



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 1, 2009

County Clerk/Registrar of Voter (CC/ROV) Memorandum #09186

TO: All County Clerks/Registrar of Voters

FROM: *Deirdre Avent*
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 (VNC, postcard or fold-over) with a delivery date of March 31, 2010. The completed order forms for the 3rd quarter of 2009-2010 fiscal year must be received by December 15.

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 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 postcard or fold-over VNCs 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 (postcard or fold-over) 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

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 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:

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: 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 VNCs (Fold-over): _____

Shipping Address for VNCs (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: Please enclose a sample of each card being ordered. Make any corrections in red ink on each card.**