



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

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September 16, 2010

County Clerk/Registrar of Voters (CC/ROV) Memorandum #10286

TO: All County Clerks/Registrars of Voters

FROM:

A handwritten signature in blue ink, appearing to read 'Lisa Alvis', written over a horizontal line.

Lisa Alvis

Associate Elections Analyst

RE: November General: Verification Mailing Files

The Verification Mailing process is a service the Secretary of State offers to counties. This service involves our office working in conjunction with the Office of State Publishing (OSP) to mail a Voter Registration Card (VRC) to registrants who have requested a change of address through a motorist transaction at the Department of Motor Vehicles (DMV). A batch file is sent to OSP at the beginning of each month that includes an aggregate of data from all Verification Mailing Request files (M files) received from the counties for the prior month.

A batch file will be sent to OSP on September 27, 2010, that will include an aggregate of all M files received through September 23, 2010.

**In order to ensure that affected voters will receive a VRC in time to update their registration information for the November 2, 2010, General Election, we are asking that each county mail a VRC to any voter identified in their daily DMV-Change of Address files between September 24, 2010, and October 18, 2010. In order to prevent duplicate mailings once you have processed the daily DMV-Change of Address files, please do not create and send M files during this time.**

Should you have any questions about this or any CalVoter issue, please contact the CalVoter Help Desk at (888) 868-3225.

Thank you.