



**DEBRA BOWEN** | SECRETARY OF STATE  
STATE OF CALIFORNIA | ELECTIONS

1500 11th Street, 5th Floor | Sacramento, CA 95814 | Tel (916) 657-2166 | Fax (916) 653-3214 | [www.sos.ca.gov](http://www.sos.ca.gov)

May 31, 2007

TO: ALL COUNTY CLERKS/REGISTRARS OF VOTERS (07072)

FROM: *Deirdre Avent*  
DEIRDRE AVENT  
ELECTIONS ANALYST

SUBJECT: DEADLINE TO ORDER VOTER REGISTRATION CARD(S) AND  
VOTER NOTIFICATION CARD(S) IS JUNE 15<sup>TH</sup>

This memo is sent as a reminder to counties needing to order county specific voter registration (OCR VRC) and voter notification cards (postcard or fold over) with a September 30, 2007 delivery date. The completed order forms for this current quarter must be received in this office by June 15, 2007.

Enclosed are order forms for your use. If you have multiple card orders, please include an order form for each of the OCR VRC language(s) or VNC (postcard or fold-over). As usual, please check your records to verify the alphabet series and starting six-digit number sequence on the OCR VRC orders. It would be helpful to enclose a sample of your current OCR VRC or VRC postcard to be printed and mark any changes in red ink, i.e. address and phone number, if applicable. You also should provide a copy of the VNC cards (postcard or fold-over) to be printed and note any changes, if applicable, in red ink. You may fax your order, but please also mail the original copy of the OCR VRC or VNC (fold-over or postcard) to eliminate the guesswork on what changes, if any, are being requested by your county.

If you have any questions, please don't hesitate to contact me at (916) 657-2166.

Enclosures

# Printing Order Form

for

## Voter Registration Cards (VRC's)

|                                  |
|----------------------------------|
| County Name:                     |
| Order Prepared by:               |
| Phone Number:<br>E-Mail Address: |
| Fax Number:                      |
| Date:                            |

FORMAT:           OCR VRC's (ONLY)

Language (CHECK ONE BOX):

- English Only     English/Chinese     English/Japanese     English/Korean  
 English/Spanish             English/Tagalog             English/Vietnamese

Number of VRC's: \_\_\_\_\_

Serial Numbers: \_\_\_\_\_

Shipping Address for VRC's (Street Address):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

CHECK ONE BOX:     Loading Dock Delivery    OR     Inside Delivery

Please return to:

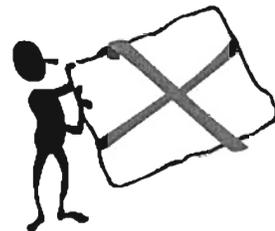
Deirdre Avent  
Secretary of State  
Elections Division  
1500 11th Street, 5th Floor  
Sacramento, CA 95814

Phone: 916.657.2137  
Fax: 916.653.3214

**\*\*NOTE:** A sample of your current VRC must accompany the order form with any corrections or updates marked in red ink on the card.

# Printing Order Form

for



## Voter Notification Cards (Postcard)

|                                  |
|----------------------------------|
| County Name:                     |
| Order Prepared by:               |
| Phone Number:<br>E-Mail Address: |
| Fax Number:                      |
| Date:                            |

Format:             Current Form-fed            OR             Inkjet Sheets (8 1/2 " x 11")

LANGUAGE (CHECK ONE BOX):

- English Only     English/Spanish     English/Spanish/Chinese  
 English/Spanish/Tagalog     English/Spanish/Vietnamese

Number of VNC's (Postcard): \_\_\_\_\_

Shipping Address for VNC's (Street Address):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

CHECK ONE BOX :             Loading Dock Delivery            OR             Inside Delivery

Please return to:

Deirdre Avent  
Secretary of State  
Elections Division  
1500 11th Street, 5th Floor  
Sacramento, CA 95814

Phone: 916-657-2137  
Fax: 916-653-3214

**\*\*NOTE:** Please enclose a sample of each card being ordered. Make any corrections in red ink on each card.

# Printing Order Form

for



## Voter Notification Cards (Fold-over)

|                                  |
|----------------------------------|
| County Name:                     |
| Order Prepared by:               |
| Phone Number:<br>E-Mail Address: |
| Fax Number:                      |
| Date:                            |

Format:     Current Form-fed    OR     Inkjet Sheets (8 1/2 " x 11")

LANGUAGE (CHECK ONE BOX):

- English                       English/Spanish                       English/Chinese/Spanish  
 English/Spanish/Vietnamese                       English/Spanish/Tagalog

Number of VNC's (Fold-over): \_\_\_\_\_

Shipping Address for VNC's (Street Address):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

CHECK ONE BOX     Loading Dock Delivery    OR     Inside Delivery

Please return to:

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Elections Division  
1500 11th Street, 5th Floor  
Sacramento, CA 95814

Phone: 916-657-2137  
Fax: 916-653-3214

**\*\*NOTE:** Please enclose a sample of each card being ordered. Make any corrections in red ink on each card