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CALIFORNIA SECRETARY OF STATE

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December 1, 2022

County Clerk/Registrar of Voters (CC/ROV) Memorandum #22265

TO: All County Clerks/Registrars of Voters

FROM: /s/ Ryan Johnson
VRC-VNC Coordinator

RE: Voter Registration: Deadline to Order Voter Registration Cards

This memo is sent as a reminder to county elections offices needing to order county-specific voter registration cards (OCR VRC) with a **delivery date by March 30, 2023**. To meet this deadline, all completed printing order forms for the third quarter of the 2022-23 fiscal year must be received by December 16, 2022.

Please use the attached electronic, fillable order form. 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 language(s). Please check your records to verify the alphabet series and starting six-digit number sequence for the OCR VRC orders. If applicable, 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.

You may email your order to VRC-VNC@sos.ca.gov OR fax your order to (916) 653-3214. If requesting changes, please include a sample of your current OCR VRC, so we may confirm any changes being requested by your county.

IMPORTANT NOTE

Please note that a separate CCROV to order Voter Notification Cards will be sent in January.

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: _____

<p>Serial Numbers (County):</p> <p>____ - _____</p> <p>____ - _____</p>	<p>Serial Numbers (NVRA):</p> <p>____ - _____</p> <p>____ - _____</p>
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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.