



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

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February 1, 2017

County Clerk/Registrar of Voters (CC/ROV) Memorandum #17013

TO: All County Clerks/Registrars of Voters

FROM: /s/ Jill Wimberly
Associate Governmental Program Analyst

RE: Reporting Instructions for the Odd-Numbered Year Report of
Registration

Elections Code section 2187(c)(7) requires each county to provide notice to the Secretary of State (SOS) of all voters registered in their county as of February 10, 2017. Attached for your use is a Checklist for Report of Registration (ROR) Reporting, identifying the required actions that need to be taken.

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 10, 2017, is available in the California Statewide Voter Registration Database (VoteCal) beginning at the close of business on February 10, 2017, through **no later than March 1, 2017**.

A synchronization check is required as a pre-requisite for the Odd-Numbered Year ROR. Please complete your synchronization check no more than 14 days prior to indicating readiness.

The SOS will compile statewide statistics of voters using the data in VoteCal. After you indicate readiness, you will then receive these statistics via email in a report format along with a Statement of Registration Certification form. Please return this completed certificate **no later than March 8, 2017**, via email to ror@sos.ca.gov.

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.

If you have any questions, I can be reached at (916) 695-1626 or by email at ror@sos.ca.gov. Thank you for your assistance.

Attachment:

Checklist for Report of Registration Reporting

Checklist for Voter Registration Reporting

February 10, 2017, Odd-Numbered Year Report of Registration

Statement of Registration as of February 10, 2017

☛ **Deadline to Indicate Report of Registration (ROR) Readiness: March 1, 2017**

☛ **Deadline to Return Statement of Registration Certification Form: March 8, 2017**

Certified voter registration actions in the County Election Management System (EMS)

- Perform a Synchronization Check no more than 14 days prior to indicating readiness
- Correct all voter registration record differences identified by the Synchronization Check
- Enter all online and paper affidavits into the County EMS with a registration date as of **February 10, 2017**

Report electronically via VoteCal

- Indicate Report of Registration readiness in your EMS once the required actions have been completed regarding the persons who have registered in your county for the Secretary of State to generate Report of Registration totals for your county **no later than March 1, 2017**.

Verify registration totals provided by Secretary of State for reasonableness

- The registration totals as of the Report of Registration date will be generated from VoteCal after the county has indicated readiness. These will be emailed on March 3, 2017, in a report format separately to each county contact.
- Review your county voter registration totals as extracted from VoteCal.
- 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 registrations totals and they will never match 100%. This review is for reasonableness of the voter registration totals in your county EMS.
- Submit via email confirmation the Statement of Registration Certification Form as of the ROR date **no later than March 8, 2017**.

Extract Report of Registration totals from VoteCal

- When you request your generated county voter registration totals from VoteCal, they will be sent to your EMS. The EMS vendors will work with their counties to determine how this extract will be used for future functionality.

If you discover you need to make changes or corrections to your registrations once you have reviewed your county voter registration totals as extracted from VoteCal, please contact Jill Wimberly immediately by phone at (916) 695-1626 or by email at ror@sos.ca.gov.