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March 27, 2019

County Clerk/Registrar of Voters (CC/ROV) Memorandum # 19030

TO: All County Clerks/Registrars of Voters
FROM: /s/ Rachelle C. Delucchi
Elections Counsel
RE: Publication: 2019 California NVRA Manual

The 2019 California National Voter Registration Act (NVRA) Manual is now available on our website at <https://www.sos.ca.gov/elections/voter-registration/nvra/laws-standards/nvra-manual/>.

This updated manual includes the following chapters:

- Chapter 1 - Executive Summary
- Chapter 2 - Voter Registration at Department of Motor Vehicles (DMV)
[to be released later this year]
- Chapter 3 - NVRA Implementation at Public Assistance Agencies, Agencies Serving People with Disabilities, and Other Designated Agencies
- Chapter 4 - Voter Registration and Voter List Maintenance
- Chapter 5 - Provisional Voting
- Chapter 6 - Record Keeping and Reporting Requirements
- Chapter 7 - The National Mail Voter Registration Form

While the entire 2019 California NVRA Manual has been updated, the highlights of the updates are as follows:

Chapter 2 of this manual, formerly Chapters 2 and 3 (to be released later this year), will contain information related to all aspects of voter registration at DMV.

Chapter 3, formerly Chapter 4, contains information on the NVRA and California's voter registration agencies (VRAs). This chapter contains information on the VRAs

and updated procedures related to the newest VRAs (offices serving students with disabilities at the public universities and community colleges, and the Office of Services to the Blind, Assistance Dog Special Allowance program at the Department of Social Services).

Chapter 4 of this manual, formerly Chapter 5, contains updated information related to list maintenance procedures that are consistent with the California Elections Code and federal NVRA. Section I provides an overview of the federal requirements for voter registration procedures and list maintenance programs. Section II addresses the acceptance of voter registration applications. Section III addresses the federal requirement related to notification of the disposition of a voter registration application. Section IV addresses residency confirmation processes and mailings. Section V provides information related to address confirmation notices, as well as updating, inactivating, and cancelling voter registration records. Section V also contains specific reference to *Husted v. A. Philip Randolph Inst.*, 138 S.Ct. 1833 (2018) and the requirement to cancel the voter registration record of a voter who has failed to respond to an NVRA Section 8(d)(2) notice and then fails to vote, offer to vote, correct their voter registration record, or otherwise have their eligibility to vote confirmed for a period of time including the next two general federal elections.

An **appendix section** of the manual includes recommended language for the required mailings discussed in Sections III, IV, and V of Chapter 4.

Our office will offer the following training sessions on the topic of list maintenance, and, specifically, residency confirmation processes and mailings, as well as address confirmation notices:

- Tuesday, April 9 – Shasta County
- Wednesday, April 10 – Sacramento County
- Thursday, April 18 – Orange County

An invitation for these training sessions will be sent out in a separate communication to the counties.

If you have any questions, please feel free to contact me at rdelucch@sos.ca.gov.