



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

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July 22, 2019

County Clerk/Registrar of Voters (CC/ROV) Memorandum #19055

TO: All County Clerks/Registrars of Voters

FROM: /s/ Harjit Basi
VoteCal Director

RE: VoteCal: Guidance Documents

As new functionality is added to the VoteCal system, the Secretary of State provides updated and/or new guidance documents to county users in order to provide counties with direction and processes to effectively use the VoteCal system. Listed below are the documents which are new or updated as of July 22, 2019:

- Updating Voter Registration Dates

Please take the time to review these guidance documents as they will assist you with the VoteCal processes. These documents will also be posted on the VoteCal Communications Portal.

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

Attachment



Guidance: Updating Voter Registration Dates

Issuance Date: June 24, 2016

Revision Date: July 22, 2019

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Purpose

The purpose of this document is to standardize and make consistent the process used by California counties to add and update voter registration dates.

VoteCal requires a standardized process for voter registration dates across the 58 counties to provide a consistent process for VoteCal to function as expected. This document provides guidance for the counties for adding and updating voter registration dates and related fields in VoteCal.

Guidance

Voter registration dates and related fields (registration source, form type, and delivery method) are to be updated, based on the tables below, whenever a registration, reregistration, or address change for a voter has been accepted and the voter record is updated. The VoteCal Official List extracts include voters eligible for an election based on the precinct and registration date associated with the voters' records. A voter is eligible for an election if they are registered on or before the election registration close date. When a voter's address is updated without a corresponding registration date update, the voter's eligibility to vote in a jurisdiction is determined based on the registration date on file, which may be a date prior to the change of address. The VoteCal public access website uses the same logic and as such may display that a voter is eligible for an election (after the registration close date) when in fact they are not eligible to vote. Additionally VoteCal uses the registration date (among other events) for determining match criteria and choosing the appropriate surviving record. Accordingly, harmonizing registration date update procedures is critical to facilitating a functioning statewide database.

Registration Date Updates

The VoteCal Project Team – working closely with the CACEO's Business Process Committee (BPC) - has identified the following process for adding and updating voter registration dates.

Table 1 - Voter Registration Dates provides guidance on what date to use when updating the Registration Date.

Note: The Elections Code (EC) sections and California Code of Regulations (CCR) sections cited below do not prescribe the specific guidelines as described in the following table. The EC and CCR sections provide supporting information and the premise for developing the below guidelines.

Table 1: Voter Registration Dates

Address Change Type	Standard Registration Date	Exception Registration Date
New Voter Registration Affidavits		
Completed Registration Affidavit (including paper and online (COVR) registrations) (EC §§ 2102, 2196; CCR § 19050.7)	Update the registration date to the date the affidavit is received by the Secretary of State (SOS) or County Elections Official (County).	If the registration is received in the mail after E-15 but postmarked prior to E-15, backdate the registration date to E-15.



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Address Change Type	Standard Registration Date	Exception Registration Date
<p>Unsigned Voter Registration Affidavit (including paper and online (COVR) registrations) (EC §§ 2102, 2153, 2154, 2196)</p> <ul style="list-style-type: none"> Signature Missing <p>Note: SOS recommends holding an incomplete Voter Registration Affidavit for up to 180 days to allow the registrant time to provide the information. If the information is not received within 180 days the County may reject the incomplete affidavit.</p>	<p>Once the signature is received by the County the following occurs:</p> <p>For Paper Affidavits: Update the registration date to the date the unsigned affidavit is initially received by the SOS or County (follow EC section 2102 on received date).</p> <p>For Online Registrations: Update the registration date to the electronic date the online registration was initially received by the County.</p>	<p>No exceptions</p>
<p>Pre-Registrations that are eligible for the election (with a complete registration)</p>	<p>When activating the voter, update the registration date to the date the voter turns 18. (EC § 2102(d))</p>	<p>If voter turns 18 within 60 days of the election, activate the voter and backdate the registration date to no later than E-15. The County shall liberally construe this exception in favor of the voter. (EC § 14312)</p>
<p>Incomplete Voter Registration Affidavit (including paper and online (COVR) registrations) (EC § 2154; CCR § 20108.18)</p> <ul style="list-style-type: none"> Date of Birth “PO Box” as Residence Address Business or Nonexistent Address – Entered in System Name Citizenship box <p>Note: SOS recommends holding an incomplete Voter Registration Affidavit for up to 180 days to allow the registrant time to provide the information. If the information is not received within 180 days, the County may reject the incomplete affidavit.</p>	<p>Update the registration date to the date the affidavit is complete and received by the County.</p>	<p>If the missing information is received E-14 through County certification of the election, back date the registration date to E-15.</p>



