National Voter Registration Act and Senate Bill 35

Training for NVRA Agency Coordinators
Offices Serving Students with Disabilities

University of California (UC)
California State University (CSU)
California Community College (CCC)
National Voter Registration Act (NVRA)

- Signed into law in 1993
- Established that the right to vote is a fundamental right
- States that it is the duty of federal, state and local governments to promote voting
- Requires governmental agencies to offer voter registration
  - Known as “Motor Voter” - voter registration offered at all DMV offices
  - Also reaches people who may not visit DMV
  - Must offer voter registration at any public assistance agency
  - Must offer voter registration at any agency primarily serving people with disabilities
NVRA Goals

- Make it easy for U.S. citizens to register to vote
- Remedy past discrimination
  - In voting and in voter registration
  - Safeguards against “purging” voter rolls
- Increase voter registration in underserved and disabled communities
- Offices like yours can empower individuals who are left out of our democracy
What’s Going on in California (Senate Bill 35) & Pre-registration

- **California Law (SB 35)**
  - Effective January 2013
  - Codifies the NVRA into California law and adds new requirements
  - Election Code sections 2400-2408
  - Creates a 3-part team – places requirements on County Elections Officials, NVRA agencies, and the Secretary of State (SOS) Office.

- **Puts into place voter registration accountability**
  - You and the NVRA agencies play a big role in this

- **Pre-registration is now available for eligible 16- & 17-year-olds**
  - Pre-registrants will be automatically registered to vote on their 18th birthday
Why Voter Registration Matters

- California has 6 million unregistered eligible voters
  - California has a voter registration rate of only 75.69%
- People can’t vote unless they are registered
  - In 2016, only 58.74% of eligible voters cast a ballot in the General Election
- Californians with disabilities and those who are low-income are more likely to be unregistered

Source: Secretary of State
Thanks to the hard work of people like you, SB 35 is proving to help increase voter registration in California. Since 2013, voter registration at non-DMV voter registration agencies has increased dramatically.

Source: Secretary of State
Who Must Offer Voter Registration?

- Public Assistance Agencies
  - County Health/Human Service Offices (CalFresh, CalWORKS, Medi-Cal)
  - In-Home Supportive Services (IHSS)
  - Woman, Infant, and Children (WIC) Offices
  - Covered California (California’s Health Benefit Exchange/HBEX)
Who Must Offer Voter Registration?
(cont’d)

- Disability Service Agencies
  - Dept. of Rehabilitation – Vocational Rehabilitation Services
  - Dept. of Rehabilitation – Independent Living Centers
  - Dept. of Developmental Services – Regional Centers
  - Dept. of Social Services – Office of Deaf Access Contractors
  - State and County Mental Health Providers
  - University of California (UC) offices providing services to students with disabilities
  - California State University (CSU) offices providing services to students with disabilities
  - California Community College (CCC) offices providing services to students with disabilities
Who Must Offer Voter Registration? (cont’d)

- DMV Offices
- Armed Forces Recruitment Offices
- Dept. of Tax and Fee Administration District Offices
- Franchise Tax Board District Offices
The Core of the NVRA/SB 35 - SOS

- SOS Must
  - Coordinate with County Elections Officials, NVRA agencies, and state agencies
  - Monitor and assist with implementation
  - Publish monthly reports with voter registration numbers from NVRA agencies and each of their offices and sites
  - Publish biennial voter registration reports for the U.S. Election Assistance Commission (EAC)
  - Prepare training materials
The Core of the NVRA/SB 35 - County Elections Officials

- County Elections Officials Must
  - Designate an NVRA Coordinator
  - Place known NVRA agencies, and their offices and sites, on the County Roster
  - Track the Voter Registration Cards (VRCs) provided to NVRA agencies, and each of their offices and sites
  - Report to SOS:
    - On monthly basis – the number of voter registrations from NVRA agencies, and each of their offices and sites
    - On biennial basis – voter registration numbers for the EAC
  - Assist NVRA agencies with training, upon request
The Core of the NVRA/SB 35
- NVRA Agencies (University and College)

