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February 13, 2013

County Clerk/Registrar of Voters (CC/ROV) Memorandum #13018

TO: All County Clerks/Registrars of Voters

FROM: 
Jennie Bretschneider
Assistant Chief Deputy and Counsel

RE: NVRA: New Monthly Reporting Requirements

SB 35 (Padilla), Chapter 505, Statutes of 2012, effective January 1, 2013, codifies portions of the National Voter Registration Act (NVRA) into state law and places new requirements on county elections officials, NVRA agencies, and the Secretary of State.

SB 35 requires county elections officials to begin reporting the number of voter registrations generated by each NVRA agency office or site in the county. The Secretary of State has developed the attached reporting template for the 58 counties. The spreadsheet contains a page for each county with a list of the known NVRA agency offices and sites in the county. Each county elections official should maintain an up-to-date list of the NVRA agency offices and sites in the county and add new offices and sites to the list as appropriate.

SB 35 requires NVRA agencies to do the following:

- Notify the county elections official of each NVRA office or site within a county;
- Designate an NVRA/SB 35 coordinator;
- Train employees annually;
- Order voter registration cards exclusively from the county elections office;
- Offer minority language forms as required by federal Voting Rights Act; and
- Offer an online voter preference form and link to California Online Voter Registration (<http://RegisterToVote.ca.gov/>) if the agency offers enrollment, renewal, or change of address transactions online.

SB 35 requires the Secretary of State to prepare training materials, post county NVRA reports on the Secretary of State's NVRA website, and coordinate NVRA compliance throughout the state.

Tracking NVRA Voter Registrations

In order to properly track NVRA registrations, county elections officials should record the serial numbers of the voter registration cards (VRCs) supplied to each NVRA office or site. NVRA agencies with multiple sites in a county should coordinate distribution of the VRCs with county elections officials to ensure proper tracking.

As required by SB 35, the monthly NVRA reports will now have two components:

- 1) A one-page report with category totals similar to the monthly NVRA reports counties have provided in the past; and
- 2) A spreadsheet with a list of the NVRA agency offices and sites in the county and the voter registration totals received from each agency office or site.

SB 35 requires counties to report to the Secretary of State within 10 days of the beginning of each calendar month.

NVRA Training

SB 35 requires NVRA agencies to train employees annually and requires county elections officials to assist with training, if requested by an NVRA agency. The Secretary of State's NVRA and SB 35 training materials are available on the Secretary of State's NVRA website.

California Department of Social Services ACIN

The California Department of Social Services has issued a new All County Information Notice (ACIN) to county welfare directors and state and local NVRA agencies regarding SB 35 and NVRA compliance. The ACIN is attached for your information.

For More Information

Secretary of State NVRA Coordinator
Phone: (916) 657-2166
Fax: (916) 653-3214
Email: nvra@sos.ca.gov

Resources

Secretary of State's NVRA Website:
sos.ca.gov/elections/nvra/

Secretary of State's SB 35 Implementation Workshop Materials:
sos.ca.gov/elections/nvra/sb35/

Secretary of State's NVRA Training Webpage:
sos.ca.gov/elections/nvra/training/

California Department of Social Services ACIN 1-04-13:
dss.cahwnet.gov/lettersnotices/EntRes/getinfo/acin/2013/I-04_13.pdf

United States Department of Justice Civil Rights Division Voting Section Website:
justice.gov/crt/about/vot/nvra/activ_nvra.php