



**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)

July 28, 2016

County Clerk/Registrar of Voters (CC/ROV) Memorandum #16250

**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 Verification

Response requested by **Wednesday, August 3, 2016.**

At the following link you will find the November 8, 2016, General Election [state voter information guide orders and shipping instructions](#) for your county. Please verify that the quantities and special instructions for your county (e.g., destination, packaging, etc.) are correct. **If I have not received an order for your county, it is indicated with a "0."**

Please note that, for the 60-day English ballot pamphlet orders (Attachment A), the original quantity you requested is multiplied by 60% for householding purposes. The Secretary of State directly mails the quantities indicated on Attachment A.

Attachment B indicates your 29-day order and Attachment C contains the shipping instructions for receiving these quantities.

If you need to make changes, please indicate it directly on the form and return it to me via fax at (916) 653-3214 or email at [jennifer.curtis@sos.ca.gov](mailto:jennifer.curtis@sos.ca.gov).

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