



May 21, 2014

County Clerk/Registrar of Voters (CC/ROV) Memorandum #14134

TO: All County Clerks/Registrars of Voters

FROM: /s/ Jennie Bretschneider
Assistant Chief Deputy Secretary of State and Counsel

RE: NVRA: Monthly Reporting Requirements

The National Voter Registration Act (NVRA) and California law require county elections officials to track and report to the Secretary of State (SOS) the number of voter registration applications generated by each NVRA agency office or site in the county.

Tracking and Reporting NVRA Voter Registrations

Elections Code section 2407 requires each county elections official to submit a monthly NVRA report to the SOS by the 10th day of each calendar month.

To properly track NVRA registrations, a county elections official should maintain an up-to-date list of the NVRA agency offices and sites in the county. When supplying voter registration cards (VRCs) to NVRA agencies, the county elections official should record the serial numbers of the VRCs supplied to each NVRA office or site. NVRA agencies with multiple sites in a county should coordinate distribution of the VRCs with county elections officials to allow for site-specific tracking, not just countywide tracking.

Monthly NVRA reports have two components:

- 1) A one-page report with category totals for the month; and
- 2) A spreadsheet listing the NVRA agency offices and sites in the county and the voter registration totals received from each agency office or site for the month. Agencies and agency sites should remain on the spreadsheet each month, even if they have not reported any voter registrations.

The SOS posts county reports on the SOS NVRA website at sos.ca.gov/elections/nvra/reports.

Next month, the SOS will begin posting a monthly report of the number of *online* voter registration applications received from applicants who were referred to the California

Online Voter Registration (COVR) website from an NVRA agency. However, county elections officials will continue to be responsible for tracking and reporting the number of *paper* voter registration applications received from NVRA agencies each month.

NVRA Agency Responsibilities

Under state law, NVRA agencies must:

- Notify the county elections official of each NVRA office or site within a county;
- Order VRCs exclusively* from the county elections office;
- Offer minority language forms as required by the federal Voting Rights Act for the county;
- Designate an NVRA coordinator. Agencies with multiple offices or sites in a county are encouraged to designate an NVRA coordinator at each office or site;
- Annually train agency employees who offer voter registration services under the NVRA;
- Offer an online voter preference form and link to COVR if the agency offers online enrollment, renewal, or change of address requests; and
- Forward completed VRCs. Agencies are encouraged to forward completed VRCs daily.**

* Exception: The California Health Benefit Exchange (Exchange) and the C-IV Consortium (c-iv.org), which serve 39 county social service agencies, receive VRC supplies from the SOS. The SOS notifies county elections officials of the serial numbers on the VRCs provided, so county elections officials can track and report voter registration applications received from Exchange and C-IV Consortium applicants residing in the county.

** Note: Under the NVRA, a voter registration application submitted to an NVRA agency on the deadline to register to vote is considered timely, even if the county elections official receives the application after the deadline to register to vote.

SOS Responsibilities

State law requires the SOS to prepare training materials for NVRA agencies, post county NVRA reports, work with NVRA agencies that need help implementing the NVRA, and coordinate NVRA compliance throughout the state. The Secretary of State is currently producing an NVRA training video that may be used as a supplement to the presentation slides and handouts. The training video will be available in the coming weeks.

Best Practices

The following practices have helped some counties better track and report NVRA voter registrations on a monthly basis:

- 1) **Identify and establish communication with NVRA agencies in the county.** NVRA agencies include county social and human service departments, Women, Infants, and Children (WIC) program offices, In-Home Supportive Services (IHSS) program offices, independent living centers, regional centers, Department of Rehabilitation vocational rehabilitation offices, Department of Social Services Office of Deaf Access contractors, state and county mental health agencies, armed forces recruitment offices, and district offices of the state Franchise Tax Board and Board of Equalization.
- 2) **Streamline VRC supplies to NVRA agencies by creating a standard VRC order form.** For example, Orange County has set up an online order form that you can see at ocvote.com/registration/nvra-registration-order-form.
- 3) **Offer an NVRA workshop once a year for NVRA agencies in the county.** While state law only requires county elections officials to assist with training upon request, some counties offer a one-hour training session once a year and invite all NVRA agencies in the county to attend. The SOS has created NVRA training slides and handouts for county elections officials to use at sos.ca.gov/elections/nvra/training.

For More Information

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