



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

1500 11th Street, 5th Floor, Sacramento, CA 95814 | Tel 916.657.2166 | Fax 916.653.3214 | www.sos.ca.gov

September 7, 2016

County Clerk/Registrar of Voters (CC/ROV) Memorandum #16283

TO: All County Clerks/Registrars of Voters

FROM: /s/ Catherine Ingram-Kelly
VoteCal Program Manager

RE: General Election: VoteCal Voter Information Guide (VIG) Mailing

With the implementation of VoteCal, there is a new business procedure for the processing of 60-day Voter Information Guide (VIG) mailing labels.

The new process is:

- ❑ **Election Setup:** Each county must verify the election is setup locally in the Election Management System (EMS) so that VoteCal will have access to the precinct/district mapping associated with that election. (CCROV 16268, August 25, 2016)
- ❑ **Synchronization Check:** *A synchronization check will not be required as a pre-requisite for this 60-day VIG mailing as multiple synchronization checks have been run these past two months as part of the preparations for VoteCal becoming system of record, but will be required in the future.*
- ❑ **Enter Registrations:** Each county must enter all online and paper registrations into the county EMS with a registration date up to and including the 60-Day Close, September 9, 2016, by September 19, 2016 (E-50).
- ❑ **Complete Readiness Form:** Complete the attached "60-Day Close Voter Information Guide (VIG) Readiness Form" and **e-mail it to votecalhelp@sos.ca.gov no later than September 19, 2016 (E-50)** in order to complete our processing and mail the VIGs in time for the November 8, 2016, General Election.

The Secretary of State (SOS) will send a VIG to each household of all registrants that have a valid California mailing address. Each county will continue to be responsible for mailing the VIG to:

- a. registrants with an out-of-state mailing address,
- b. qualified confidential voters,
- c. registrants with registrations that did not get uploaded to VoteCal or did not pass the mailing standardization process, and
- d. registrants with a registration date after September 9, 2016.

The processing of each county's 60-Day Close VIG mailing includes performing a series of edits and formatting to ensure the best automation rate through the post office. During this process, some addresses are not deliverable and records with an out-of-state mailing address will be excluded from the mailing. After the 60-Day Close VIG mailing has been completed, a CCROV will be sent out with specific instructions on how to handle these addresses.

If you have any questions regarding this or any other VoteCal related matter, please contact the VoteCal Help Desk at (888) 868-3225 or via email at votecalhelp@sos.ca.gov.

Attachment:

VoteCal Voter Information Guide (VIG) Readiness Form



VoteCal Voter Information Guide (VIG) Readiness Form

**November 8, 2016, General Election
60-Day Close**

VIG Extracts Will Not Be Generated Without Submittal of This Form

County: _____

Date: _____

Contact Name: _____

Contact Phone #: _____

I have verified that the following actions have been completed:

- Verified the election is set up locally in the Election Management System (EMS) so that VoteCal will have access to the precinct/district mapping associated with that election.
- Entered all online and paper registrations into the county EMS with a registration date up to and including September 9, 2016.
- ***NOTE: Synchronization check is not required as a pre-requisite for this 60-Day Close VIG mailing.***

Record Count of Active and Inactive Registrants:

Active: _____

Inactive: _____

TOTAL: _____

VIG Readiness Form Due: September 19, 2016

EMAIL: VoteCalHelp@sos.ca.gov

VoteCal Help Desk: (888) 868-3225