



**ALEX PADILLA** | SECRETARY OF STATE | STATE OF CALIFORNIA  
ELECTIONS DIVISION

1500 11<sup>th</sup> Street, 5th Floor, Sacramento, CA 95814 | **Tel** 916.657.2166 | **Fax** 916.653.3214 | [www.sos.ca.gov](http://www.sos.ca.gov)

May 17, 2016

County Clerk/Registrar of Voters (CC/ROV) Memorandum #16151

**TO:** All County Clerks/Registrars of Voters

**FROM:** /s/ Jennifer Curtis  
Voter Information Guide Program Manager

**RE:** Presidential Primary: Reporting Form for May 23, 2016, 15-Day Report

Elections Code section 2187(d)(3) requires each county to send a summary statement of the number of persons registered in their county as of the 15<sup>th</sup> day before the primary election. As such, please send us your registration numbers as of the close of business on May 23, 2016, as soon after the close of registration as possible, but **no later than May 31, 2016**.

### **Language Data**

We are asking for one additional piece of demographic information when reporting the 15-Day ROR. Each county will be asked to provide totals for all registrants that will be eligible to vote in the June 7, 2016, Presidential Primary by language preference.

### **Political Body Data**

Please ensure that **all** political bodies attempting to qualify have been mapped to the codes provided in CCROV #16144 so that they are accurately tracked and reported. These numbers should be reflected in the appropriate districts and cities in your "Miscellaneous" column.

Be advised that although Americans Elect has lost its status as a qualified political party, Americans Elect does need to be included in the "Miscellaneous" category when reporting registration totals.

You may send us your county summary counts of registered voters via:

- Electronic CalVoter report file named – RORDATA.TXT  
*(send a new load file and precinct file with your ROR report)*
- Keying data directly onto the CalVoter system
- County Specific Input Forms *(will be emailed separately to each county contact)*
- Your own computer-produced summary sheets *(in our format please)*

CC/ROV #16151

May 17, 2016

Page 2

Regardless of which method your county uses, we ask that you **EMAIL or FAX a copy** of the data you are submitting to either [ror@sos.ca.gov](mailto:ror@sos.ca.gov) or (916) 653-3214. This will allow us time to ensure the accuracy of the data and to proof the report.

Please ensure that your county's Assembly, Senate, Congressional, Board of Equalization, and Supervisorial district registration totals agree with the reported county-wide registration totals. Please also confirm that the cities, along with the unincorporated area registration totals, agree with the reported county registration totals. You will also need to report the registration totals for the *Selected Political Bodies Attempting to Qualify*.

Attached for your use is a Statement of Registration Certification form which **must** accompany your registration data regardless of your transmittal method.

If you need to make any changes to your data after its submittal, you must notify us of your change in order for the information to be corrected in time for the final printing of the report. You will also need to complete another county Statement of Registration Certification form. The county specific input form(s) and the checklist will be mailed to each county.

If you have any questions, I can be reached at (916) 695-1571 or by email at [ror@sos.ca.gov](mailto:ror@sos.ca.gov). For questions directly related to CalVoter data transmission, please contact the CalVoter Help Desk at (888) VOTECAL – (888) 868-3225. Thank you for your assistance.

Attachments:

1. Checklist for Voter Registration Reporting
2. Statement of Registration Certification form
3. Number of Registered Voters in Selected Political Bodies Attempting to Qualify form
4. Totals by language preference reporting form
5. County Specific Input forms (e-mailed separately)

# STATEMENT OF REGISTRATION

May 23, 2016

REPORTING PACKET

JUNE 7, 2016

PRESIDENTIAL PRIMARY ELECTION

**Instructions:**

Please EMAIL or FAX these completed forms to the attention of:

**Jennifer Curtis**  
**FAX: (916) 653-3214**  
**EMAIL: [ror@sos.ca.gov](mailto:ror@sos.ca.gov)**

Once emailed OR faxed, please mail the original copies to:

**Secretary of State – Elections Division**  
**ATTN: Jennifer Curtis**  
**1500 11<sup>th</sup> Street, 5<sup>th</sup> Floor**  
**Sacramento, CA 95814**

## Checklist for Voter Registration Reporting

May 23, 2016, 15-Day Report of Registration for the June 7, 2016, Presidential Primary Election

Statement of Registration as of May 23, 2016.

