



**ALEX PADILLA** | SECRETARY OF STATE | STATE OF CALIFORNIA  
1500 11<sup>th</sup> Street | Sacramento, CA 95814 | **Tel** 916.653.7244 | **Fax** 916.653.4620 | [www.sos.ca.gov](http://www.sos.ca.gov)

June 12, 2019

Judicial Watch  
c/o Mr. Eric Lee  
425 Third Street, SW, Suite 800  
Washington, DC 20024

Dear Mr. Lee:

Thank you for sending check, #40117, in the amount of \$5.00, as payment for copies of documents on a CD responsive to your recent Public Records Act request.

Please find enclosed your requested CD, along with a receipt for payment.

If you have questions about this or another matter related to the Secretary of State's office, please contact us again.

Sincerely,

Constituent Affairs  
Secretary of State

Enclosure

## **NVRA List Maintenance Training Handouts**

Training Presentation Handouts used on 5/8/2019 on Webinar Program, WebEx

Enclosed:

- PowerPoint Training



# National Voter Registration Act and List Maintenance

*Training for County Elections Officials*



California Secretary of State

1

## Updates and Plan of Action

- In March 2019, the Secretary of State (SOS) published the California NVRA Manual
  - County Clerk/Registrar of Voters (CC/ROV) #19030, dated March 27, 2019 introduced the manual and highlighted a number of the changes to Chapters 3 and 4
  - Chapter 4 of the manual addresses list maintenance
- Following these training sessions, an updated training PowerPoint will be posted on our website
  - Any changes will be highlighted
  - A FAQ document will be added as well
- At the end of June, Chapter 2 will be added to the California NVRA Manual

2

## Today's Training

Today's training will focus on List Maintenance

- Voter registration applications and actions taken
  - accept, reject, or request a cure of the application
  - Covered in Chapter 4, Sections II and III of the California NVRA Manual
- Residency confirmation procedures and mailings
  - confirm voters' residence prior to elections and on an ongoing basis
  - Covered in Chapter 4, Section IV of the California NVRA Manual
- Address confirmation notices
  - Mailed when county learns of voters' change of address
  - Covered in Chapter 4, Section V of the California NVRA Manual
- Voter registration status of a result of residency confirmation mailings and the address confirmation notices
  - Voter registration status: active, inactive, and cancelled
  - Covered in Chapter 4, Section V of the California NVRA Manual

3

## National Voter Registration Act (NVRA)

- The NVRA is federal law signed in 1993
- One goal - to increase the number of registered voters in the United States by requiring many government offices to offer people the opportunity to register to vote
- Another goal – and the main focus of this training – to protect the integrity of elections by requiring states to maintain accurate and current voter registration rolls
  - this is known as "list maintenance"
- California law, in general, mirrors the NVRA

4

### **Section 8 of the NVRA (52 U.S.C. § 20507)**

- Requires that any list maintenance program aimed at ensuring the integrity of voter registration rolls
  - conform to certain basic requirements, and
  - be uniform and nondiscriminatory
  
- Establishes specific requirements concerning
  - voter registration processing,
  - notices to voters regarding the disposition of voter registration applications, and
  - maintenance of a general program that makes a "reasonable effort to remove the names of ineligible voters from the lists of eligible voters"

5

### **List Maintenance Requirements**

The NVRA and California law provide for

- confirmation of voter registration sent to each newly registered voter or voter who updates their voter registration record;
  
- removal of ineligible and deceased voters from the rolls;
  
- Updating of a voter's current registration if it is within California; and
  
- cancellation of a voter's registration if
  - voter confirms a change of residence outside California; or
  - county elections official ("county") receives notice from the U.S. postal service that the voter appears to have moved, and the voter both fails to respond to an address confirmation notice and fails to vote in two subsequent federal general elections

6

## Voter Registration Applications

- Section 8 of the NVRA and state law specify the time period for accepting valid voter registration applications and for determining eligibility for an upcoming election
- In California, the voter registration deadline is 15 days before each election
- A voter registration application must be accepted as timely for an upcoming election if it is received in one of the following ways by
  - An elections official by mail, and
    - **Postmarked** on or before the voter registration deadline
  - The Department of Motor Vehicles (DMV), and
    - **Submitted** to DMV on or before the voter registration deadline
  - An NVRA voter registration agency (VRA), and
    - **Accepted** at the agency on or before the voter registration deadline
  - An elections official, and
    - **Received** by the "appropriate" elections official on or before the voter registration deadline

7

## Voter Registration Applications (cont.)

- California law also provides for
  - Online registration via the California Online Voter Registration Application (COVR) - must be submitted on or before the 15-day voter registration deadline
  - conditional voter registration (CVR) and CVR provisional voting - available after the 15-day voter registration deadline up through and including Election Day
- DMV and VRAs must transmit completed registrations to elections officials within 10 days of acceptance and within five days, if accepted within five days of the voter registration deadline
- Counties immediately process as timely, completed applications that are
  - accepted by the DMV/VRA on or before the voter registration deadline, and
  - received by the elections official prior to the certification of the election
- The SOS has issued a guidance document, "Updating Voter Registration Dates," for counties to use when adding or updating voter registration dates

8

### Disposition of Voter Registration Application

- A voter registration application must contain statutorily required information
- Example of REQUIRED information - the CHECK BOX FOR U.S. CITIZENSHIP
  - In other for the application to be accepted, the applicant MUST check the "Yes" box
  - This is a HAVA section 303(b)(4)(A)(i) requirement
- Section 8 requires that elections officials notify each voter registration applicant of the disposition of their voter registration application
  - whether the application is accepted or rejected, or
  - whether additional information is needed

9

### Disposition of Voter Registration Application: Accepted

- If an applicant's eligibility is verified and the voter registration application is accepted
  - applicant becomes a registered voter, or
  - if a reregistration, the voter's existing registration record is updated
- Counties must send a
  - *non-forwardable* Voter Notification Card (VNC) by first-class mail to the residence address listed on the voter's registration application
    - unless a separate mailing address has been provided
- The post office provides updated information if the VNC cannot be delivered as addressed, but does not forward it to the addressee
- A voter's registration will remain active even if the voter does not respond to a VNC

