



DEBRA BOWEN | SECRETARY OF STATE
STATE OF CALIFORNIA | ELECTIONS

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April 3, 2012

County Clerk/Registrar of Voters (CC/ROV) Memorandum #12112

TO: All County Clerks/Registrars of Voters

FROM: 

Jenny Chernis-Giorgi
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 March 29, 2012, 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



March 29, 2012

Ms. Joanna Southard
California Secretary of State - Elections Division
1500 11th Street Floor 5
Sacramento, CA 95814-5701

Dear Ms. Southard:

Thank you for your February 13 confirmation on continuation of the Move Update Alternative process as prescribed by the United States Postal Service®, necessary for the Legal Restraint method.

This letter serves as approval for California Secretary of State - Elections Division to mail official ballot pamphlets, using NCOA^{Link}® as the Legal Restraint Alternative method of meeting the requirement to update your address list. This method is hereby certified for one year from the date of this letter to receive First-Class Mail® discounts. Please be advised that you must continue to use the procedures below to remain in compliance.

Move Update Alternative Process for Legal Restraint:

1. Receive United States Postal Service Change of Address (COA) information using NCOA^{Link} no more than 95 days prior to mailing.
2. For each address identified as a COA (as in step 1 above), contact the addressee within 30 days after receiving the COA information to request confirmation of the move in a format that will satisfy legal requirements. The mailer chooses the format with which to receive confirmation from the addressee — written, telephoned, or electronic. The mailer then sends written notification to the new address.
3. All COA confirmations received in response to step 2 must be incorporated into the list within 30 days of receipt from the customer.
4. Must keep documentation of the process described in steps 1 to 3 for one year, including dates on which each step was performed, number of Change of Address orders identified, number of confirmation requests, and evidence to demonstrate that updates have been incorporated into the list.
5. Provide documentation to the United States Postal Service upon request.

Should there be any need to change the above procedures, you are required to inform our office in writing prior to making the change. After the year, if you wish to continue with this alternative method you must provide written notification to our office within 30 days of your expiration date.

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

Sincerely,

A handwritten signature in cursive script that reads "James D. Wilson".

James D. Wilson
Manager, Address Management
6060 PRIMACY PKWY STE 101
MEMPHIS TN 38188-0001
800-331-5746
FAX 901-767-8853

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