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Address Change Type	Standard Registration Date	Exception Registration Date
<p>Registrations from National Voter Registration Act (NVRA) Agencies (VRAs) & DMV (EC § 2102)</p>	<p>VRA: Update the registration date to the date the VRA accepted it.</p> <p>DMV: Update the registration date to the date the registration was submitted to DMV.</p>	<p>VRA: For paper affidavits: If not date stamped by VRA, update the registration date to the date the affidavit is received by the SOS or County.</p> <p>VRA: For COVR: Date/Time when voter hits submit</p> <p>DMV: The SOS receives and passes down the effective date. DMV populates the effective date depending on the source.</p> <p>Paper Change of Address Form (Mailed to or Dropped off at Field Office): Date of Field Office Stamp</p> <p>Paper Change of Address Form (Mailed to Headquarters): Date of DMV Headquarters Mail Room Stamp (or Date Received)</p> <p>Change of Address Form (Online): Date/Time when customer hits submit</p> <p>Driver License Renewal Form (Online): Date/Time when customer hits submit</p> <p>Driver License Form (Field Office Transactions [paper or electronic (EDL44) completed in Field Office]): Date DMV Customer visits field office and completes transaction</p> <p>Driver License Renewal Form (Mailed to Headquarters): DMV Vendor Delivers documents to the Remittance Section at DMV HQs</p>
<p>New Resident Affidavit (EC §§ 3400-3408) {follow code updates, anticipate deleting after 2019 Leg. Session}</p>	<p>Update the registration date to the date the affidavit is received by the SOS or County.</p>	<p>If the registration is received E-14 through E-7, back date the registration to E-15.</p>



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Address Change Type	Standard Registration Date	Exception Registration Date
New Citizen Affidavit (EC §§ 3500-3503) {follow code updates, anticipate deleting after 2019 Leg. Session}	Update the registration date to the date the affidavit is received by the SOS or County.	If the registration is received E-14 through the close of election day, back date the registration date to E-15.
First Party Address Changes		
Signed Request from the Voter to Change Address (i.e. letter, returned 8d2 card, returned RCP, ARC, VNC, CAN, Credit Reporting Agency, etc.) (EC § 2119)	Update the registration date to the date the notification was received by the County.	If received after E-15, but is postmarked with a date on or before, backdate the registration date to E-15. Otherwise use date the notification was received by the County.
Provisional Voting for Voters who Moved within the same County – also known as Failsafe Voting (EC § 14311)	If deemed valid, update the registration date to date received.	No exceptions
DMV Change of Address (DMV COA) (EC § 2263; C.C.R. § 20108.51)	Update the registration date to the DMV COA effective date. The effective date is the date embedded in each record.	No exceptions
Third Party Address Changes		
National Change of Address (NCOA) (EC § 2222) – Residential Address	Update the registration date to the date embedded in the record. Since NCOA only contains a month and year, apply the 1 st day of the month.	No exceptions
Electronic Address Change Service (ACS) notifications – Residential Address	Update the registration date to the date embedded in the record. Since ACS only contains a month and year, apply the 1 st day of the month.	No exceptions
Manual Address Change Service (ACS) notifications (NIXIE tabs) – Residential Address	If any residence address update: Update the registration date to the date the notification was received by the County. If no address update: No change to registration date.	If the notification is received in the mail between E-15 and Election Day, back date the registration date to E-15.
Residency Confirmation Postcard (RCP) Change of Address and Alternate Residency Confirmation Postcard (ARC) (EC §§ 2220, 2224)	Depending on info on returned card, follow either 1 st party or 3 rd party return rules.	If the RCP or ARC is received in the mail after E-15 but postmarked prior to E-15, back date the registration date to E-15.



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Address Change Type	Standard Registration Date	Exception Registration Date
Consumer Credit Reporting Agency (EC § 2227)	No Registration date change, depending on info returned from voter, follow either 1 st party or 3 rd party return rules.	No exceptions

Additional Registration Information Updates

In addition to updating the registration date, counties shall also update the registration source, registration form type, and registration delivery method any time the registration date is updated in order to support the NVRA reporting requirements and complete the bi-annual survey conducted by the Elections Assistance Commission (EAC).

Table 2: Corresponding Registration Date Fields provides the corresponding EMS field names and descriptions for each field.

Table 2: Corresponding Registration Date Fields

VoteCal Field Name	DFM Field Name	ESSVR Field Name	Description
Registration Source	Reg Source/Location	Source	The location where the registration originated. (Where did the form come from?)
Registration Form Type	Reg Form Type	Type	The type of voter registration form.
Registration Method	Reg Method	Delivery	The way in which the County received the registration. (How was the form delivered to the County?)

The VoteCal standard values for the registration source, registration form type, and registration delivery method are listed below. Due to specific EMS or county preferences, there may not be exact equivalents configured in your county for each value in the VoteCal standard values below. Counties are expected to select the option that most closely represents the appropriate registration source, registration form type, and registration method.

VoteCal Standard Values for Registration Source

- Address Change Service (ACS) Notifications
- Armed Forces Recruiting Centers
- California Department of Tax and Fee Administration
- California Health Benefit Exchange Email
- California Health Benefit Exchange Website
- Consumer Credit Reporting Agency
- County Health/ Social/ Human/ Family/ In-Home Services
- Deaf/Hard of Hearing Services



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- Department of Motor Vehicles
- Department of Motor Vehicles by Mail
- Department of Public Social Services
- Department of Rehabilitation
- Failsafe Provisional Envelope
- Federal Government Website (NVRA)
- Franchise Tax Board
- Independent Living Center
- Mental Health Services
- National Change of Address (NCOA)
- Office/In Person
- Online Voter Registration
- Other
- Other County Registrar
- Other Designated Agency not listed above
- Other Public Assistance Agency not listed above
- Other received by mail and not included above
- Regional Center
- Registration drives from advocacy groups or political parties
- Secretary of State
- Signed Request from Voter to Change Address
- State-assisted Disability Service Organizations
- Women, Infants, and Children

VoteCal Standard Values for Registration Form Type

- Affidavit Printed Online
- Affidavit (SOS)
- Alternate Residency Confirmation Postcard (ARC)
- Change of Address Notification
- DMV Notice of Change of Address
- Electronic (Online)
- Federal Form (NVRA)
- Federal UOCAVA Reg VBM Application Postcard
- Federal VRC (UOCAVA use only)
- Federal Write-in Vote-By-Mail Ballot (FWAB) (UOCAVA use only)
- Provisional Ballot
- Residency Confirmation Postcard (RCP) Change of Address
- State VRC (UOCAVA use only)
- 8D2 Confirmation Cards/Change of Address Notification (CAN)
- Other

VoteCal Standard Values for Registration Delivery Method

- DMV COA
- DMV DL/ID Renewal by Mail



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- DMV Field Office (DL44)
- Email
- Fax (military and overseas voters)
- In Person/In Office/ROV
- Mail (from Registration Drive)
- Mail (from SOS)
- Mail (must have a postmark)
- National Change of Address (NCOA)
- Online via the SOS Website
- Other
- Other Social Service Agencies (NVRA) (future use)
- Pluggable Voter Interface
- Polls
- Registration Drive (delivered by drive organizers)
- Secretary of State
- UOCAVA-Federal VRC
- UOCAVA-Federal Write-in Vote-By-Mail Ballot (FWAB)
- UOCAVA-Federal Registration/Vote-By-Mail Application Postcard
- UOCAVA-State VRC
- VoteCal Message

Contact Information

For questions or to report issues contact the SOS VoteCal Help Desk at 888-868-3225 or email VoteCalHelp@sos.ca.gov