10



### Disposition of Voter Registration Application: Request to Cure

- When **required** information is missing from the voter registration application, county elections officials must attempt to contact the applicant
  - If the mailing address is legible, the county elections official must send the applicant a new VRC or document requesting the missing information

11

### Disposition of Voter Registration Application: Rejected

- County must notify the applicant of the reason for rejection
- A voter registration application may be rejected if:
  - applicant does not meet the qualifications for registering to vote, or
  - application is **missing required information** and elections official cannot obtain the information from the applicant
- If missing information falls in “rebuttable presumption” category, application must be accepted; county doesn’t need to contact applicant
  - No middle name or initial: presumption = none exists
  - No party preference: presumption = applicant declined to disclose one
  - No execution date: presumption = application was executed on or before the 15-day close, if the county elections official either: received the application on or before the 15-day close; or received application by mail and it is postmarked on or before the 15-day close
  - No state of birth within the US, but instead “U.S.A.,” “United States,” or other indication of the US: presumption = applicant was born in a state or territory of the US
    - failure to furnish a place birth shall not preclude affidavit of registration from being deemed complete

12

### Residency Confirmation

- Section 8 of the NVRA requires that the state “conduct a general program that makes a reasonable effort to remove the names of ineligible voters from the official lists of eligible voters” by reason of death or change of address
- The NVRA does not mandate a specific method of identifying ineligible voters
- California law provides several methods for counties to confirm voters' addresses in compliance with NVRA requirements
  - VNCs
  - Pre-election Residency Confirmation Postcards
    - National Change of Address System (NCOA) Data
    - County VIGs
    - Consumer Credit Reporting Agency
  - Alternative Residency Confirmation Postcards

13

### Residency Confirmation: VNC

- The purpose of the VNC is two-fold
  - notify the applicant that he or she is registered to vote
    - as discussed above
  - confirm the voter's address and voter preference information
    - the VNC shall state the voter's party preference: "Party: (Name of political party)"
- For residency confirmation, these are the reasons to send VNCs
  - upon the receipt of an address correction notice or letter responding to
    - A notice, letter, or notice under Elections Code section 2119,
    - Article 2 (commencing with Section 2220), or
    - DMV – change of address (COA) information
    - 1<sup>st</sup> party COA as the result of a address or residency confirmation mailings/notices

14

### Residency Confirmation: VNC (cont.)

#### Voter's response (or non-response) to VNC

- Voter does not respond
  - voter's registration remains active
- Voter responds with an address change
  - same county - the county shall
    - update the voter's registration record
    - send a new VNC to the new address
  - another county
    - former county: shall use VoteCal's "push voter" function to alert the county associated with the new address
    - new county: shall send a new VNC to the new address

15

### Residency Confirmation: VNC (cont.)

#### Post office returns VNC

- treated as a notice of change of address; a *forwardable* address confirmation mailing will be sent to the voter
- When the address change is to an address in
  - same county - the county shall
    - update the voter's registration record, and
    - send an Elections Code section 2225(b) notice to the new address
  - another county
    - former county: shall use VoteCal's "push voter" function to alert the county associated with the new address
    - new county: shall send an Elections Code section 2225(b) notice to the new address
  - another state, if there is no forwarding address, or if the person who received the VNC indicates that the voter is not at that address
    - the county shall
      - update the voter's registration record to inactive, and
      - send an Elections Code section 2225(c) notice OR confirmation mailing that complies with NVRA Section 8(d)(2)

16

### Residency Confirmation: Pre-election Residency Confirmation Postcard

- California law also requires county elections officials to conduct a residency confirmation procedure at least 90 days before the direct primary election
- County elections official
  - must mail to each registered voter
    - *non-forwardable* postcard
    - sent "Address Correction Requested, Return Postage Guaranteed"
  - not required to mail a pre-election residency confirmation postcard to
    - any voter who has voted at an election in the last six (6) months or
    - to any person who will not be 18 years of age on or before the direct primary election

17

### Residency Confirmation: Pre-election Residency Confirmation Postcard (cont.)

Voter's response (or non-response) to  
pre-election residency confirmation postcard

- Voter does not respond
  - voter's registration will remain active
- Voter does respond with an address change
  - same county – the county shall
    - update the voter's registration record, and
    - send a VNC to the new address
  - another county
    - former county: shall use VoteCal's "push voter" function to alert the county associated with the new address
    - new county: shall send a VNC to the new address

18

### **Residency Confirmation: Pre-election Residency Confirmation Postcard (cont.)**

Post office returns pre-election residency confirmation

- Treated as a notice of change of address; a *forwardable* address confirmation mailing will be sent to the voter
- When the address change is to an address in
  - same county - the county shall
    - update the voter's registration record, and
    - send an Elections Code section 2225(b) notice to the new address
  - another county
    - former county: shall use VoteCal's "push voter" function to alert the county associated with the new address
    - new county: shall send an Elections Code section 2225(b) notice to the new address
  - another state, if there is no forwarding address, or if the person who received the postcard indicates that the voter is not at that address
    - the county shall
      - update the voter's registration record to inactive, and
      - send an Elections Code section 2225(c) notice OR confirmation mailing that complies with NVRA Section 8(d)(2)

19

### **Residency Confirmation: Alternate Methods to Pre-election Residency Confirmation Postcard**

As an alternative to sending Pre-election Residency Confirmation Postcards, counties can do the following

- National Change of Address System (NCOA) Data
  - Elec. Code, § 2222; 52 U.S.C. § 20507(c)(1)(A)
- County Voter Information Guide (VIG)
  - Elec. Code, § 2223
- Consumer Credit Reporting Agency
  - Elec. Code, § 2227

20

### Residency Confirmation: NCOA Data

- The SOS obtains NCOA data from the California Employment Development Department (EDD) and forwards the information to the counties through VoteCal
- Treated as a notice of change of address; a *forwardable* address confirmation mailing will be sent to the voter
- When the address change is to an address in
  - same county - the county shall
    - update the voter's registration record and
    - send an Elections Code section 2225(b) notice to the new address
  - another county
    - former county: shall use VoteCal's "push voter" function to alert the county associated with the new address
    - new county: shall send an Elections Code section 2225(b) notice to the new address

