provided on County Voter Information Guides
- Notices based on Consumer Credit Reporting Agency information
- Notices pursuant to Elections Code section 2225(b)
- Notices pursuant to Elections Code section 2225(c)/8d2 cards

Secretary of State List Maintenance Resources

SOS NVRA Webpage: <https://www.sos.ca.gov/elections/voter-registration/nvra>

- Resources for County Elections Officials:
<https://www.sos.ca.gov/elections/voter-registration/nvra/training/resources-county-elections-officials>

Includes:

- Links to the List Maintenance Training
- NVRA 8d2 Card Template
- Elections Code section 2225(b) Card Template
- Resources, including the California NVRA Manual

CCROV # 23076
September 7, 2023
Page 5

VoteCal Guidance documents: <https://www.sos.ca.gov/elections/voter-registration/votecal-project/votecal-guidance-documents>

If there are any questions regarding this memorandum other VoteCal matters, please contact the VoteCal Help Desk at 888-868-3225 or via email at votecalhelp@sos.ca.gov.