



Voter File Maintenance

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Overview of Election Management System

- Voters (past and present) in Sacramento County
- Candidates
- Streets
- Precincts
- Districts
- Vote Center Locations
- Vote Center Workers
- Tools for duplicate checking & USPS/DMV info
- Petition/Initiative Management
- Access to statewide Voter Database
- Specific Election/Ballot Information

Voter Statuses

- **Active:** voter appears on voter rolls/rosters, receives election materials in the mail – no additional action required to vote*
- **Inactive:** does not receive election materials, must confirm information prior to re-activating – additional information needed to vote
- **Cancelled:** you are not a registered voter in the county – must re-register to become eligible
- **Pending:** not an active voter due to missing information – additional information needed to vote

*Some voters may have to provide ID when they vote for the first time

Voter Statuses (cont'd)

- **Active:** Completed Voter Registration Application (affirmation under penalty of perjury of eligibility)
 - ✓ 18 over by next election (16 or over can pre-register)
 - ✓ US Citizen
 - ✓ Not in prison for a felony conviction
- **Inactive:** May be ineligible
 - ✓ Undeliverable mail or mail with an out of county/state forwarding address
- **Cancelled:** No longer eligible to vote in the County
 - ✓ Moved
 - ✓ Deceased
 - ✓ Notice of ineligibility (conservatorship, unable to vote, false information on the registration form)
 - ✓ Inactive and hasn't voted in two general elections
- **Pending:** We need more information to become active (signature, residence address, date of birth, etc)

Voter File Maintenance Requirements

➤ National Voter Registration Act (1993)

- Voter registration opportunities through public agencies
- Requires states to maintain accurate and current voter registration rolls
 - ✓ Acceptance/rejections of voter registration forms
 - ✓ Residency confirmation/change of address procedures
 - ✓ Updates of voter status (active, inactive, cancellation requirements)



➤ California Election Code

- Starting with EC 2000 (eligibility, notification rules & verbiage)

Voter File Maintenance Agencies

All agencies below provide regular updates to the counties that could change a voter's status:

- California Secretary of State (SOS)
- California Department of Motor Vehicles (DMV)
- United States Postal Service (USPS)
- California Department of Public Health (CDPH)
- California Department of Corrections & Rehabilitation (CDCR)
- Sacramento County Superior Court
- Sacramento County Department of Public Health
- Other counties or states voter registration offices



VoteCal

Statewide voter database that maintains voter registration information for voters in all 58 counties (2015).

- Duplicate checks for records in county
- Move a voter's record from one county to another
- Ensure voter does not vote more than once anywhere in the state
- Ensure voters have not been convicted of a crime that would preclude them from voting



VoteCal

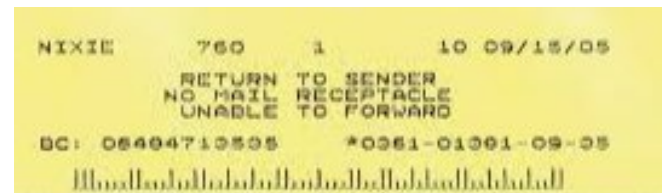
Matching voter fields		SSN4 FirstName BirthDate
Name	██████████ Green	██████████ Greer
State Status	Active (New Registration)	Active (Completed Information Received)
VoteCal ID	██████████ 🔍	██████████ 🔍
EMS ID	██████████	██████████
Registration Date	4/1/2022	10/1/2017
Residence Address	████████████████████ Sacramento, CA 95838	████████████████████ West Sacramento, CA 95605
County	Sacramento	Yolo
Date of Birth	██████████	██████████
Birth Place	Missouri	Missouri
Driver's License		██████████
SSN4	██████████	██████████
Party	Democratic	American Independent
Contact(s)	No Contact Information available.	No Contact Information available.