21

### Residency Confirmation: County VIG

- County elections officials may include the return address of the county elections official's office
  - for an election conducted within the last six (6) months preceding the start of the confirmation process
  - on the outside portion of the county voter information guide or envelope mailed to the voter
- A physical mail back or an Address Change Service (ACS) electronic file will be treated as a notice of change of address and a *forwardable* address confirmation mailing will be sent to the voter

22

### Residency Confirmation: County VIG (cont.)

- When the address change is to an address in
  - same county - the county shall
    - update the voter's registration record and
    - send an Elections Code section 2225(b) notice to the new address
  - another county
    - former county: shall use VoteCal's "push voter" function to alert the county associated with the new address
    - new county: shall send an Elections Code section 2225(b) notice to the new address
  - another state, if there is no forwarding address, or if the person who received the VIG indicates that the voter is not at that address - the county shall
    - update the voter's registration record to inactive, and
    - send an Elections Code section 2225(c) notice OR confirmation mailing that complies with NVRA Section 8(d)(2)

23

### Residency Confirmation: Consumer Credit Reporting Agency

- County elections officials may contract with a consumer credit reporting agency or its licensees to obtain change-of-address data
- If data indicates a change of address, county shall
  - send a *forwardable* notice, including a postage-paid and preaddressed return form, which may be in the form of a postcard,
  - to the registered voter to enable the voter to verify or correct address information
- The results of this mailing can only be used to update a voter's record or confirm their address
- A voter's registration record cannot be changed to inactive status or cancelled for failure to respond to this postcard or if the postcard is returned as undeliverable
- To initiate the inactivation or cancellation process, a different residency confirmation procedure must be used

24

### Residency Confirmation: ARC Postcard

- **SOS recommendation: do NOT use ARC postcards**
  - ARC postcards are sent based only on voter inactivity
  - SOS does not consider a failure to respond to ARC postcards to be a reliable indicator of a possible change of address
- Counties have the option of sending an alternative residency confirmation (ARC) postcard
  - may be sent subsequent to NCOA or county VIG returns
  - shall NOT be used as the residency confirmation process conducted under Section 2220
  - must strictly comply with language and requirements of Section 2224
    - if a voter has not voted in an election within the preceding four (4) years, and
    - the voter's residence address, name, or party preference has not been updated during that time
- ARC postcard process can only lead to cancellation if county
  - receives as a result of the ARC postcard information or a notification that the voter no longer resides in California, and
  - then sends the voter a *forwardable* address confirmation notice that complies with Section 8(d)(2) of the NVRA

25

### Address Confirmation Notices

- If county elections officials receive information that a voter has moved to a new address, county elections officials send address confirmation notices
  - VNC
  - Section 2225(b) notices
  - Section 2225(c) notices
  - Section 8(d)(2) cards
- How does this information get to county elections officials?
  - directly from the voter
  - NCOA information, and
  - in response to VNCs, preelection residency confirmation postcards, county voter information guides, or alternative residency confirmation postcards

26



### Address Confirmation Notices (cont.)

- As a result of address confirmation process, a voter's voter registration statuses may be updated by county elections officials
  - from active to inactive
  - from inactive to active
  - from inactive to cancelled
- Cancellation of a voter registration record because of a change of address requires compliance with the address confirmation process
  - all address confirmation notices sent to voters who
    - are believed to have moved out-of-state,
    - have no forwarding address, or
    - have mail returned as undeliverable with no forwarding address
  - must comply with Section 8(d)(2) or Elections Code section 2225(c)

27

### "Inactive" Voters – List Provided to Polling Place

- Methods used to confirm voters' addresses may result in elections officials placing a voter's registration on inactive status
- Voters with an inactive status are
  - Not mailed election materials, and
  - Not taken into consideration in determining
    - the number of signatures required for qualification of candidates or ballot measures,
    - precinct size, or
    - other election administration processes.
- **SOS recommendation: Counties provided to each polling place a list of inactive voters, in addition to the required list of active voters**
  - If an inactive voter offers/appears to vote and is on the list, the voter shall be provided a nonprovisional ballot to vote
- If a list of inactive voters is NOT provided or if it is provided, but the inactive voter is not on the list and the voter offers/appears to vote, the voter shall be provided an opportunity to vote provisionally

28

### Address Confirmation Notices: In-State Moves

- A voter with an active voter status and new valid address within California
  - should either receive a
    - VNC or Section 2225(b) notice
  - should **not** be placed on inactive status
  - should **not** be subject to cancellation
  - should **not** receive a Section 2225(c) notice or Section 8(d)(2) card
- Voter indicates a move
  - treated as a notice of change of address
  - same county – the county shall
    - immediately update the registration record to show the new address and send a VNC
  - another county - county in receipt of the change-of-address information shall
    - not remove the voter as an active voter from their county
    - immediately update the registration record to show the new address, and
    - if to new county, using VoteCal's "push voter" function, alert the new county about the voter's new address
    - new county: must send a VNC

29

### Address Confirmation Notices: In-State Moves (cont.)

- County receives a mailing returned by the post office, or NCOA data indicates a voter has moved
  - treated as a notice of change of address
  - same county – the county shall
    - update the registration record to show the new address, and
    - send an Elections Code section 2225(b) notice
  - another county – the county in receipt of information shall
    - not remove the voter as an active voter from their county,
    - immediately update the registration record to show the new address, and
    - if to new county, using VoteCal's "push voter" function, alert the new county about the voter's new address
    - new county: must send an Elections Code section 2225(b) notice

30

### Address Confirmation Notices: Out-of-State Moves

- Voter indicates a move out of state
  - no **address confirmation** notice is required to be sent
  - county elections official shall cancel the voter's record
- If a mailing is returned by the post office with a forwarding **residence** address outside California, or if NCOA data indicates a voter has moved outside California,
  - treated as notices of change of address
  - county elections official must
    - send a forwardable address confirmation mailing to the voter that complies with the requirements of Section 8(d)(2) in order to initiate the cancellation process
    - county elections official shall update the voter's record to "inactive" upon the sending of this notice

