



**ALEX PADILLA** | SECRETARY OF STATE | STATE OF CALIFORNIA  
ELECTIONS DIVISION

1500 11<sup>th</sup> Street, 5<sup>th</sup> Floor, Sacramento, CA 95814 | **Tel** 916.657.2166 | **Fax** 916.653.3214 | [www.sos.ca.gov](http://www.sos.ca.gov)

April 21, 2016

County Clerk/Registrar of Voters (CC/ROV) Memorandum #16127

**TO:** All County Clerks/Registrars of Voters

**FROM:** /s/ Jenny Chernis-Sanders  
Associate Elections Analyst

**RE:** Presidential Primary: Verification Mailing Files

The Verification Mailing process is a service the Secretary of State offers to counties. This service involves our office working in conjunction with the Office of State Publishing (OSP) to mail a Voter Registration Card (VRC) to registrants who have requested a change of address through a motorist transaction at the Department of Motor Vehicles (DMV). A batch file is sent to OSP bi-monthly that includes an aggregate of data from all Verification Mailing Request files (M Files) received from the counties from the prior two-week period.

A batch file will be sent to OSP on April 29, 2016, that will include an aggregate of all M files received through April 28, 2016.

**In order to ensure that affected voters will receive a VRC in time to update their registration information for the June 7, 2016, Presidential Primary Election, we are asking that each county mail a VRC to any voter identified in their daily DMV-Change of Address files between April 28, 2016, and May 23, 2016. In order to prevent duplicate mailings once you have processed the daily DMV-Change of Address files, please do not create and send M files during this time.**

Should you have any questions about this or any CalVoter matter, please contact the CalVoter Help Desk at (888) 868-3225.

Thank you.