



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

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April 15, 2009

County Clerk/Registrar of Voters (CC/ROV) Memorandum #09062

TO: All County Clerks/Registrars of Voters

FROM: *Steven M Carda*  
Steven Carda  
CalVoter Elections Analyst

RE: Voter Mailings: Move Update Compliance - Legal Restraint Method Approval

The United States Postal Service (USPS) has authorized counties and the Secretary of State's Office to use the Legal Restraint Alternative Method to comply with the USPS Move Update mailing requirements when mailing election materials to voters for a period of one year. Attached is a copy of their April 7, 2009, approval letter.

When filling out USPS Postage Statement Forms 3600 or 3602 for mailings to voters, please mark the "Alternative Method" box under "Move Update Method." You must also keep a copy of the authorization letter on file to present to your USPS representative should they request to see it.

Should you have any questions or concerns, you may wish to consult with your postal representative.

Attachment



April 7, 2009

Ms. Joanna Southard  
Assistant Chief Elections Division  
Secretary of State  
State of California  
1500 11<sup>th</sup> Street Floor 5  
Sacramento, CA 95814-5701

Dear Ms. Southard:

Thank you for your March 9 letter requesting authorization of the Legal Restraint Alternative Method as prescribed by the USPS<sup>®</sup> necessary for meeting the Move Update requirement.

This letter serves as approval for the Counties of California and the Elections Division of the office of the Secretary of State of the State of California to mail official ballot pamphlets and other voting materials using the Legal Restraint Alternative Method for meeting the Move Update requirement in support of claiming First-Class Mail<sup>®</sup> discounts. Based on the information you provided about your address management practices and the restrictions imposed on you by the Help America Vote Act (HAVA), California Code of Regulation Title 2, Division 7, Chapter 2, Section 20108.50; the State and the Counties are hereby authorized to use of the Legal Restraint method for one year from the date of this letter. If you wish to continue with this method you must provide written notification to our office within 30 days of the expiration date. Please keep in mind that the Legal Restraint method does not release you of your responsibility of using one of the USPS approved Move Update methods.

After one year, the USPS may elect to review and evaluate the success of your alternative method. Please document your process for one year, including dates on which each step was performed, number of change of address orders identified, number of confirmation requests, and evidence that demonstrates the updates have been incorporated into the list. Documentation must be provided to the USPS upon request. Move Update processing must be done 95 days prior to mailing.

Should there be any need to change the procedures outlined in your March 9 description, you are required to inform our office prior to making the change in order to retain authorization for the approved Legal Restraint Alternative Method.

If you have any questions or need further information, please contact our Move Update department at 800-238-3150.

Sincerely,

A handwritten signature in cursive script that reads "Alice VanGorder".

Alice VanGorder  
Manager, Address Management