



Guidance: Public Voter Registration Data Request (PVRDR)

Issuance Date: May 4, 2018

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Background/Purpose

Authorized applicants may make a Public Voter Registration Data Request (PVRDR) to the Secretary of State (SOS) or the county elections official. Counties may choose to generate a PVRDR extract utilizing their Election Management System (EMS) or VoteCal. VoteCal provides counties with the ability to extract PVRDR records for voters that cross over county lines. However, only the Secretary of State can generate a statewide PVRDR extract. A county can also search and view its existing extract requests submitted as a VoteCal PVRDR.

Guidance

If county elections officials choose to generate a VoteCal PVRDR, the extract will include voter registration, participation history, political district, and precinct information using the data available from VoteCal. The extract along with the applicant information is maintained in VoteCal.

To request a VoteCal PVRDR extract, enter the requested information into the local EMS. The EMS will then send the request to VoteCal for processing. A VoteCal PVRDR includes the applicant information and the filtering criteria for the voters included in the extract.

The applicant information includes:

- County
- Applicant name
- Applicant identification and type of identification
- Applicant address
- Applicant contact information (email, phone number, fax number)
- Organization name
- Organization business address
- Organization business contact information (email, phone number, fax number)
- Basis for qualification and purpose or use of the data
- Payment information
- Information of the party the agent represents (if applicable)
- Date of application

The filtering criteria for voter registration data in the extract includes:

- County where the request was made
- City of residence
- Zip code



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- Precinct
- Political party
- Election
- Political district (such as, Congressional District, State Assembly District, and/or County Supervisorial District)
- Other (date of registration, date of birth, gender, voter status, language preferences, Cancelled/Inactive)
- Voter participation history

Once the user enters the VoteCal PVRDR criteria via the EMS, VoteCal validates the request information, searches the active voter registration records based on the criteria supplied, and creates the extract file with the voter records returned from the search. VoteCal sends the message *Extract Files Generated* and the requested data as an extract file to the county EMS.

The following is the search and view criteria for existing VoteCal PVRDR extracts:

- PVRDR ID
- Applicant name
- Applicant ID and ID type
- Organization name
- Application date
- Application status
- Range of date of request (From/To)
- Request status
- Received at (County can only look at PVRDR requests they requested. They cannot view other county's requests.)

For detailed instructions on requesting a VoteCal PVRDR or searching for an existing VoteCal PVRDR extract, refer to your EMS training materials or contact your EMS Help Desk.

VoteCal Contact Information

For questions or to report issues, contact the SOS VoteCal Help Desk at 1-888-868-3225 or by email at VoteCalHelp@sos.ca.gov.