31

### Address Confirmation Notices: No Forwarding Address

- **SOS recommendation: mail returned by the post office (NCOA or Operation Mail) as undeliverable and with no forwarding address**
  - voter's registration cannot be cancelled based on a change of address unless the registrant first receives a notice that complies with NVRA Section 8(d)(2)
- In order to begin the cancellation process
  - county must send a Elections Code section 2225(c) notice or Section 8(d)(2) card
- Upon the sending of this mail notice, the county elections official shall update the voter's record to "inactive"

32

### Updating Voter Registration Records

- If the voter, in response to any of the address confirmation notices, provides written confirmation of a change of address to a new residence address in California
  - the county elections official shall update the voter's registration, using VoteCal (and the "push voter" functionality if the voter has moved to a new county in California)
  - the county elections official for the voter's new residence address shall send a VNC to confirm the change in registration

33

### Status of Voter Registration Record: Section 2225(b) Notice

- Voter's status shall **remain active** if voter does not return a Section 2225(b) notice
- **SOS recommendation:** Voter's status shall **be updated to inactive** upon receipt of the returned mail if a Section 2225(b) notice is returned as undeliverable
  - Section 2226(a)(2) – provides that county "may" place a voter on inactive status based on the return of certain mailings as undeliverable
  - Changing status to "inactive" will
    - maintain uniform practices across the state and
    - facilitate compliance with the requirement under the Help America Vote Act (HAVA) and the NVRA to cancel registrations of voters who
      - fail to return an address confirmation notice sent in accordance with Section 8(d)(2) or Elections Code section 2225(c), and
      - do not vote in an election during the period beginning on the date of the notice and ending on the day after the date of the second general election for federal office that occurs after the date of the notice.
- To initiate the cancellation process, a *forwardable* address confirmation notice that complies with Section 8(d)(2) of the NVRA must be mailed to the voter

34

**Status of Voter Registration Record:  
Section 2225(c) Notice or Section 8(d)(2) Card**

- Voter's status shall **remain inactive** if
  - voter does not return a Section 2225(c) notice or Section 8(d)(2) card, or
  - a Section 2225(c) notice or Section 8(d)(2) card is returned as undeliverable
  
- Voter's status shall be **updated to active** if
  - in response to a Section 2225(c) notice or Section 8(d)(2) card, the voter contacts the county elections official at least 15 days prior to the next election
  - on or before the second general election for federal office after a Section 2225(c) notice or Section 8(d)(2) card is sent, a voter with inactive status
    - has not moved to a different state and
      - offers to vote in any election, or
      - notifies the county elections official of continued residency

35

**Cancelling Voter Registration Record:  
Section 2225(c) Notice or Section 8(d)(2) Card**

- The voter's status shall be **updated to cancelled** if the voter
  - fails to return a Section 2225(c) notice or Section 8(d)(2) card, **AND**
  - does not offer or appear to vote in any election within the next two federal general election cycles following the mailing of that notice, **AND**
  - does not notify a county elections official of continued residency within California
    - notification may be made directly by the voter, or
    - through a voter registration application or change-of-address information received from specific transactions at the DMV.

36

## Residency and Address Confirmation Notices

The following slides contain SOS recommended language for the list maintenance mailings

- Residency Confirmation Notices
  - VNC
  - Preelection Residency Confirmation Postcard
  - County Voter Information Guide
  - Consumer Credit Reporting Agency
- Address Confirmation Notices
  - EC section 2225(b)
  - EC section 2225(c)
  - NVRA Section 8(d)(2) Cards

37

## Residency and Address Confirmation Notice: Voter Notification Card (VNC) - Elec. Code, § 2155

**Non-forwardable, first-class mail, address correction requested**

### VOTER NOTIFICATION

You are registered to vote. The party preference you chose, if any, is on this card. This card is being sent as a notification of:

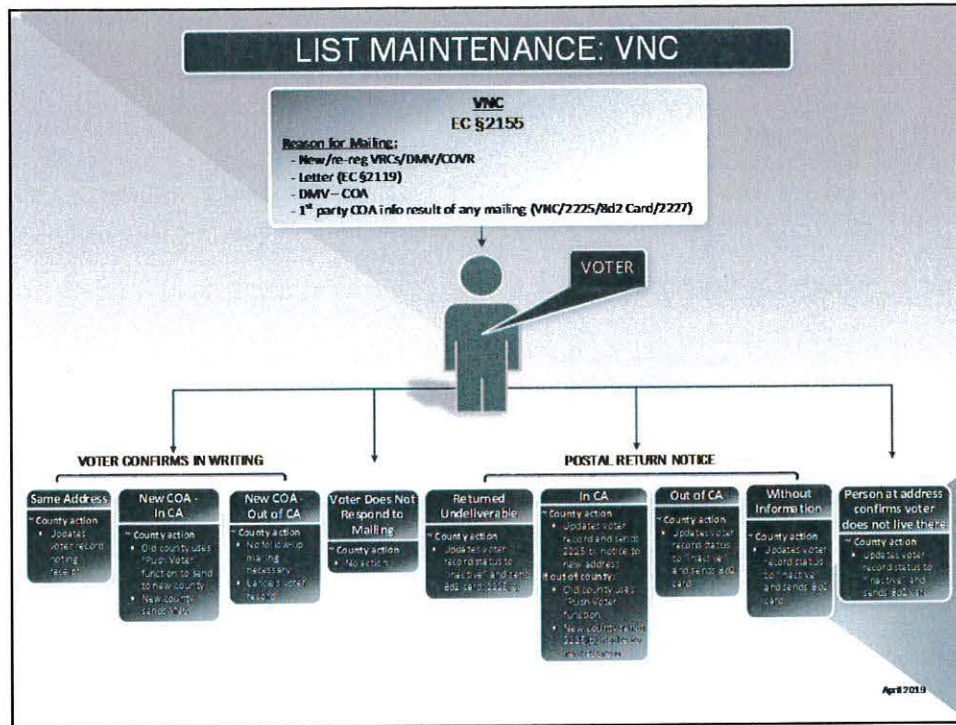
1. Your recently completed affidavit of registration.
- OR,
2. A change to your registration because of an official notice that you have moved. If your residence address has not changed or if your move is temporary, please call or write to our office immediately.
- OR,
3. Your recent registration with a change in party preference. If this change is not correct, please call or write to our office immediately.

