June 1, 2021

County Clerk/Registrar of Voters (CC/ROV) Memorandum #21065

TO: All County Clerks/Registrars of Voters

FROM: /s/ Robin Guidera
             VRC-VNC Coordinator

RE: Voter Registration: Deadline to Order Voter Registration and Voter
             Notification Cards

This memo is sent as a reminder to county elections offices needing to order county-specific voter registration cards (OCR VRC) and voter notification cards (VNC, postcard or fold-over) with a **delivery date by September 30, 2021**. To meet this deadline, all completed printing order forms for the first quarter of the 2021-22 fiscal year must be received by June 16, 2021.

Please use the attached electronic, fillable order forms. The VRC printing order form should include any National Voter Registration Act (NVRA) orders for your county. Please complete a separate printing order form for each of the OCR VRC or VNC (postcard or fold-over) language(s). 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. Please provide a current VNC (postcard or fold-over) to be printed and note any changes, if applicable, in red ink. You may email your order to VRC-VNC@sos.ca.gov or fax your order to (916) 653-3214, but please also mail a sample of your current OCR VRC and/or VNC (postcard or fold-over), so we may confirm any changes being requested by your county.

Please contact me at VRC-VNC@sos.ca.gov or (916) 695-1628 if you have any questions.

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/Hindi

☐ English/Japanese ☐ English/Khmer ☐ English/Korean ☐ English/Spanish

☐ English/Tagalog ☐ English/Thai ☐ English/Vietnamese

County Quantity: _____ NVRA Agency Quantity: _____

Serial Numbers (County): _____ Serial Numbers (NVRA): _____

County Shipping Address: NVRA Agency Shipping Address:

_____ _____

_____ _____

_____ _____

☐ Loading Dock ☐ Inside Delivery ☐ Loading Dock ☐ Inside Delivery

Please return to: Robin Guidera
Secretary of State
Elections Division
1500 11th Street, 5th Floor
Sacramento, CA 95814
VRC-VNC@sos.ca.gov
Phone: (916) 695-1628
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
(Fold-over)

County Name:
Order Prepared by:
Phone Number: Email Address:
Fax Number:
Date:

FORMAT: ☐ Current Form-fed   ☐ Inkjet Sheets (8 1/2 x 11)

Language (CHECK ONE BOX):

☐ English   ☐ English/Spanish   ☐ English/Spanish/Chinese

☐ English/Spanish/Tagalog   ☐ English/Spanish/Vietnamese

☐ Other_____

Number of VNCs (Fold-over): _____

Shipping Address for VNCs (Street Address):

_____

_____

_____

CHECK **ONE** BOX: ☐   Loading Dock   **OR**   ☐   Inside Delivery

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NOTE: A sample of your current VNC 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 ☐ Inkjet Sheets (8 1/2 x 11)

Language (CHECK ONE BOX):

☐ English ☐ English/Spanish ☐ English/Spanish/Chinese

☐ English/Spanish/Tagalog ☐ English/Spanish/Vietnamese

☐ Other _____

Number of VNCs (Postcard): _____

Shipping Address for VNCs (Street Address):

_____

_____

_____

CHECK **ONE** BOX: ☐ Loading Dock **OR** ☐ Inside Delivery

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NOTE: A sample of your current VNC must accompany the order form with any corrections or updates marked in red ink on the card.