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February 13, 2024

County Clerk/Registrar of Voters (CC/ROV) Memorandum #24051

TO: All County Clerks/Registrars of Voters

FROM: /s/ Brooke Keller
Associate Governmental Program Analyst

RE: Presidential Primary: Reporting Instructions for the February 20, 2024,
15-Day Report of Registration

Elections Code section 2187(c)(3) requires each county to provide notice to the Secretary of State (SOS) of all voters registered in their county as of the 15th day before the primary election. A Checklist for Report of Registration Reporting, identifying the required actions to be completed, is attached for your reference.

Please ensure that the actions on the checklist have been completed, and that the voter registration information with respect to voters registered as of February 20, 2024 (E-14), is available in the California Statewide Voter Registration Database (VoteCal) as soon as possible beginning on February 20, 2024 (E-14), but **no later than February 27, 2024 (E-7)**.

Reminder: In order for the SOS to accurately tabulate the number of registered voters by their political party preference, each county must assign the SOS designated party preference code to each voter. Elections Code section 5002 requires each county to properly assign the SOS designated code for each voter's political party preference in relation to political bodies that have provided notice to the SOS regarding an attempt to qualify as a political party. The Checklist for Report of Registration Reporting now includes a reminder for counties to ensure that voters who have indicated a party preference with a political body that is attempting to qualify is properly assigned the SOS designed political party code.

A synchronization check is required as a pre-requisite for the 15-day Report of Registration. Please complete a synchronization check no more than 30 days prior to indicating readiness. If you have not run a synchronization check since you indicated readiness for the Primary Election 60-Day Report of Registration, you will need to run another one.

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The SOS will compile statewide statistics of voters using the data in VoteCal. After you indicate readiness, we will email you a report of this information along with a Statement of Registration Certification form. Please return this completed certificate **February 27, 2024 (E-7)**, via email to ror@sos.ca.gov or via fax to (916) 653-3214. You do not need to send a hard copy of this form in the mail.

If you need to make any changes to your data after its submittal, please contact SOS to determine if the information can be corrected in time for the final printing of the report. You will also need to complete another county Statement of Registration Certification form.

If you have any questions, please call (916) 695-1276 or email at ror@sos.ca.gov. Thank you for your assistance.

Attachment:

Checklist for Report of Registration Reporting



Checklist for Report of Registration Reporting

February 20, 2024, 15-Day Report of Registration for the March 5, 2024, Presidential Primary Election

☛ **Deadline for Indicating Readiness and to Return Statement of Registration Certification Form:**

☛ **February 27, 2024 (E-7)**

Complete Actions in the County Election Management System (EMS)

- Ensure that all voter registration records are properly assigned the SOS designated political party code for qualified political parties and for political bodies that have provided notice to the SOS regarding an attempt to qualify as a political party. Please review all entries in the Political Party “Other” field for political party preference entries that should be converted to the SOS designated political party code.
- Perform a synchronization (sync) check no more than thirty (30) days prior to indicating readiness, and correct voter registration record differences identified by the sync check.
- Ensure that all precincts are associated with the following districts: congressional, senate, assembly, board of equalization, supervisorial, and either city or unincorporated area.
- Enter all online and paper affidavits with a registration date **up to and including February 20, 2024 (E-14)** into the county EMS.
- Indicate ROR readiness **no later than February 27, 2024 (E-7)** in your county EMS once the above required actions have been completed, in order for the Secretary of State (SOS) to generate ROR totals for your county.
- Once you have indicated readiness, generate and save your local county EMS ROR report. This report will be compared with the VoteCal statistics.

Verify Registration Totals Provided by Secretary of State for Reasonableness

The registration totals as of the ROR date will be generated from VoteCal after the county has indicated readiness. The totals will be emailed separately in a report format to each ROR county contact after SOS receives the readiness indicator.

- Review your county voter registration totals as extracted from VoteCal.

Note: Keep in mind that the voter registration totals are a snapshot in time. The voter registration totals in your county EMS and in VoteCal are near-real time voter registration totals and they will never match 100%. This review is for “reasonableness” of the voter registration totals in your county EMS.

- Return the Statement of Registration Certification form via email to ror@sos.ca.gov or fax to (916) 653-3214 **no later than February 27, 2024 (E-7)**.

Extract Report of Registration Totals from VoteCal

- You may request your generated ROR totals from VoteCal. The totals will be sent electronically to your county EMS and your EMS vendor will work with you to determine how this extract will be used for future functionality.

If you discover you need to make changes or corrections to your registration totals once you have reviewed your county voter registration totals as extracted from VoteCal, please contact Brooke Keller immediately by phone at (888) 868-3225 or by email at ror@sos.ca.gov.