Navigating the SOS Website

NVRA Reports
Secretary of State NVRA Reports by County and Category
Under the National Voter Registration Act, every two years the Secretary of State compiles reports to the Election Assistance Commission (EAC) containing overall data for California. The reports are based on monthly county reports that counties submit to the Secretary of State's office and can be viewed below.

- Non-DMV Voter Registration Agencies: Monthly Totals by County and Category, April 2008 to Present (XLS)
- Non-DMV Voter Registration Agencies: Yearly and Monthly Totals by County, 1995 to Present (XLS)
- DMV Voter Registration: Yearly and Monthly Totals, 1995 to Present (XLS)
- All NVRA Voter Registration Agencies: Yearly and Monthly Totals, 1995 to Present (XLS)
- California Online Voter Registration (COVR) by All NVRA Agencies, April 2014 to Present (XLS)
- SB 35/NVRA Monthly Reports by County and Agency Office/Site
- DMV Registration Totals Per County (XLS)

California Biennial Reports to the Election Assistance Commission
Under the National Voter Registration Act of 1993 (NVRA), the Election Assistance Commission (EAC) reports biennially to the United States Congress on the NVRA's impact on voter registration. In order to prepare the report, the EAC surveys each state biennially for the number of voter registration applications received and processed and where those applications came from (e.g., Department of Motor Vehicle (DMV) offices, public assistance agencies, agencies providing services to people with disabilities, and armed forces agencies).

Choose the SB 35 report
### NVRA Monthly Spreadsheet Report

<table>
<thead>
<tr>
<th>County</th>
<th>Types of Offices</th>
<th>Office Name, Office ID Number</th>
<th>Number of VRC's received</th>
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<tr>
<td>Alameda</td>
<td>Public Assistance (PA), Disability Agency (DA), Armed Forces (AF), Other (O)</td>
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<td>PA</td>
<td>Alameda County Social Services Agency - Fremont</td>
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<tr>
<td></td>
<td>PA</td>
<td>Alameda County Social Services Agency - Hayward</td>
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<td>Native American Health Center, Inc. (WIC)</td>
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<td>Tiburcio Vasquez Health Center, Inc. (WIC) Hayward</td>
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<td>Alameda County Children and Family Services</td>
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</tbody>
</table>

**Public Assistance offices in the county**

**Select your county**

**Disability Agencies**

**Number of voter registrations in January**
NVRA Agencies:
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 or recertification
    - Notification of change of name or address
NVRA Agencies:
2 Forms at 3 Opportunities (cont’d)

○ Form #1 – Voter Registration Cards (VRCs)
  - Order from County Elections Official’s 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
  - Offer VRCs in all required Voting Rights Act (VRA) languages
    - These may be different from the languages in which you are required to provide services, depending on your program/agency
  - Keep sufficient stock of VRCs on hand at all offices and sites
  - Forward completed VRCs to county on a daily basis
Form #1 – California's Voter Registration Card (VRC)
NVRA Agencies:
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 required VRA 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:
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 or recertification
     - Regional Centers – Individual Program Plan (IPP)
     - Other agencies – reassessment of eligibility
  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)
NVRA Agencies:
2 Forms at 3 Opportunities (cont’d)

- Voter Registration Must be Offered:
  - In the home of applicants/clients receiving in-home assistance if the agency allows them to apply, renew, or update their address in their home
  - To adults (parent/guardian) applying for services or benefits on behalf of a child/children
- 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
  - A resident of California
  - 18 years old or older on Election Day
  - Not currently imprisoned or on parole for the conviction of a felony
  - Not prohibited from voting by a court because of mental incompetency

- 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 NVRA Agency 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/client 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/client may mark an “X” or use a signature stamp

Who Should Register or Re-register to Vote?

- An Applicant/Client 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/client must receive a VRC
  - Unless they have indicated in writing that they do not want to register
Voter Registration in Action (cont’d)

- 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.
- A conservator and/or family member cannot make the voter registration decision on behalf of the applicant/client
Applicants/Clients with Disabilities

- The Same Rules Apply. Agencies Must:
  - Provide a VRC and VPF
  - Assist with filling out the forms, when requested
  - Provide the same level of assistance in completing the VRC as in completing the agency’s own forms
  - Provide assistance in completing the VRC in the person’s home if agency provides services in the person’s home
  - NOT make assumptions about a person’s ability to register and to vote based on the person’s disability
Applicants/Clients with Disabilities (cont’d)

- 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
  - The person is under conservatorship
    - There is a presumption that a person is competent to vote regardless of conservatorship status
    - A court must find by clear and convincing evidence that the person cannot communicate, with or without reasonable accommodations, a desire to participate in the voting process

- Voter registration **must** be offered to all of your applicants/clients
Basic Guidelines

• Listen to any instructions the person may give
• Offer assistance, but wait until your offer is accepted before you help
• Do not use the term "handicapped" when referring to a person with a disability
• A disability rather than "a disabled person"
• Make reference to the person first, then the disability: Say "a person with a disability"
Disability Etiquette (cont’d)

- **Common Courtesies**
  - Share the same social courtesies. If you shake hands with people you meet, offer your hand to everyone you meet, regardless of their disability.
  - When offering assistance to a person with a visual impairment, allow that person to take your arm. Guide, rather than propel or lead the person. Use specific directions when directing a person with a visual impairment.

