



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

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August 28, 2018

County Clerk/Registrar of Voters (CC/ROV) Memorandum #18203

TO: All County Clerks/Registrars of Voters

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

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

The Secretary of State (SOS) will be processing Voter Information Guide (VIG) mailing labels of registered voters with a valid California mailing address as of E-60 (September 7, 2018) as well as for voters registered between E-59 and E-29 (September 8 – October 8, 2018). The procedure for processing these mailing labels is as follows:

60-Day Mailing

- ❑ **Election Setup:** Verify the November 6, 2018, General Election is setup locally in the Election Management System (EMS) so that VoteCal will have access to the associated precinct/district mapping.
- ❑ **Precinct Setup:** Verify that all active precincts are assigned to the November 6, 2018, General Election.
- ❑ **Synchronization Check:** Complete a synchronization (sync) check and resolve any differences between August 7, 2018, and the time readiness is indicated. ***A successful sync check completed for the 60-day Report of Registration will satisfy this requirement.***
- ❑ **Enter Registrations:** Enter all online and paper registrations into the county EMS with a registration date up to and including the 60-Day Close, September 7, 2018, by September 17, 2018 (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 17, 2018 (E-50).**

29-Day Mailing

- **Enter Registrations:** Enter all online and paper registrations with a registration date of September 8, 2018 (E-59) to October 8, 2018 (E-29) into the county EMS.

Each county will continue to be responsible for mailing VIGs to:

- Registrants with an out-of-state mailing address.
- Qualified confidential voters.
- Registrants with registrations that did not get uploaded to VoteCal at the time the SOS extracted the mailing file.
- Registrants with registrations that did not pass the mailing standardization process.
- Registrants with a registration date after October 8, 2018 (E-29).

During the VIG mailing 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 6, 2018, General Election
60-Day Close**

VIG Extracts for the 60-Day Mailing 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.
- Verified that all precincts are assigned to the election.
- Entered all online and paper registrations into the county EMS with a registration date up to and including September 7, 2018.
- Completed a synchronization (sync) check, including resolution of any differences between August 7, 2018, and the date of submittal of this form. ***A successful sync check completed for the 60-day Report of Registration will satisfy this requirement.***

Record Count of Active and Inactive Registrants:

Active: _____

Inactive: _____

TOTAL: _____

VIG Readiness Form Due By: September 17, 2018

EMAIL: VoteCalHelp@sos.ca.gov

VoteCal Help Desk: (888) 868-3225