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County Clerk/Registrar of Voters (CC/ROV) Memorandum #24166

TO: All County Clerks/Registrars of Voters

FROM: /s/ NaKeshia Robinson
Deputy Secretary of State, HAVA

RE: General Election: Remote Accessible Vote-by-Mail

This memorandum details various topics regarding Remote Accessible Vote-by-Mail (RAVBM) processes and procedures.

California Elections Code section 3016.7 permits any voter to cast a ballot using a certified RAVBM system, regardless of whether the voter is a voter with disabilities or a military or overseas voter.

Requesting RAVBM System Access & Attestation Language

A voter can contact a county elections official directly to request RAVBM system access. Additionally, for voters requesting the delivery of an Emergency Ballot pursuant to Elections Code section 3021, RAVBM system access can also be provided as a form of delivery of the ballot by the elections official. Accordingly, all RAVBM systems must have the following attestation language:

For the November 5, 2024, General Election, all registered voters in California are eligible to use this accessible vote-by-mail system.

- I am a California registered voter; therefore, I am eligible to use this accessible vote-by-mail system.
- I understand that my ballot selections marked by this system must be printed by me and submitted to my county elections official, [insert local election jurisdiction name].
- I understand that I must submit my printed and signed selections no later than 8:00 p.m. Pacific Standard Time on November 5, 2024, - Election Day - by either:

- Mailing it via U.S. Postal Service with a postmark on or before November 5, 2024; or
- Hand delivering it to the office of my county elections official; or
- Dropping it off at any polling place, vote center, vote-by-mail drop-off location, or drop box in the state; or
- Returning by fax for military (living outside the territorial limits of the United States) and overseas voters (UOCAVA) only.
- I understand that my ballot selections marked by this system and submitted to [insert local election jurisdiction name] will be transferred onto a ballot by an elections official to be tabulated.

I certify that all the above are true.

Additionally, voters can return the printed RAVBM record using their own envelope if the envelope is signed by the voter.

Enabling RAVBM Request on My Voter Status

A voter will be able to request access to an RAVBM system for the 2024 General Election on My Voter Status beginning on October 7, 2024 (E- 29) through the close of polls on Election Day.

If a voter requests access to an RAVBM system on My Voter Status, VoteCal will send the county Election Management System (EMS) a notice that the voter has submitted a request for RAVBM access for this election. VoteCal will not store this request in the voter's record. Voters who are requesting RAVBM access are also required to provide an email address if they don't currently have one on file and are asked to provide a phone number; however, the phone number is not required.

Counties are expected to receive the request and issue RAVBM access to the voter in a manner consistent with the county's current process.

Indicating RAVBM Issued in EMS and VoteCal

When a county issues an RAVBM ballot, the county must indicate the voter was issued an RAVBM ballot by providing VoteCal with a vote-by-mail ballot record and include the flag “isRAVBMBallot” set to “True.”

Reporting RAVBM Usage

In California, jurisdictions utilizing an RAVBM system must provide a report to the Secretary of State within 30 calendar days of certifying the election results. This report should include the total number of voters who used the RAVBM system, any technical issues encountered, and the steps taken to address these issues.

If you have questions on any of the above information, please contact Debra Ledsinger at votingsystems@sos.ca.gov.