



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

March 3, 2008

TO: ALL COUNTY CLERKS/REGISTRARS OF VOTERS (08085)
FROM: *Deirdre Avent*
DEIRDRE AVENT
ELECTIONS ANALYST
SUBJECT: DEADLINE TO ORDER VOTER REGISTRATION CARD(S) AND
VOTER NOTIFICATION CARD(S) IS MARCH 17th

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 June 30, 2008 delivery date. The completed order forms for this current quarter must be received in this office by March 17, 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 (VRC's)

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

FORMAT: OCR VRCs

Language (CHECK ONE BOX):

- English (E) E/Chinese E/Japanese E/Korean
 E/Spanish E/Tagalog E/Vietnamese

Quantity: _____

Serial Numbers: _____

Shipping Address for VR's (Street Address):

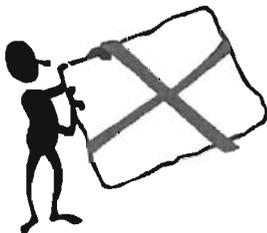
CHECK **ONE** BOX: Loading Dock Delivery OR Inside Delivery

Please return to: Deirdre Avent Phone: 916.657.2137
 Secretary of State Fax: 916.653.3214
 Elections Division
 1500 11th Street, 5th Floor
 Sacramento, CA 95814
 davent@sos.ca.gov

****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 Delivery **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: 916-657-2137
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: 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 VNCs (Street Address):

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

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Fax: 916-653-3214

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