You may vote in any election held 15 or more days after the date on this card.

Your name will appear on the roster kept at the polls.

Please contact our office if the information shown on the reverse side of this card is incorrect.

38

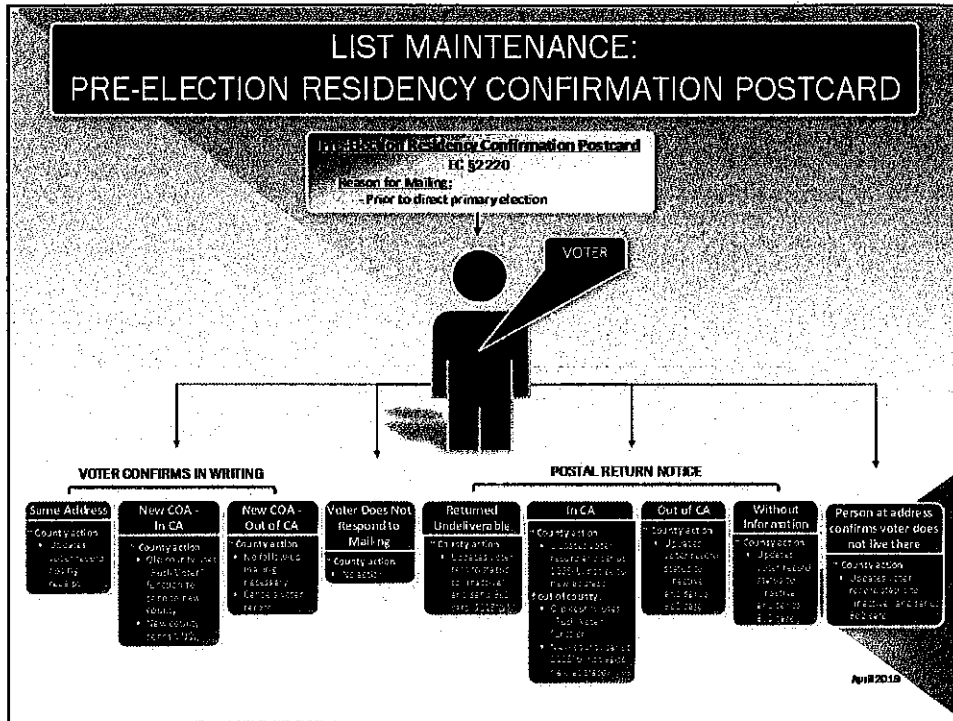


### Residency Confirmation Notice: Preelection Residency Confirmation Postcard - Elec. Code, § 2220(a)

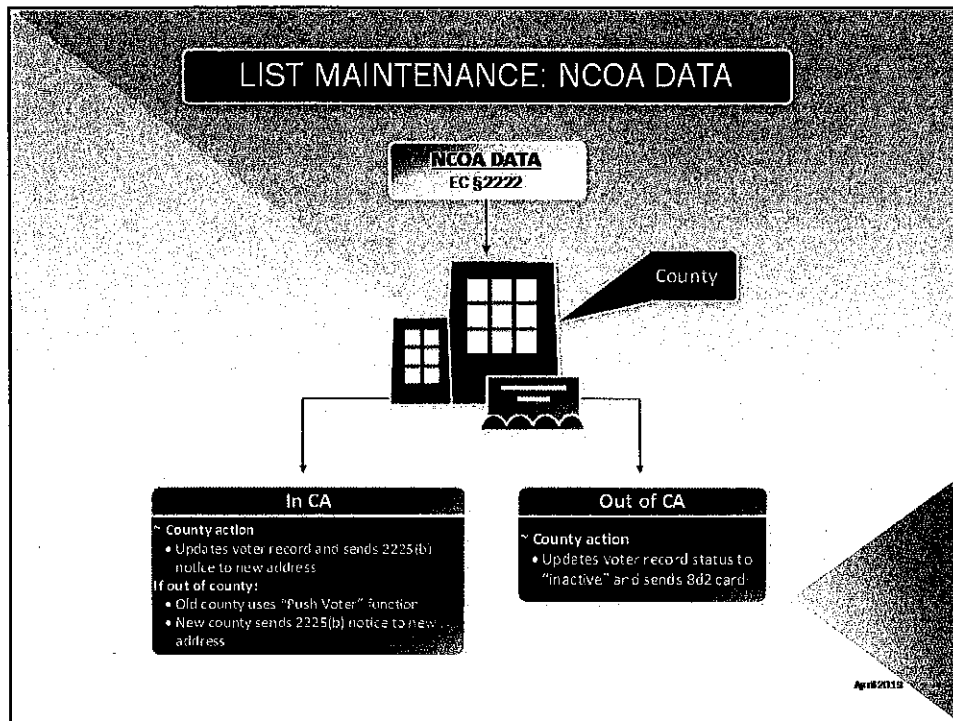
**"Address Correction Requested, Return Postage Guaranteed"**

We are requesting your assistance in correcting the addresses of voters who have moved and have not reregistered.

1. If you still live at the address noted on this postcard, your voter registration will remain in effect and you may disregard this notice.
2. If the person named on this postcard is not at this address, please return this postcard to your mail carrier.



