



# Shirley N. Weber, Ph.D.

## California Secretary of State

### Office of Voting Systems Technology Assessment

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October 1, 2025

County Clerk/Registrar of Voters (CC/ROV) Memorandum #25124

TO: All County Clerks/Registrars of Voters

FROM: /s/ Rodney Rodriguez  
Information Technology Supervisor II, OVSTA

RE: Statewide Special Election: Computer Vote Count Program - ACTION  
REQUIRED

Counties must submit a copy of their election Computer Vote Count Program, a backup of the voting system's tabulation database, for any statewide or state special election to the Secretary of State no later than 5:00 p.m. on the seventh day before the election (Elec. Code, § 15001(a)). For the November 4, 2025, Statewide Special Election, please ensure your submission is received by 5:00 p.m. on **October 28, 2025**, using the Secretary of State's Secure File Transfer Protocol (SFTP) service. Due to the file size and sensitive nature of the submission, email is not permitted. Please follow the instructions below to upload your file via SFTP:

- Compress all data into a single zip file, preserving file and directory names within the zip file, and name this single file to include your county name and the date of the election. (Ex: CountyName\_CCP\_11.4.2025)
- Log on to the SFTP site using your credentials provided by the VoteCal Help Desk and:
  - Select the "OVSTA" folder on left hand menu.
  - Select "Upload".
  - Select the vote count program to upload and send to OVSTA.
- Please send OVSTA an email confirming the submission.
- It is recommended to use the Microsoft Edge browser over Chrome.

For SFTP assistance, contact the VoteCal Helpdesk at [VoteCalHelp@sos.ca.gov](mailto:VoteCalHelp@sos.ca.gov) or (916) 654-1141.

For questions regarding Computer Vote Count Program submittal, contact OVSTA at [VotingSystems@sos.ca.gov](mailto:VotingSystems@sos.ca.gov) or (916) 695-1680.