



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

1500 11th Street, 5th Floor, Sacramento, CA 95814 | **Tel** 916.657.2166 | **Fax** 916.653.3214 | www.sos.ca.gov

September 8, 2016

County Clerk/Registrar of Voters (CC/ROV) Memorandum #16284

TO: All County Clerks/Registrars of Voters

FROM: /s/ Catherine Ingram-Kelly
VoteCal Program Manager

RE: VoteCal: DMV Change of Address Processing

Starting September 9, 2016, the Secretary of State (SOS) will begin to use VoteCal to process Department of Motor Vehicles (DMV) Change of Address (COA) files and will no longer process DMV COA files from CalVoter. At that time, counties will need to respond to potential match DMV COA messages sent from VoteCal to their EMS.

The SOS will also use VoteCal to determine the list of DMV COA non-matches (motorists who requested a voter registration change of address at DMV, but for whom a voter registration record was not located in the statewide database). The SOS will mail Voter Registration Cards (VRCs) to the DMV COA non-matches, otherwise known as verification mailings, for DMV COA non-matches for all counties.

Currently, if you are a DIMS county receiving a new voter from another county because of a DMV Change of Address you may not receive the voter's contact information and SOS comment(s). The contact information and SOS comments are available in VoteCal. DIMS will provide a release patch to fix this issue. In the absence of that patch, you can manually update your local voter record by copying the missing information over from VoteCal for the respective voter.

DMV COA Transition Steps:

- September 8, 2016 - Last day to process the DMV COA files currently sent to your CalVoter Inbox.
- September 9, 2016 - Begin responding to potential match DMV COA messages sent from VoteCal. Please refer to the guidance titled, "Guidance: Department of Motor Vehicles Change of Address," posted on the VoteCal Communications Portal to assist you with responding to Potential DMV COA Match messages.

- September 12, 2016 - Last day to process the CalVoter Verification Mailing (Send Back) files to the Secretary of State, currently sent to your CalVoter Outbox.

If you have any questions or need clarification, please contact the VoteCal Help Desk at 888-868-3225 or via email at VoteCalHelp@sos.ca.gov.