



Guidance: Official List

Issuance Date: September 6, 2016

Revision Date: June 10, 2021

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For every election, the county produces the election roster within their Election Management System (EMS) by requesting an Official List extract from VoteCal. Refer to California Code of Regulations section 19087 for complete regulations regarding Official Lists.

In order to produce an Official List that does not exclude voters that were previously eligible for the election but have subsequently become ineligible after the close of registration, it is important that counties update the registration date when updating a voter’s address or political party preference. For additional information refer to the Updating Registration Date Guidance document dated June 10, 2021.

Automated processes such as online voter registration, duplicate check, felon and deceased matching, National Change of Address (NCOA) and Department of Motor Vehicle Change of Address (DMV COA) continue after the close of registration; counties continue receiving new messages and new voter registration records.

Prior to requesting an Official List, counties should verify the following:

- All eligible voter precincts are assigned to the election.
- All eligible voter precincts must be the precinct associated with the registration date that is on or before the election registration close date.
- Voters that will be 18 on or before the day of the election should be marked as active 60 days prior to the election. For additional information, refer to Pre-Registrant Guidance document, dated June 10, 2021.
- A sync check has been generated at least 30 days prior to running the Official List and differences resolved within the acceptable tolerance level.

Guidance

Table 1: Official List describes the activities for the Official List Extract process.

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ACTIVITY	PROCESS
<p>County Requests the Initial Official List</p>	<p>When the county is ready to create the election roster, using the local EMS, the county requests an Official List. (Review corresponding EMS Guide for detailed instructions)</p> <p>(Note: Confidential voters are excluded by default; select “include confidential voters” if they should appear on the Official List.)</p> <p>Potential error messages you may receive:</p> <ul style="list-style-type: none"> • (County A) not authorized to access (County B) data – this error would be received if county attempts to request an extract for another county. • No matching record found for election identifier – this error would be received if there is not a matching election in VoteCal for the requested election’s official list. • (First Name) or (Last Name) maximum length is exceeded – this error would be received if county staff’s first or last



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ACTIVITY	PROCESS
	<p>name entered as the requestor of the official list exceeds 30 characters.</p> <ul style="list-style-type: none">• Official List Extract only available for future election – this error would be received if official list is requested for an election that occurred in the past. <p>Please note: The EMS error message wording may vary from the above verbiage.</p>
VoteCal Generates Official List	<p>VoteCal receives the EMS request and creates a data extract including active and inactive eligible voter registration records as of the registration close date for the election.</p> <p>VoteCal sends a message and the official list extract to the EMS upon completion.</p>
County Imports Official List and Generates Rosters	<p>After receiving the extract from VoteCal, <i>using the local county EMS, the county imports the Official List into the local EMS database and creates the Roster of Voters etc.</i> (Review corresponding EMS Guide for detailed instructions.)</p>
County Requests an Official List to Generate Supplemental Rosters	<p>Subsequent and/or supplemental rosters may be created from data obtained from either the EMS or from VoteCal. If a county is obtaining data for a supplemental roster from VoteCal, the county requests and imports an Official List extract, as done with the Initial Official List request.</p>

Contact Information

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