



SHIRLEY N. WEBER, Ph.D. | SECRETARY OF STATE | STATE OF CALIFORNIA
ELECTIONS DIVISION

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July 6, 2021

County Clerk/Registrar of Voters (CC/ROV) Memorandum #21085

TO: All County Clerks/Registrars of Voters

FROM: /s/ Jordan Kaku
Initiative and Referendum Coordinator

RE: California Gubernatorial Recall Election: State Voter Information Guide (VIG) Order Forms

Please provide the number of State Voter Information Guides (VIG) your county will need for the upcoming September 14, 2021, California Gubernatorial Recall Election and any special shipping instructions you may have on the attached State Voter Information Guide Order Form and return it to me by July 12, 2021.

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

As you know, the Secretary of State (SOS) will mail directly to voters registered up to July 16, 2021 (E-60), and those voters registered between July 17, 2021, (E-59) and August 16, 2021 (E-29).

Counties are still responsible for mailing VIGs to all of their overseas, out-of-state, and confidential voters, as well as to any in the error files provided by the VoteCal Team.

Pursuant to Elections Code section 9094(b), three copies of the VIG shall be kept at every polling place while an election is in progress, so that they may be freely consulted by the voters. We also recommend providing VIGs in the languages required in your county pursuant to Section 203 of the Voting Rights Act. Please make sure you order plenty of voter information guides to supply all polling places and vote centers and to mail to voters registered after E-29 that request a copy of the VIG.

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 regarding these documents or procedures, please contact me at (916) 695-1581 or JKaku@sos.ca.gov. Thank you.

Attachment

STATE VOTER INFORMATION GUIDE ORDER FORM

September 14, 2021, California gubernatorial Recall Election

County: _____

Date: _____

1. How many polling places or vote centers do you expect to have for the September 14, 2021, California gubernatorial Recall Election?

2. How many total registered voters do you expect to have on your rolls as of the 60-day close of registration, Friday, July 16, 2021? (We will apply our household formula to this figure.)

3. 60-day mailing of Voter Information Guides for voters registered up to the 60-day close of registration on Friday, July 16, 2021. **The Secretary of State will mail Voter Information Guides to voters registered by this date.** Please indicate the number of voters you anticipate to be registered in your county by this date in each language.

English	
Spanish	
Chinese	
Hindi	
Japanese	
Khmer	
Korean	
Tagalog	
Thai	
Vietnamese	

4. 29-day mailing of Voter Information Guides for voters registered between E-59 and E-29 (July 17, 2021, through August 16, 2021). **The Secretary of State will mail Voter Information Guides to voters registered by this date.** Please indicate the number of voters you anticipate to be registered in your county during this time in each language.

English	
Spanish	
Chinese	
Hindi	
Japanese	
Khmer	
Korean	
Tagalog	
Thai	
Vietnamese	

STATE VOTER INFORMATION GUIDE ORDER FORM

5. Please indicate the number of Voter Information Guides you expect your county to need for mailing to overseas voters, out-of-state voters, error files sent by VoteCal, voter requests, polling place or vote center locations, etc. Remember to request enough to have at least three VIGs per polling location.

English	
Spanish	
Chinese	
Hindi	
Japanese	
Khmer	
Korean	
Tagalog	
Thai	
Vietnamese	

STATE VOTER INFORMATION GUIDE ORDER FORM

September 14, 2021, California Gubernatorial Recall Election

CONTACT PERSON:

Name

Phone Number

E-mail Address

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 STATE VOTER INFORMATION GUIDES (Check one or more combinations for shipment):

Pallets

Cartons on pallets

Cartons