April 2018



April 2018

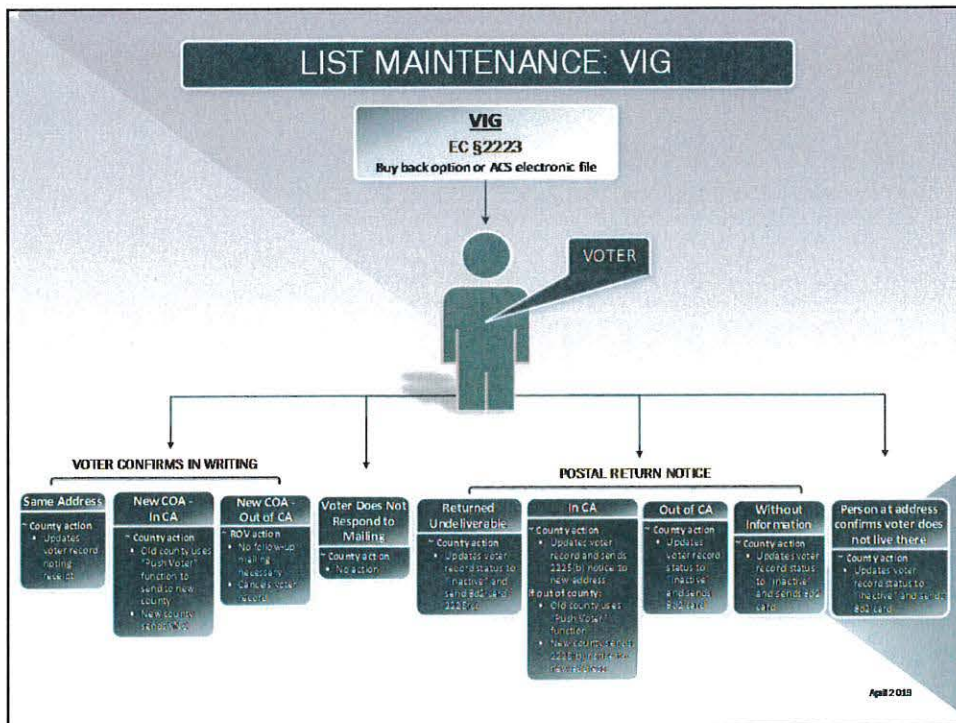


## Residency Confirmation Notice: County Voter Information Guide - Elec. Code, § 2223

### Address Correction Requested and Notice:

If the person named on the county voter information guide is not at the address, please help keep the voter rolls current and save taxpayer dollars by returning this county voter information guide to your mail carrier.

43

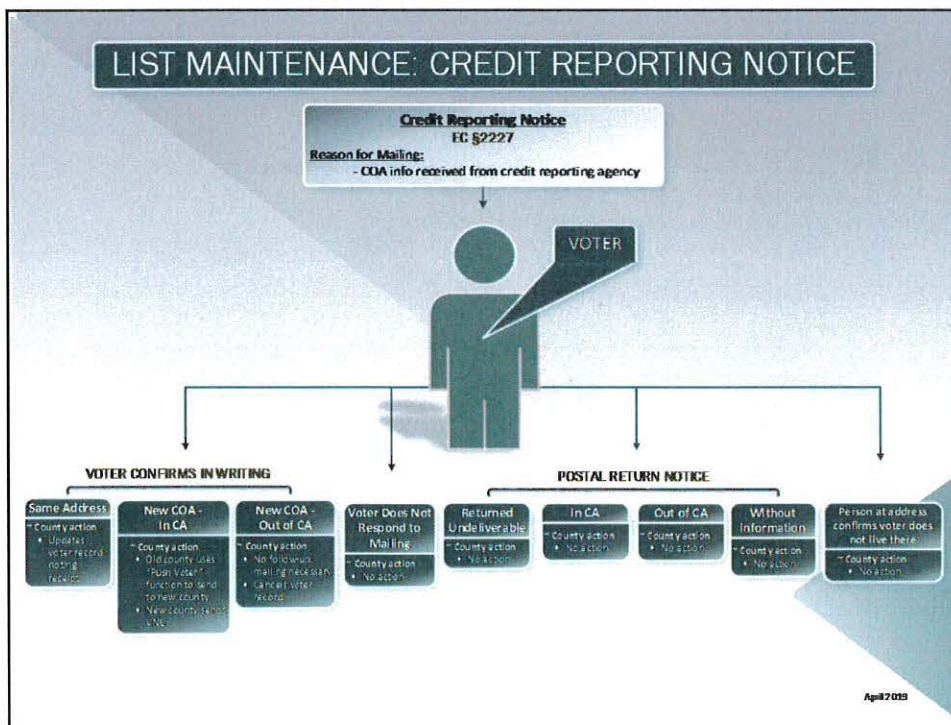


### Residency Confirmation Notice: Consumer Credit Reporting Agency - Elec. Code, § 2227

**Forwardable notice, with a postage-paid and preaddressed return form**

We have received notification that you have moved to a new residence address in \_\_\_\_ County. You will remain registered to vote at your old address unless you notify our office that the address to which this card was mailed is a change of your permanent residence. Please notify our office in writing by returning the attached postage-paid postcard. If this is not a permanent residence, and you do not wish to change your address for voting purposes, please disregard this notice.

