



**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

September 3, 2009

County Clerk/Registrar of Voter (CC/ROV) Memorandum #09146

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 December 31, 2009. The completed order forms for the 2nd quarter of 2009-2010 fiscal year must be received by September 17.

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

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 (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):

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> English                    | <input type="checkbox"/> English/Spanish | <input type="checkbox"/> English/Chinese/Spanish |
| <input type="checkbox"/> English/Spanish/Vietnamese |  | <input type="checkbox"/> 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.**