



**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](http://www.sos.ca.gov)

December 1, 2011

County Clerk/Registrar of Voters (CC/ROV) Memorandum #11128

TO: All County Clerks/Registrars 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 (VNC, postcard, or fold-over) with a delivery date by March 31, 2012. To meet this deadline, all completed order forms for the 3<sup>rd</sup> quarter of the 2011-2012 fiscal year must be received by **December 16, 2011**. This 3<sup>rd</sup> quarter order will be the last opportunity to order voter registration and voter notification cards prior to the June 5, 2012, Presidential Primary Election.

Attached are order forms for your use. If you have multiple card orders, please include a separate order form for each of the OCR VRC language(s) or VNCs (postcard or fold-over). Please check your records to verify the alphabet series and starting six-digit number sequence for the OCR VRC orders. Also, please include with your order a sample of your current OCR VRC to be printed, and mark any changes in red ink, e.g. address and phone number, if applicable. You should also 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 VNCs (postcard or fold-over), so we may confirm any changes being requested by your county.

If you have any questions, please do not hesitate to contact me at (916) 657-2166.

Attachments

# Printing Order Form For Voter Registration Cards

County Name:
Order Prepared by:
Phone Number: Email 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  
Deirdre.Avent@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: Email 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  
Deirdre.Avent@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: Email 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  
Deirdre.Avent@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.**