45

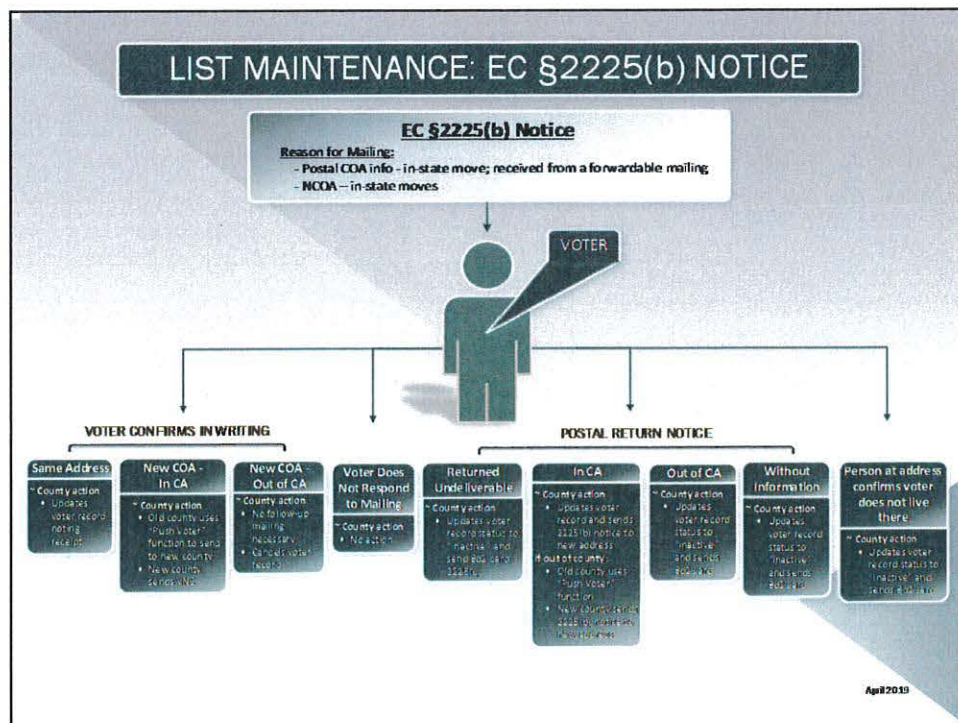


## Address Confirmation Notice: Elections Code Section 2225(b) Notice

### Forwardable notice

We have received notification that you have moved to a new residence address in California. You will be registered to vote at your new address unless you notify our office within 15 days that the address to which this card was mailed is not a change of your permanent residence. You must notify our office by either returning the attached postage-paid postcard, or by calling toll free. If this is not a permanent residence, and if you do not notify us within 15 days, you may be required to provide proof of your residence address in order to vote at future elections.

47



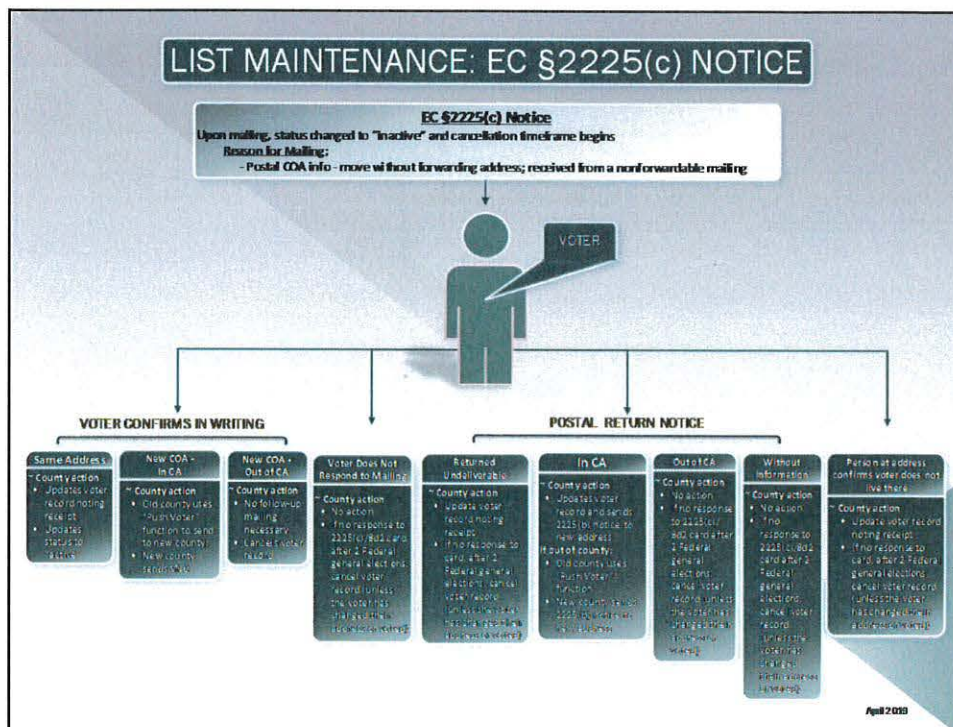
## Address Confirmation Notice: Elections Code Section 2225(c) Notice

### Forwardable notice

Modified Text:

We are attempting to verify postal notification that the voter to whom this card is addressed has moved and left no forwarding address. If the person receiving this card is the addressed voter, please confirm your continued residence or provide current residence information on the attached postage-paid postcard not later than 15 days prior to the date of the next election. If you do not return this card and continue to reside in California, you may be required to provide proof of your residence address in order to vote at future elections and, if you do not offer to vote at any election in the period between the date of this notice and the second federal general election following this notice, your voter registration will be cancelled and you will have to reregister in order to vote.

49



## Address Confirmation Notice: Section 8(d)(2) Card

### Los Angeles County's 8(d)(2) Card

**VOTER NAME:** \_\_\_\_\_  
**ADDRESS WHERE YOU LIVE:** \_\_\_\_\_  
**YOUR MAILING ADDRESS:** \_\_\_\_\_ **VID:** \_\_\_\_\_

**Check ONLY one box**

The person named on this card no longer lives at this address.  
 The address information above is correct. Please sign below and return this card.  
 The address information above is wrong. Please sign and provide the correct information below.  
 Sign and return this card.

The address where I currently live is:  
 Street Number (residence), Apt #: \_\_\_\_\_  
 City, State, Zip Code: \_\_\_\_\_

**My current mailing address is (if different from residence address above):**  
 Street Number, Street Name, Apt #: \_\_\_\_\_  
 City, State, Zip Code: \_\_\_\_\_

**Please sign and return by mail. No postage necessary.  
 This card cannot be processed without your signature.**

Signature (DO NOT PRINT) \_\_\_\_\_ Telephone \_\_\_\_\_ Date \_\_\_\_\_

**LOS ANGELES COUNTY REGISTRAR/RECORDER COUNTY CLERK**  
 12400 IMPERIAL HIGHWAY, NORWALK, CA 90650

**To avoid cancellation of your voter registration, complete, sign and return the attached card confirming or updating your address.**

**DID YOUR ADDRESS CHANGE?** We received information that your residence and/or mailing address has changed. Please confirm or correct these changes by completing the attached card and returning it to us as soon as possible and at least 15 days before the date of the next election.