☛ **Deadline to report: May 31, 2016**

### Reporting electronically via CalVoter

- Generate the ROR file. It should be named "RORDATA.TXT". Transfer the file to the folder C:\CALVOTER\OUTBOX on the CalVoter workstation. Submit **via email or fax a copy** of your registration totals along with your Statement of Certification form (please affix your county seal). *Please send a new load file and precinct file with your ROR report.*

### Keying your data directly into CalVoter

- Choose Admin from the menu bar and select Report of Registration and then Registration Statistics from the successive menus. Be sure to complete all available fields on both the City Statistics and District Statistics tabs. Please verify that all totals balance. Submit via **email or fax a copy** of your registration totals along with your Statement of Certification form (please affix your county seal).

### Reporting registration totals using County Specific Input forms

- Complete the County Specific Input forms (*emailed separately to each county contact*). If your voter registration system generates a report in substantially the same format, you may substitute that for our forms.
- Calculate your countywide registration totals for the Parties Attempting to Qualify. Complete the enclosed Number of Registered Voters in Selected Political Bodies Attempting to Qualify. (Be sure these registrants are also included in your calculations of the "Miscellaneous" registration for your county and its political subdivisions.)
- Submit via **email or fax a copy** of your registration totals along with your Statement of Certification form (please affix your county seal).

As soon as possible, please **email** or **fax** your complete ROR packet to the attention of Jennifer Curtis at [ror@sos.ca.gov](mailto:ror@sos.ca.gov) or **(916) 653-3214**. Your complete ROR packet must include: (1) countywide registration totals for all political subdivisions in your county; (2) a completed Statement of Registration Certification form; (3) the Number of Registered Voters in Selected Political Bodies Attempting to Qualify form; and (4) Totals by Language Preference reporting form. Your packet must be received **no later than May 31, 2016**.

Once you have completed and emailed or faxed the ROR packet, please **mail** the original hard copies to the Secretary of State Elections Division, ATTN: Jennifer Curtis, 1500 11<sup>th</sup> Street, 5<sup>th</sup> Floor, Sacramento, CA, 95814.

If you discover you need to make changes or corrections to your statement once it has been submitted, please contact Jennifer Curtis immediately by phone at (916) 695-1571 or by email at [ror@sos.ca.gov](mailto:ror@sos.ca.gov).

# May 23, 2016 STATEMENT OF REGISTRATION CERTIFICATION

(Please complete and return this document when sending your voter registration data.)

## STATEMENT OF REGISTRATION

I, \_\_\_\_\_, Registrar of Voters, or County Clerk, of the (City and) County of \_\_\_\_\_, do hereby certify pursuant to Elections Code section 2187(d)(3) that the summary statement of the number of voters in the (city and) county as of May 23, 2016, is set forth as shown on the pages affixed to this certificate.

***We are reporting our registration data in the following format (please indicate):***

\_\_\_\_ SOS input forms

\_\_\_\_ County produced summary sheets (in SOS format)

***(If applicable) We have also reported our registration via CalVoter by:***

\_\_\_\_ Electronic CalVoter report file named RORDATA.TXT

\_\_\_\_ Directly keyed the data into CalVoter

DATED:

Registrar of Voters or County Clerk:

This \_\_\_\_\_ day of \_\_\_\_\_, 2016

Deputy

**PUT SEAL HERE**

Contact telephone #:

\_\_\_\_\_  
Email address:

\_\_\_\_\_

**Number of Registered Voters in Selected  
Political Bodies Attempting to Qualify as of May 23, 2016**

COUNTY OF \_\_\_\_\_

As part of the Report of Registration, we need to report the total number of voters registered in each of these political bodies attempting qualification. **Please indicate the total number of voters, zero voters, or N/A.** PLEASE EMAIL or FAX by **Tuesday, May 31, 2016.**

Non-Qualified Political Body

Number of Registered Voters\*

**Political Bodies Attempting to Qualify for the November 8, 2016, General Election**

California National Party (CNP).....	
Constitution Party of California (CPC).....	
Independent California Party (ICP).....	
Reform Party of California (REF).....	
K9 Party (K9).....	

\*Please remember to apportion these numbers in the "Miscellaneous" column in your Statement of County Registration Statistics (in the appropriate district and city report).

At this time, these are the only parties that have notified the Secretary of State's office of their intention to qualify in 2016.

**Total number of all registrants, by language preference, that will be eligible to vote in  
the June 7, 2016, Presidential Primary Election as of May 23, 2016**

County of \_\_\_\_\_

**English**

**Spanish**

**Chinese**

**Hindi**

**Japanese**

**Khmer**

**Korean**

**Tagalog**

**Thai**

**Vietnamese**