



DEBRA BOWEN | SECRETARY OF STATE
STATE OF CALIFORNIA | ELECTIONS

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September 19, 2012

County Clerk/Registrar of Voters (CC/ROV) Memorandum #12269

TO: All County Clerks/Registrars of Voters

FROM:

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

Lisa Alvis

Associate Elections Analyst

RE: General Election: 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 twice a month that includes an aggregate of data from all Verification Mailing Request files (M files) received from the counties.

A batch file will be sent to OSP on September 28, 2012, that includes an aggregate of all M files received through September 27, 2012.

In order to ensure that affected voters will receive a VRC in time to update their registration information for the November 6, 2012, 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 28, 2012, and October 22, 2012. 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.