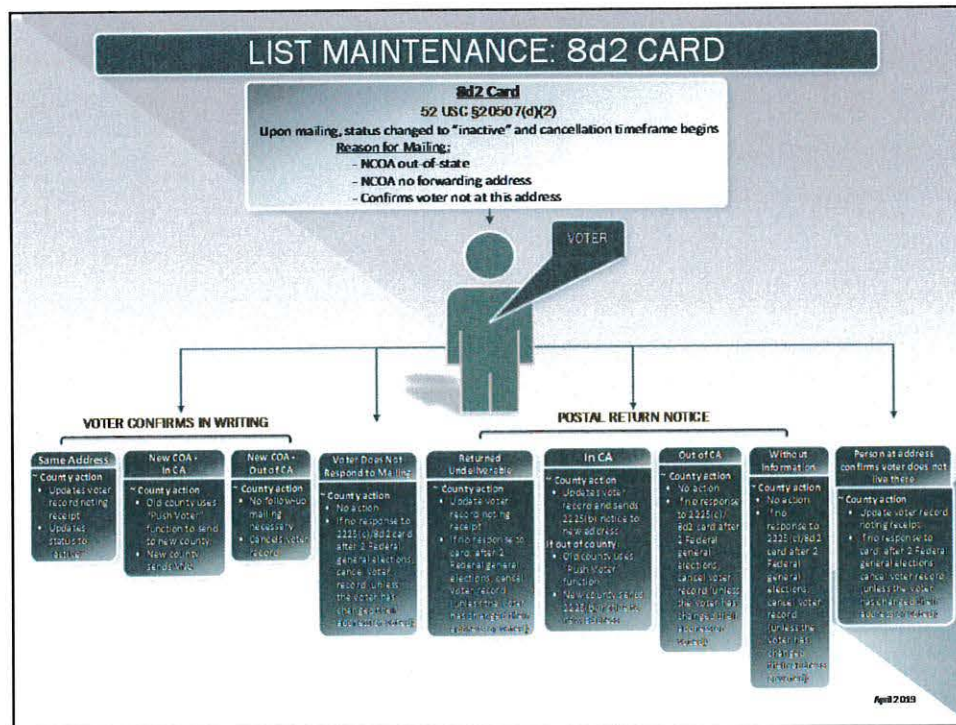
**IF YOU MOVED WITHIN LOS ANGELES COUNTY OR TO ANOTHER CALIFORNIA COUNTY:** Confirm your address using this card, and your voter registration will be updated to reflect your new address. You may also update your address by re-registering to vote online at [RegisterToVote.ca.gov](http://RegisterToVote.ca.gov) or by calling 1-800-815-2664 (Option 2).

**IF YOU MOVED OUT OF CALIFORNIA:** Contact your local election officials in your new state, or complete and return the attached card. Re-registration forms available.

**IF YOU DO NOT RETURN THIS CARD:** You must return this card or update your address at least 15 days before the date of the next election or you may be required to confirm your address in order to vote. If you do not return this card or update your address and if you do not vote in any election on or before the November General Election, your voter registration will be cancelled. You will then need to re-register.

1-800-815-2664 (Opt. 2) [EAVote.net](http://EAVote.net) [www.informal.elections.gov](http://www.informal.elections.gov)

51



## Questions? Comments?

- Any questions?
- Any comments?

53

## Secretary of State Contact Information

- SOS NVRA Contacts
  - Evelyn Mendez, Jordan Kaku, Rachelle Delucchi (Legal), and Lisa Alarcon (Legal)
  - Phone: (916) 657-2166
  - Fax: (916) 653-3214
  - Email: [nvra@sos.ca.gov](mailto:nvra@sos.ca.gov)
- SOS VoteCal Help Desk Contacts
  - Phone: (888) 868-3225
  - Email: [VoteCalHelp@sos.ca.gov](mailto:VoteCalHelp@sos.ca.gov)

54





**Judicial  
Watch**<sup>®</sup>  
*Because no one  
is above the law!*

May 14, 2019

*VIA CERTIFIED MAIL AND EMAIL*

Attn: Constituent Services  
Office of the Secretary of State  
Executive Office  
1500 11th Street  
Sacramento, California 95814

Re: California Public Records Act Request

Dear Public Information Act Officer:

Pursuant to the provisions of the California Public Records Act (CPRA), Cal. Gov't Code § 6250 et seq., Judicial Watch, Inc. requests from the California Secretary of State access to and a copy of any and all public record(s) described below, within ten (10) business days:

- 1) Any materials used after March 1, 2019 in training sessions for California county election officials regarding the topic of list maintenance.
- 2) Any materials used in training sessions for California county election officials relating to the California National Voter Registration Act Manual, dated March 2019.

For the purposes of this request, the term “public records” includes any writing, memoranda, policy, and manual containing information relating to the conduct of the public’s business prepared, owned, used, or retained by the California Secretary of State, regardless of physical form or characteristics. Cal. Gov’t Code § 6252(e).

Also for purposes of this request, the term “writing,” means any handwriting, typewriting, printing, photostating, photographing, photocopying, transmitting by electronic mail or facsimile, and every other means of recording upon any tangible thin any form of communication or representation, including letters, words, pictures, sounds or symbols, or combinations thereof, and any record thereby created, regardless of the manner in which the record has been stored. Cal. Gov’t Code § 6252(g).

Within ten (10) days of receipt of this request, you are required to determine whether the request, in whole or in part, seeks copies of disclosable public records in your possession and to notify us promptly of your determination and the reasons therefore. Cal. Gov’t Code § 6253(c).



Public Records Act Officer

May 14, 2019

Page | 2

Except with respect to records exempt from disclosure by express provision of law, you are also required to make the requested records promptly available up on payment of any fees covering direct costs of duplication or any applicable statutory fees. Cal. Gov't Code § 6253(b).

Any reasonably segregable portion of a record otherwise exempt from disclosure is required to be made available after deletion of the portions that are exempted by law. Cal. Gov't Code § 6253(a).

If you do not understand this request or any portion thereof, or need further clarification, please contact us immediately at 202-646-5172 or elee@judicialwatch.org.

Sincerely,

Eric W. Lee  
Staff Attorney  
Judicial Watch, Inc.