Sac County Duplicate Record Checking

Status	Search Criteria Selection		
Active Active/Inactive Active/Cancelled Inactive/Cancelled Inactive Cancelled	First	Last	DOB
	First	DOB	DL
	First	Last	SSN
	First	DOB	SSN
	First	Res	SSN
	First	Res	DL
	First	Res	DOB
	First	DL	
	Res	DOB	DL
	Res	DOB	SSN
	Last	SSN	
	DOB	DL	
	DOB	SSN	
	Res	DL	
	DL	SSN	
	Res	SSN	
	DL		
	SSN		

Processing Undeliverable Mail

****Election Materials do not get forwarded****



Voter Notifications

County of Sacramento
Voter Registration and Elections
7000 65th Street, Suite A
Sacramento CA 95823-2315

FIRST-CLASS MAIL
U.S. POSTAGE PAID
SACRAMENTO, CA
PERMIT NO. 159



FORWARDING SERVICE REQUESTED

IMPORTANT VOTER NOTICE—RESPONSE NEEDED
NOTIFICACIÓN IMPORTANTE PARA EL
ELECTOR—SE NECESITA SU RESPUESTA

DO WE HAVE YOUR CORRECT ADDRESS?
¿TENEMOS SU DOMICILIO CORRECTO?

If voter is made inactive and doesn't vote in two federal elections from the time they receive this card, they will be cancelled (EC 2226)

Check **ONLY** one box
Marque **SOLO** una casilla

- ☐ The address information above is correct
La información del domicilio anterior es correcta
- ☐ The person named on this card no longer lives at this address
La persona nombrada en esta tarjeta ya no vive en este domicilio
- ☐ The address information above is wrong. Please provide the correct information below
La información del domicilio anterior es incorrecta. Escriba a continuación la información correcta

Residence address / Dirección de residencia: _____

Mailing address, if different from residence / Dirección postal, si es diferente de la residencia: _____

Sign and return by mail. This card cannot be processed without your signature.
Firmar y devolver por correo. No se puede procesar esta tarjeta sin su firma.