- NVRA Agencies Must:
  - Offer voter registration
  - Designate an NVRA Coordinator, at each site:
    - Order VRCs from the SOS Elections office, and print Voter Preference Forms from SOS website in all available languages
    - Mail completed VRCs to the SOS daily
  - Train staff annually
  - Train new staff
The Core of the NVRA/SB 35
- NVRA Agencies (University and College) (cont’d)

- NVRA Agencies Must Also:
  - Incorporate online NVRA services into enrollment websites
  - If the agency offers web-based enrollment, they must offer an opportunity to register to vote online and provide an online Voter Preference Form. Currently done by:
    - C-IV, Cal-Winn, LEADER Online Benefits Enrollment
    - Dept. of Rehabilitation – Vocational Rehabilitation Services
    - Covered California
    - Tax and Fee Administration
Training Resources on SOS Website

Training Information and Resources

The Secretary of State provides National Voter Registration Act (NVRA) resources and training materials for NVRA agency coordinators and NVRA agency staff. Elections officials and NVRA agencies can use these materials to train their county and their staff that provide public assistance or serve people with disabilities. The NVRA resources are designed for the training of new staff as they come on board. Follow the links below to find the appropriate training resources included in these links, once reviewed, will satisfy the annual training requirements.

New and Noteworthy: 2018 NVRA Updates

- Training and Resources for County Elections Officials
- Training and Resources for NVRA Agency Coordinators
- Training and Resources for NVRA Agency Staff
- Training and Resources for NVRA Agency (University and College) Coordinators
- Training and Resources for NVRA Agency (University and College) Staff

Choose the link you wish to view
Training Resources
- NVRA Agency (University and College) Coordinators

Training and Resources for NVRA Agency (University and College) Coordinators

The Secretary of State provides National Voter Registration Act (NVRA) training materials for NVRA agency coordinators. These coordinators are tasked with ensuring compliance of NVRA within their agency's offices/sites. This includes ordering/tracking of voter registration cards, annual training of staff and coordination of NVRA responsibilities with their local county elections official. The below training materials will help coordinators complete annual training and will satisfy the annual requirement provided by the NVRA.

Training

- NVRA/SB35 Slideshow: [PPT] | [PDF]
- NVRA Agency Video: [Open Captioned] | [Open Captioned-Audio Described]
- NVRA Basics - Quick Reference Sheet
- Training Frequently Asked Questions

Resources

- NVRA Voter Preference Forms
- Voters with Disabilities
- Voting Rights: Persons with a Criminal History
- NVRA Voter Registration Agency Guidance Letters
- Public Service Announcements
- SOS NVRA Toolkit - How to Comply with the National Voter Registration Act
- Disability Rights California - Voting Publications
- Disability Etiquette
Training and Resources for NVRA Agency (University and College) Staff

The Secretary of State provides National Voter Registration Act (NVRA) training materials for NVRA agency staff. These staff are front line staff who assist participants with their agency’s application processes. The NVRA requires these staff to be trained annually on the procedures and requirements of the NVRA. The below training materials will help satisfy the annual requirement provided by the NVRA.

Training

- NVRA/SB35 Slideshow:  [PPT] | [PDF]
- NVRA Agency Video: [Open Captioned] | [Open Captioned-Audio Described]
- NVRA Basics - Quick Reference Sheet
- Training Frequently Asked Questions

Resources

- California’s NVRA Manual (2015)
- NVRA Voter Preference Forms
- Voters with Disabilities
- Voting Rights: Persons with a Criminal History
- NVRA Voter Registration Agency Guidance Letters
- Public Service Announcements
- SOS NVRA Toolkit - How to Comply with the National Voter Registration Act
- Disability Rights California - Voting Publications
- Disability Etiquette
Many state public assistance agencies have provided specific NVRA/SB 35 instructions to their programs/staff

- Dept. of Public Health – Women, Infants, and Children Program (November 2011)
- Dept. of Social Services – County Welfare Departments (CalFresh, CalWORKS) (February 2013)
- Dept. of Health Care Services – Medi-Cal (July 2014)
- Covered California (October 2014)
- In-Home Supportive Services (June 2015, July 2017)
Many state disability service agencies have provided specific NVRA/SB 35 instructions to their programs/staff:

- Dept. of Rehabilitation – Vocational Rehabilitation Services (January 2013)
- Dept. of Rehabilitation – Independent Living Centers (October 2013)
- Dept. of Developmental Services – Regional Centers (March 2013)
- Dept. of Social Services – Deaf Access Program (December 2012)

