



**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

December 3, 2008

County Clerk/Registrar of Voter (CC/ROV) Memorandum #08322

TO: All County Clerks/Registrar of Voters

FROM:   
Deirdre Avent  
Elections Analyst

RE: Voter Registration: Deadline to Order Voter Registration and Voter Notification Cards

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 delivery date of March 31, 2009. The completed order forms for the 3rd quarter orders must be received by December 16, 2008.

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

County Name:
Order Prepared by:
Phone Number: E-Mail Address:
Fax Number:
Date:

FORMAT:           OCR VRCs

Language (CHECK ONE BOX):    English Only

English/Chinese

English/Japanese

English/Korean

English/Spanish

English/Tagalog

English/Vietnamese

Quantity: \_\_\_\_\_

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

Shipping Address for VRCs (Street Address):

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

CHECK **ONE** BOX:    Loading Dock   **OR**    Inside Delivery

Please return to: Deirdre Avent  
Secretary of State  
Elections Division  
1500 11th Street, 5th Floor  
Sacramento, CA 95814  
davent@sos.ca.gov

Phone: 916.657.2166  
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: 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 VNCs (Postcard): \_\_\_\_\_

Shipping Address for VNCs (Street Address):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

CHECK **ONE** BOX :     Loading Dock            **OR**    Inside Delivery

Please return to:

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1500 11th Street, 5th Floor  
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davent@sos.ca.gov  
Phone: 916-657-2166  
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 (Foldover)

County Name:
Order Prepared by:
Phone Number: 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/Chinese/Spanish  
 English/Spanish/Vietnamese       English/Spanish/Tagalog

Number of VNCs (Fold-over): \_\_\_\_\_

Shipping Address for VNCs (Street Address):

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

**CHECK ONE BOX**       Loading Dock      **OR**       Inside Delivery

Please return to:

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