July 7, 2016

County Clerk/Registrar of Voters (CC/ROV) Memorandum #16223

TO: All County Clerks/Registrars of Voters

FROM: /s/ Jennifer Curtis
             State Voter Information Guide and MOV Program Manager

RE: General Election: State Voter Information Guide Order Forms

Please provide the number of State Voter Information Guides your county will need for the upcoming November 8, 2016, General Election and any special shipping instructions you may have on the attached State Voter Information Guide Order Form and return it to me by **Thursday, July 14, 2016**.

If your county will need State Voter Information Guides delivered to different locations, please specify the special shipping instructions pertinent to each location, and indicate whether you would like the guides shipped on cartons, pallets, cartons on pallets, or any combination of the three.

As you know, the Secretary of State will mail directly to voters registered up to E-60; however, the Secretary of State does not mail to overseas, out-of-state, or confidential voters. Counties are responsible for mailing State Voter Information Guides to all of their overseas, out-of-state, and confidential voters, as well as all voters registered between September 10, 2016 (E-59) and October 10, 2016 (E-29).

Once the information has been compiled, we will send you a copy of your completed order and shipping instructions and you will have an opportunity to make any changes at that time.

If you have any questions, please feel free to contact me at (916) 695-1571. Thank you.

Attachment

STATE VOTER INFORMATION GUIDE ORDER FORM

November 8, 2016, General Election

County: _____

Date: _____

1. How many registered voters do you expect to have on your rolls as of the 60-day close of registration, **Friday, September 9, 2016**? (We will apply our household formula to this figure.)

   _____

2. How many English State Voter Information Guides do you expect to need for the supplemental mailing for voters registered between the **59th and 29th** days before the election?

   _____

3. How many **English** State Voter Information Guides do you expect to need for distribution to overseas voters, out-of-state voters, precincts, office use, vote-by-mail voters, confidential voters, etc.?

   _____

4. If your county is required to comply with the bilingual provisions of the Voting Rights Act, please indicate in the right column:

   a. The number of minority language-speaking voters you expect to have at the 60-day close of registration.

Spanish	_____
Chinese	_____
Japanese	_____
Vietnamese	_____
Tagalog	_____
Korean	_____
Khmer	_____
Hindi	_____
Thai	_____

   b. The number of minority language-speaking voters you expect to add between the 59th and 29th days before the election.

Spanish	_____
Chinese	_____
Japanese	_____
Vietnamese	_____
Tagalog	_____
Korean	_____
Khmer	_____
Hindi	_____
Thai	_____

5. If your county **would like** minority language State Voter Information Guides to fill occasional requests, or is required to comply with the bilingual provisions of the Voting Rights Act, and will need minority language ballot pamphlets for distribution to **precincts, office use, vote-by-mail voters, etc.**, indicate the quantity and type of minority language translations you expect to need.

Spanish	_____
Chinese	_____
Japanese	_____
Vietnamese	_____
Tagalog	_____
Korean	_____
Khmer	_____
Hindi	_____
Thai	_____

STATE VOTER INFORMATION GUIDE ORDER FORM

November 8, 2016, General Election

CONTACT PERSON:

_____
 Name

_____
 Phone Number

1ˢᵗ SHIPPING ADDRESS:

_____

_____

SPECIAL SHIPPING INSTRUCTIONS:

_____

_____

2ⁿᵈ SHIPPING ADDRESS (if applicable):

_____

_____

SPECIAL SHIPPING INSTRUCTIONS FOR 2ⁿᵈ ADDRESS (if applicable):

_____

_____

*If you require more space, please attach additional pages to this order.

PACKAGING OF STATE VOTER INFORMATION GUIDES (Check one or more combinations for shipment):

Pallets	**Cartons on pallets**	**Cartons**
☐	☐	☐