- **Conversation**
  - Speak directly to the person with a disability, not to the person accompanying them. The same principle applies for people who communicate through sign language.
  - When greeting a person with a severe loss of vision, always identify yourself and others. For example say, “On my right is John Smith.”
  - Speak in a normal tone of voice and indicate when the conversation is over. Let them know when you move from one place to another.
Form #1 – California's Voter Registration Card (VRC)
Items 1, 2 & 3

- **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 and middle name (or initial). Should match CA driver license (DL)/identification card (ID Card).

- **Item 3**: Last name. Should match CA DL/ID Card.
Items 5 & 6

Home address – not a P.O. Box or business address – (Number, Street, Ave., Drive, etc. Include N, S, E, W)  

Apt or unit #

Number:  

City:  

State: CA  

Zip:  

California county:  

Item 5: 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.

Item 6: City, zip code, and county name.

Please note: P.O. Boxes & business addresses are NOT valid here.
Item 7

If you do not have a street address, describe where you live including cross streets, Route, N, S, E, W

Item 7: 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.
Items 8 & 9

Mailing address – if different from above, or P.O. Box

8
City

9
State Zip Foreign country

- **Item 8:** 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 9:** City, zip code, county and foreign country name.
Items 10 & 11

> **Item 10:** Date of birth. List the month, day and year.

> **Item 11:** Place of birth. List the U.S. state or foreign country of birth.
Item 12: 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

Phone numbers are posted at polling places on election day.
Items 13 & 14

Item 13: E-mail address. This is optional, but recommended.

Item 14: Phone number. This is optional, but recommended.
Item 15

Do you want to disclose a political party preference?

Yes, my political party preference is (check one):
☐ American Independent Party  ☐ Democratic Party  ☐ Green Party
☐ Libertarian Party  ☐ Peace and Freedom Party  ☐ Republican Party
☐ Other (specify):

☐ No, I do not want to disclose a political party preference.
(If you select no, you may not be able to vote for some parties' candidates at a primary election for U.S. President or party committee.)

Item 15: 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 Preference" 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.
Item 16

Do you want to disclose a political party preference?

Yes, my political party preference is (check one):
- American Independent Party
- Democratic Party
- Green Party
- Libertarian Party
- Peace and Freedom Party
- Republican Party
- Other (specify):

No, I do not want to disclose a political party preference.
(If you select no, you may not be able to vote for some parties' candidates at a primary election for U.S. President or party committee.)

I want to get my ballot by mail before each election.* Initial here: 

If you were registered to vote before, fill out below:

Item 16: To become a permanent vote-by-mail voter, initial on the line provided. This can be left blank if the applicant wants to vote at a polling location.
### Item 17

If you were registered to vote before, fill out below:

<table>
<thead>
<tr>
<th>First name</th>
<th>Middle initial</th>
<th>Last name</th>
</tr>
</thead>
<tbody>
<tr>
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</table>

<table>
<thead>
<tr>
<th>Previous address where you were registered</th>
<th>City</th>
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<table>
<thead>
<tr>
<th>State</th>
<th>Zip</th>
<th>Previous county</th>
<th>Previous political party preference (if any)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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</tbody>
</table>

**Item 17**: 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 18: This item MUST contain the signature/mark/signature stamp of the applicant. Please include the date of signing.
Optional

Read and sign below.
I am a U.S. citizen and am at least 16 years old. I am not currently imprisoned or on parole for the conviction of a felony. I am not prohibited from voting by a court because of mental incompetency. I understand that it is a crime to intentionally provide incorrect information on this form. I declare under penalty of perjury under the laws of the State of California that the information on this form is true and correct.

Signature: [Signature]
Date Signed: [Month] [Day] [Year]

- Optional Survey: This area is to request information to serve as a poll worker.

- To receive state materials in another language, mark the language preference box. If no box is checked, voter materials will be provided in English.
Green Box

If you help fill out the VRC on behalf of the applicant, complete box. Do not complete the box if you only answered questions or checked if the VRC was complete.
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

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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.
What Happens After a Person Registers?

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

- NVRA Training – www.sos.ca.gov/elections/voter-registration/nvra/training/
- Voters with Disabilities – www.sos.ca.gov/elections/voting-resources/voters-disabilities/
- Californians with Criminal Convictions or Detained in Jail or Prison – http://www.sos.ca.gov/elections/voting-resources/voting-california/who-can-vote/california/voting-rights-californians/
NVRA Resources (cont’d)

Additional Resources

- ACLU’s Toolkit – aclusandiego.org/NVRA-toolkit/
- Disability Rights California –
  www.disabilityrightsca.org/pubs/PublicationsVoting.htm
- 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 agency's NVRA Coordinator
  - Contact your county elections official's NVRA Coordinator or the SOS NVRA Coordinator

  [www.sos.ca.gov/elections/voter-registration/nvra/contact/](http://www.sos.ca.gov/elections/voter-registration/nvra/contact/)
Secretary of State NVRA Information

- **SOS NVRA Coordinators**
  - Steven Carda and Rachelle Delucchi (Legal)

- **SOS Elections Analyst (NVRA Tracking & Reporting)**
  - Milena Paez

- **SOS NVRA Websites**
  - [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