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ELECTIONS DIVISION

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September 1, 2021

County Clerk/Registrar of Voters (CC/ROV) Memorandum #21145

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 December 31, 2021**. To meet this deadline, all completed printing order forms for the second quarter of the 2021-22 fiscal year must be received by September 16, 2021.

Please use the attached electronic, fillable order forms. The VRC printing order form should include any National Voter Registration Act (NVRA) agency 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. If requesting changes, please 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

Voter Registration Cards

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

FORMAT: OCR VRC (1,000 cards per box)

LANGUAGE (CHECK ONE BOX): English English/Spanish English/Chinese
 English/Hindi English/Japanese English/Khmer English/Korean
 English/Tagalog English/Thai English/Vietnamese

County Quantity: _____ NVRA Agency Quantity: _____

Serial Numbers (County): _____ - _____ _____ - _____	Serial Numbers (NVRA): _____ - _____ _____ - _____
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County Shipping Address:

NVRA Agency Shipping Address:

Loading Dock Inside Delivery

Loading Dock Inside Delivery

Special Delivery Instructions: _____

Please return to: **VRC-VNC@sos.ca.gov**

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 Voter Notification Cards (Fold-Over)

County Name:
Order Prepared by:
Phone Number:
Email Address:
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 Fold-over VNCs

(2 cards per sheet/2,600 cards per box): _____

Shipping Address (No PO Box):

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

Special Delivery Instructions: _____

Please return to: VRC-VNC@sos.ca.gov

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 Voter Notification Card (Postcard)

County Name:
Order Prepared by:
Phone Number:
Email Address:
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 Postcard VNCs
(4 cards per sheet/5,200 cards per box): _____

Shipping Address (No PO Box):

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

Special Delivery Instructions: _____

Please return to: VRC-VNC@sos.ca.gov

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