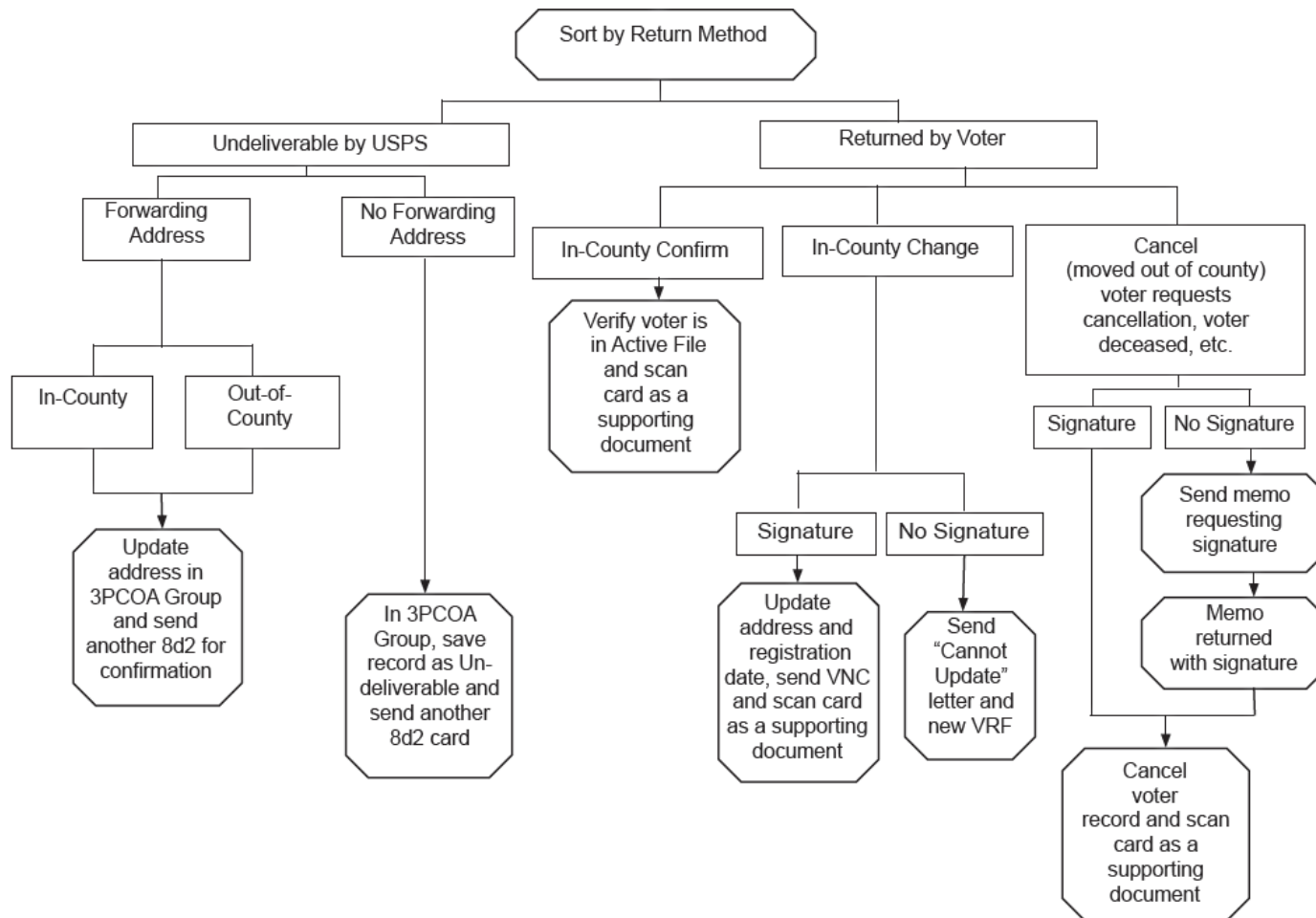
Signature
Firma

Telephone
Teléfono


Date
Fecha

NVRA 8d2

Processing Returned Notification Cards



Voter File Correction Form (Vote Centers)

Voter File Correction Form County of Sacramento		
<p>ATTENTION: This form is to correct a typo or mistake only. A name, residence or party change requires a voter to re-register. Instruct the voter to complete a Voter Registration form. If the voter moved, you must provide them with a Conditional Voter Registration ballot.</p>		
Voter information as <u>currently</u> listed in Voter File		
Full name as currently listed in voter file		
Residence Address as currently listed in voter file		
Voter's Date of Birth	Voter ID	Precinct
Report a Voter File update		
<input type="checkbox"/> Name Correction:		
<input type="checkbox"/> Address Correction:		
<input type="checkbox"/> Moved:		
Name of person supplying information & relationship to voter		
<input type="checkbox"/> Deceased:		
Name of person supplying information & relationship to voter		
<input type="checkbox"/> Other (specify):		
Name of person supplying information & relationship to voter		
Signature is required to make any updates		
I certify under penalty of perjury under the laws of the State of California that the information on this form is true and correct.		
 Signature		Date

Cancellation Form



VOTER REGISTRATION AND ELECTIONS
7000 65th Street, Suite A Sacramento, CA 95823-2315
(916) 875-6512 - FAX (916) 854-8856 - CRS (800) 735-2929
Español: (916) 876-6688 - 中文: (916) 876-8402 - Tiếng Việt: (916) 875-5827
voterinfo@saccounty.gov

CANCELLATION OF VOTER REGISTRATION

Please complete, print, and sign the cancellation form in order to cancel your voter registration record, per EC § 2201. This form can be mailed to our office: 7000 65th Street, Suite A Sacramento, CA 95823, faxed to (916) 854-8856 or emailed to voterinfo@saccounty.gov.

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.

I, _____ wish to cancel my voter registration. Date of Birth: _____
(print first and last name)

Your Sacramento County
Residence Address: _____

NO CHANGES WILL BE MADE TO YOUR RECORD WITHOUT YOUR SIGNATURE.

**SIGN or
MARK Here:** _____

Date

If you are reporting a cancellation besides your own, such as a move, death, or other, please provide the information below. This information is subject to verification. Please fill out and sign the bottom portion of this form and return to our office.

THIS FORM WILL NOT BE PROCESSED WITHOUT A SIGNATURE.

