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

July 9, 2012

County Clerk/Registrar of Voters (CC/ROV) Memorandum #12223

TO: All County Clerks/Registrars of Voters

FROM: Katherine Montgomery
Initiative Program Manager

RE: General Election: State Ballot Pamphlet Order Forms

Please provide the number of state ballot pamphlets your county will need for the upcoming November 6, 2012, General Election and any special shipping instructions you may have on the attached State Ballot Pamphlet Order Form and return it to me by **July 20, 2012.**

If your county will need ballot pamphlets delivered to different locations, please specify the special shipping instructions pertinent to each location, and indicate whether you would like the pamphlets shipped on cartons, pallets, cartons on pallets, or any combination of the three.

As you know, the Secretary of State will mail directly to voters registered up to E-60; however, the Secretary of State does not mail to overseas, out-of-state, or confidential voters. Counties are responsible for mailing state ballot pamphlets to all of their overseas, out-of-state, and confidential voters, as well as all voters registered between September 8, 2012 (E-59) and October 8, 2012 (E-29).

Once the information has been compiled, we will send you a copy of your completed order and shipping instructions and you will have an opportunity to make any changes at that time.

If you have any questions, please feel free to contact me at (916) 657-2423. Thank you.

Attachment

STATE BALLOT PAMPHLET ORDER FORM

November 6, 2012, General Election

County: _____

Date: _____

1. How many registered voters do you expect to have on your rolls as of the 60-day close of registration, **Friday, September 7, 2012**? (We will apply our household formula to this figure.) _____

2. How many English ballot pamphlets do you expect to need for the supplemental mailing for voters registered between the **59th and 29th** days before the election? _____

3. How many **English** ballot pamphlets do you expect to need for distribution to overseas voters, out-of-state voters, precincts, office use, vote-by-mail voters, confidential voters, etc.? _____

4. If your county is required to comply with the bilingual provisions of the Voting Rights Act, please indicate in the right column:

   a. The number of minority language-speaking voters you expect to have at the 60-day close of registration.

   Spanish _____
   Chinese _____
   Japanese _____
   Vietnamese _____
   Tagalog _____
   Korean _____
   Khmer _____
   Hindi _____
   Thai _____

   b. The number of minority language-speaking voters you expect to add between the 59th and 29th days before the election.

   Spanish _____
   Chinese _____
   Japanese _____
   Vietnamese _____
   Tagalog _____
   Korean _____
   Khmer _____
   Hindi _____
   Thai _____

5. If your county **would like** minority language ballot pamphlets to fill occasional requests, or is required to comply with the bilingual provisions of the Voting Rights Act, and will need minority language ballot pamphlets for distribution to **precincts, office use, vote-by-mail voters, etc.**, indicate the quantity and type of minority language translations you expect to need.

   Spanish _____
   Chinese _____
   Japanese _____
   Vietnamese _____
   Tagalog _____
   Korean _____
   Khmer _____
   Hindi _____
   Thai _____

STATE BALLOT PAMPHLET ORDER FORM

November 6, 2012, General Election

CONTACT PERSON:

_____
Name

_____
Phone Number

1st SHIPPING ADDRESS:

_____

_____

SPECIAL SHIPPING INSTRUCTIONS:

_____

_____

2nd SHIPPING ADDRESS (if applicable):

_____

_____

SPECIAL SHIPPING INSTRUCTIONS FOR 2nd ADDRESS (if applicable):

_____

_____

***If you require more space, please attach additional pages to this order.**

PACKAGING OF BALLOT PAMPHLETS (Check one or more combinations for shipment):

Pallets	Cartons on pallets	Cartons
☐	☐	☐