State agency instructions can be found at:
NVRA Agencies (University and College): Tracking

- Tracking
  - Puts into place voter registration accountability
  - Ordering VRCs – University and college offices request VRCs from SOS, the VRC serial numbers are tracked by the SOS.
  - Tracking serial numbers ensures the university is credited for complying with the NVRA when completed VRCs are mailed to the SOS.
  - To order VRCs for your office, contact the SOS NVRA Coordinator at nvra@sos.ca.gov
NVRA Agencies (University and College): Ordering more VRCs

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<th>Voter Registration Card</th>
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<td>Statement of Distribution</td>
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I. General Information

Name: ___________________________ Date: ____________

Name of Organization: ___________________________

Street Address (No P.O Box): ___________________________

City: ___________________________ State: ___________ Zip: ___________

Telephone: ___________________________ Fax: ___________

Number of Cards Requested: ___________ Language: ___________

II. Proposed Method of Distribution (Check)

☐ Fixed Location
☐ Mail (Blanket)
☐ Petition
☐ Door-to-Door
☐ Mail (Targeted)
☐ Other

Briefly explain your distribution plan (where will forms be distributed, by whom will they be distributed, etc.).

III. Declaration

I declare under penalty of perjury that I have read and understand the legal requirements on the reverse side of this form and that I will take reasonable steps to ensure that:

1) The persons or persons distributing registration cards will give a registration card to any elector requesting one, and
2) The voter registration cards issued will not be defaced or changed in any way, other than by the insertion of a mailing address and the affixing of postage, and
3) Prior to distribution, the affidavit portion of the registration cards will not be mutilated, stamped, or partially or fully completed by anyone other than an elector or by another person assisting the elector, and
4) Persons entrusted with distribution or subsequent collection of completed forms, will be fully advised of the legal requirements outlined on the reverse side of this statement.

Signature: ___________________________ Date: ____________

(Important: See Legal Requirements on reverse side of this form)

Serial Numbers: ___________________________ (Office Use Only)

Fax This Completed Form To: (916) 653-3214

Legal Requirements

- Important -

The following requirements must be complied with by all persons and/or organizations to whom registration cards are issued. Non-compliance may result in referral to the appropriate law enforcement agency.

Receipt – A person who assumes responsibility for returning another person’s completed voter registration card (a completed voter registration card is known as an affidavit of registration) to the elections official, must complete the blue box section of the affidavit by signing, dating and listing their name, address and telephone number on the card itself and on the receipt portion of the affidavit. (Elections Code § 2158.)

Return of Affidavits – Persons distributing voter registration cards must return all completed affidavits in their possession within three working days, excluding Saturdays, Sundays, and state holidays. Retaining completed affidavits for more than three days, or denying the voter’s right to return his or her completed affidavit is a misdemeanor. All blank cards must be returned to the elections official immediately after the 15th day preceding a statewide primary or general election, and whenever instructed to do so by the elections official. (Election Code §§ 2138, 2139, 18103.)

Unsolicited Mailing – Any mailing of a voter registration card to a person who did not request one must be accompanied by a cover letter or other notice with each card, instructing the recipient to disregard the card if the or she is currently registered to vote. (Elections Code § 2158.)

Note: Organizations receiving completed affidavits of registration for delivery to the elections official must ensure that all affidavits completed in whole or in part by prospective registrants are promptly forwarded to the elections official. This includes affidavits containing irregularities or minimal information, i.e. a name and address.

The elections officials, not the organization distributing or receiving affidavits, will determine the validity of the registration.
Accountability

- SOS website will show the number of voter registration cards that are associated with your university or college campus office on the NVRA monthly spreadsheet
- The SOS NVRA monthly spreadsheet reports can be found at www.sos.ca.gov/elections/voter-registration/nvra/reports/
Choose the UC, CSU, and CCC report
### NVRA Monthly Spreadsheet Report

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- **UC Campus Registrations**
- **Total Voter Registrations**
## NVRA Monthly Spreadsheet Report

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### CSU Campus Registrations

- CSU Bakersfield: 0
- Cal Maritime: 0
- CSU Channel Islands: 0
- CSU Chico: 0
- CSU Dominguez Hills: 0
- CSU East Bay: 0
- Fresno State: 0
- CSU Fullerton: 0
- CSU Humboldt: 0
- CSU Long Beach: 0
- CSU Los Angeles: 0
- CSU Monterey Bay: 0
- CSU Northridge: 0
- Cal Poly Pomona: 0
- CSU Sacramento: 0
- CSU San Bernardino: 0
- CSU San Diego: 0
- CSU San Francisco: 0
- San Jose State: 0
- Cal Poly San Luis Obispo: 0
- CSU San Marcos: 0
- Sonoma State: 0
- CSU Stanislaus: 0

### Total Voter Registrations

Totalregistrations: 0
### California Community College (CCC) Disabilities Services Offices

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**CC Campus**

**Total Voter Registrations**
NVRA Agencies (University and College): 2 Forms at 3 Opportunities

- NVRA requires agencies to offer voter registration by
  - Offering 2 forms
    - Voter Registration Cards (VRCs)
    - Voter Preference Forms (VPFs)
  - At 3 opportunities
    - Application for new services or benefits
    - Application for renewal
    - Notification of change of name or address
Form #1 – Voter Registration Cards (VRCs)

- Order from SOS NVRA Coordinator
- Help the applicant register, if asked
  - “Equal Assistance” = providing as much assistance with completing the VRC as you do with your agency’s forms
- VRCs are printed in all available languages
- Keep sufficient stock of VRCs in all languages on hand at all offices and sites
- Forward completed VRCs to SOS on a daily basis
Form #1 – California's Voter Registration Card (VRC)
NVRA Agencies (University and College): 2 Forms at 3 Opportunities (cont’d)

- Form #2 – Voter Preference Forms (VPFs)
  - Available from SOS website in 10 languages
    http://www.sos.ca.gov/elections/voter-registration/nvra/training/voter-preference-forms/
  - Have VPFs available in all available languages
  - Keep VPFs for 2 years
    - Can be stored as a hard copy, or electronically in case files, or a central file
Form #2 – California's Voter Preference Form (VPF)

If you are not registered to vote where you live now, would you like to apply to register to vote here today?  
(Check One)

☐ Already registered. I am registered to vote at my current residence address.

☐ Yes. I would like to register to vote. (Please fill out the attached voter registration form.)

☐ No. I do not want to register to vote.

Note: If you do not check a box, you will be considered to have decided not to register to vote at this time. You may take the attached voter registration form to register at your convenience.

Applicant Name          Date

Important Notices

1. Applying to register or declining to register to vote will not affect the amount of assistance that you will be provided by this agency.

2. If you would like help in filling out the voter registration form, we will help you. The decision whether to seek or accept help is yours. You may fill out the voter registration form in private.

3. If you believe that someone has interfered with your right to register or to decline to register to vote, your right to privacy in deciding whether to register or in applying to register to vote, or your right to choose your own political party preference or other political preference, you may file a complaint with the Secretary of State by calling toll-free (800) 345-VOTE (8683) or you may write to: Secretary of State, 1500 - 11th Street, Sacramento, CA, 95814. For more information on elections and voting, please visit the Secretary of State’s website at www.sos.ca.gov.

01/13 NVRA Voter Preference Form
NVRA Agencies (University and College): 2 Forms at 3 Opportunities (cont’d)

- At 3 Opportunities
  1. At the time of application for new services or benefits
  2. At the time of renewal
  3. Upon notification of change of name or address

- Voter registration must be offered on all types of transactions including in person, phone, mail, and online (if available)

- Hand out two forms (VRC and VPF) together
During the Voter Registration Process

- NVRA Agencies and Staff Must NOT:
  - Discourage an applicant/client from registering to vote
    - But CAN encourage an applicant to register to vote!
  - Influence an applicant’s/client’s political party preference
  - Make statements or take actions that give the impression that registering to vote has bearing on whether the applicant can get services
Voter Registration Eligibility

- To Register to Vote in California, You Must Be:
  - A United State’s citizen and a resident of California
  - 18 years old or older on Election Day
  - Not currently in state or federal prison or on parole for the conviction of a felony
  - Not currently found mentally incompetent to vote by a court

- To Pre-register to Vote in California You Must:
  - Be 16 or 17 years old
  - Meet all other eligibility requirements to vote. You will automatically be registered to vote on your 18th birthday.
Voter Registration Eligibility (cont’d)

Do NOT Screen for Voter Registration Eligibility

- It is not the responsibility of university staff to determine voter eligibility

- Rules around age and citizenship are simple, but the rules around past criminal conviction are not

- The county elections officials will screen and reject applications from ineligible individuals

- Citizenship concerns? Agency staff can say, “You must be a U.S. citizen, 18 years old or older by Election Day to vote” or “You may pre-register to vote if you are a U.S. citizen, 16 or 17 years of age”
Voter Registration Eligibility (cont’d)

To Register:

- You do not need to read or write
- You do not need to speak English
  - VRCs and VPFs are available in 10 languages
- You can be homeless
  - Space on VRC to describe location where applicant/student lives
- You do not need a CA driver license/ID card or Social Security Number
- You may complete the VRC with reasonable accommodations, if you have a disability
- You do not have to be able to sign the VRC
  - Applicant/student may mark an “X” or use a signature stamp
Who Should Register or Re-register to Vote?

- An Applicant/Student Who:
  - Has never registered
  - Has moved to a new address
  - Has changed his or her name
  - Has changed his or her political party preference
  - Is not sure if he or she is registered to vote
  - Has not voted in the last several elections
Voter Registration in Action

- If someone indicates on the VPF that they wish to register
  - Have the person fill the VRC out right then and there
- If someone declines on the VPF to register
  - Let them take the VRC home
- The agency’s applicant/student must receive a VRC
  - Unless they have indicated in writing that they do not want to register
- The Decision to Register
  - Is the applicant’s/client’s alone, including for individuals with disabilities
  - It is NOT the decision of a conservator, caseworker, service coordinator, parent, etc.
DO NOT make assumptions about a person’s ability to register and to vote based on the person’s disability.

Common Misconceptions Why People with Disabilities Cannot Register and Vote

- The person has a disability: physical, psychiatric, intellectual disability, developmental disability, etc.
- The person uses a wheelchair

Voter registration must be offered to all of your applicants/students.
Form #1 – California's Voter Registration Card (VRC)
**Items 1 & 2 Voter Declaration and Name**

- **Item 1:** Voter declaration. The applicant must mark “yes” or “no” to the question of whether or not he or she is a United States citizen and if he or she will be 18 years or older by Election Day. Pre-registrations indicate they are at least 16 or 17 years of age.

- **Item 2:** First name, middle name (or initial), and last name. Should match CA driver license (DL)/identification card (ID Card).
Item 3 Identification

- **Item 3:** Date of birth. List the month, day and year. CA DL/ID Card number or last four of Social Security Number.
  - If the applicant has been issued a CA DL/ID, they **MUST** list the number.
  - If they do not have either, they **MUST** list the last 4 digits of their Social Security Number.
  - If they do not have any of the above:
    - They can still register to vote
    - They can leave the field blank
Item 3 (cont’d)

- **Item 3**: Place of birth. List the U.S. state or foreign country of birth.
Item 4 Home Address

- **Item 4:** Home address. This should be their “residential” address.
  - Residence: Place in which the applicant’s habitation is fixed and where the intention is to stay. For voting purposes, a person can have only ONE residence.
  - A student’s “residential” address can be their school address or home address.
  - City, zip code and county name: each item must be filled out completely.
  - Please note: P.O. Boxes & business addresses are NOT valid here.
Item 4 (cont’d)

- **Item 4**: If the applicant does not have a street address they can give an exact description of where they live in this field.
- Cross streets, route, box, bridges, or other landmarks can be used.
- Mostly used for applicants living in rural areas with non-specific street addresses. Also used for applicants who are homeless.
**Item 5 Mailing Address**

- **Item 5**: Mailing address. Applicants complete this section if they want to receive election mail at a different address other than their residential addresses. This is typically a P.O. Box or business address.
Item 6 Registration History

- **Item 6:** If the applicant was previously registered and changed his or her address, surname, or political party preference complete this section. If the applicant cannot recall his or her previous address, it can be left blank.
Item 7 Vote-by-mail

**Item 7:** To become a permanent vote-by-mail voter, the applicant must check the box marked “Yes.” This can be left blank if the applicant wants to vote at a polling location.
**Item 8**

**Political Party Preference**

- **Item 8:** Political party. Mark box to “prefer” any of the political parties listed. If the applicant does not want to disclose a political party preference, mark the “No Party / None” box.

- There can be only ONE mark in item 15 with NO CORRECTIONS or ALTERATIONS. A new VRC must be filled out if an error is made.
Optional Survey: This area is to request a phone number and email address. These are optional, but recommended.

To receive state materials in another language, mark the language preference box. If no box is checked, voter materials will be provided in English.
Item 10 Signature

Item 18: This item MUST contain the signature/mark/signature stamp of the applicant. Please include the date of signing.
If you help fill out the VRC on behalf of the applicant, complete the box. Do not complete the box if you only answered questions or checked if the VRC was complete.
Form #2 – California's Voter Preference Form (VPF)

If you are not registered to vote where you live now, would you like to apply to register to vote here today?
(Check One)

☐ Already registered. I am registered to vote at my current residence address.

☐ Yes. I would like to register to vote. (Please fill out the attached voter registration form.)

☐ No. I do not want to register to vote.

NOTE: IF YOU DO NOT CHECK A BOX, YOU WILL BE CONSIDERED TO HAVE DECIDED NOT TO REGISTER TO VOTE AT THIS TIME. YOU MAY TAKE THE ATTACHED VOTER REGISTRATION FORM TO REGISTER AT YOUR CONVENIENCE.

Applicant Name Date

Important Notices

1. Applying to register or declining to register to vote will not affect the amount of assistance that you will be provided by this agency.

2. If you would like help in filling out the voter registration form, we will help you. The decision whether to seek or accept help is yours. You may fill out the voter registration form in private.

3. If you believe that someone has interfered with your right to register or to decline to register to vote, your right to privacy in deciding whether to register or in applying to register to vote, or your right to choose your own political party preference or other political preference, you may file a complaint with the Secretary of State by calling toll-free (800) 345-VOTE (8683) or you may write to: Secretary of State, 1500 - 11th Street, Sacramento, CA, 95814. For more information on elections and voting, please visit the Secretary of State’s website at www.sos.ca.gov.

01/13 NVRA Voter Preference Form
What Happens After a Person Registers?

- Voter Receives:
  - Postcard confirming status
  - Voting materials
  - Polling place location or Vote Center information
  - Mailed ballot (for vote-by-mail voters)
NVRA Resources

**SOS Website Resources**


NVRA Resources (cont’d)

- Additional Resources
  - SOS NVRA Toolkit – aclusandiego.org/NVRA-toolkit/
  - Disability Etiquette – unitedspinal.org/pdf/DisabilityEtiquette.pdf
Questions?

- **Visit**
  
sos.ca.gov
  RegisterToVote.ca.gov

- **SOS Voter Hotlines**
  
  English.......(800) 345-VOTE (8683)
  Hindi.........(888) 345-2692
  Khmer.........(888) 345-4917
  Spanish.......(800) 232-VOTA (8682)
  Thai.........(855) 345-3933
  TTY/TDD.....(800) 833-8683
  
  Chinese......(800) 339-2857
  Japanese.....(800) 339-2865
  Korean.......(866) 575-1558
  Tagalog......(800) 339-2957
  Vietnamese..(800) 339-8163
Questions about NVRA/SB 35?

- Questions about NVRA requirements, training, or other issues?
  - Contact your campus’ NVRA Coordinator
  - Contact the SOS NVRA Coordinator
  www.sos.ca.gov/elections/voter-registration/nvra/contact/
Secretary of State NVRA Information

- **SOS NVRA Coordinators**
  - Jordan Kaku, Evelyn Mendez, and Rachelle Delucchi (Legal)

- **SOS NVRA Websites**
  - [www.sos.ca.gov/elections/voter-registration_nvra/](http://www.sos.ca.gov/elections/voter-registration_nvra/)
  - [www.sos.ca.gov/elections/voter-registration_nvra/training](http://www.sos.ca.gov/elections/voter-registration_nvra/training)

- **SOS NVRA Contact Information**
  - Phone: (916) 657-2166
  - Fax: (916) 653-3214
  - Email: nvra@sos.ca.gov