Name of person reporting the cancellation: _____
(first and last)

Your Relationship to the voter: _____ Your Contact Information: _____
(email or phone number)

Reason for Cancellation: _____

Voter's name to be cancelled: _____ Voter's Date of Birth: _____
(first and last name)

Voter's Sacramento County
Residence Address: _____

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.

NO CHANGES WILL BE MADE WITHOUT YOUR SIGNATURE.

**SIGN or
MARK Here:** _____

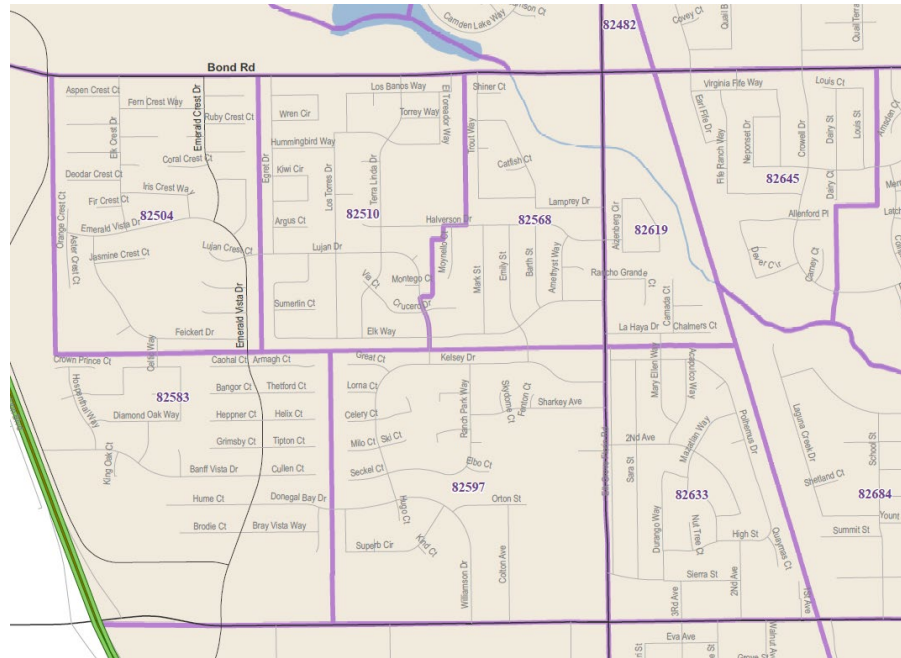
Date

Available on our website at
[https://elections.saccounty.gov/
Documents/Cancel-
Registration-Form.pdf](https://elections.saccounty.gov/Documents/Cancel-Registration-Form.pdf)

****Actual signatures required****

Address Maintenance

- GIS team reviews single family homes with over eight active registered voters
- Regular address updates & address verifications
- Registration trends at apartments and shelters
- Address types:
 - Residential
 - Non-Residential
 - Valid Business
 - Invalid Address
 - Mail Drop
 - Locator
 - Out of County



What else can we do?



- Consumer Credit Reporting Agencies
- Let voters know what to do if they receive election mail for someone who no longer lives there

<p>County of Sacramento Voter Registration and Elections 7000 65th Street, Suite A Sacramento, CA 95823-2315</p> <p>RETURN SERVICE REQUESTED</p> <p>IF VOTER IS DECEASED OR HAS MOVED <input type="checkbox"/> CHECK HERE AND DROP IN MAILBOX</p> <p>VOTE BY MAIL OFFICIAL BALLOT</p> <p>BOLETA OFICIAL DE VOTO POR CORREO</p>	<p>OFFICIAL ELECTION MAIL <small>Authorized by the U.S. Postal Service</small></p> <p>1-1/4 x 4-15/16 special window 1-1/8 left 1-3/8 bottom</p>
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Additional Information

Contact: voterinfo@saccounty.gov or (800) 762-8019

Resource on NVRA requirements:

<https://www.sos.ca.gov/elections/voter-registration/nvra>



Sign up to tour and/or observe the election office:

