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CALIFORNIA SECRETARY OF STATE

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February 4, 2022

County Clerk/Registrar of Voters (CC/ROV) Memorandum #22026

TO: All County Clerks/Registrars of Voters

FROM: /s/ Joan Hackeling
Elections Analyst

RE: Primary Election: State Voter Information Guide (VIG) Order Form

Please provide the number of state Voter Information Guides your county will need for the upcoming June 7, 2022, Statewide Direct Primary Election and any special shipping instructions you may have on the attached state Voter Information Guide Order Form and return it to me by February 18, 2022.

If your county will need state 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 April 8, 2022 (E-60), and those voters registered between April 9, 2022, (E-59) and May 9, 2022 (E-29).

PLEASE NOTE: THE SOS WILL NOW MAIL STATE VIGS TO ALL OVERSEAS AND OUT-OF-STATE VOTERS REGISTERED AT E-60 AND E-29. Counties will continue to be responsible for mailing state VIGs to all of their 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 state 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 state VIGs in the languages required in your county pursuant to Section 203 of the Voting Rights Act. Please make sure you order plenty of state VIGs to supply all polling places and vote centers and to mail to voters registered after E-29 who 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, which will require your confirmation. 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) 695-1577 or jhackeling@sos.ca.gov. Thank you.

Attachment

STATE VOTER INFORMATION GUIDE ORDER FORM

June 7, 2022, Statewide Direct Primary Election

County: _____

Date: _____

1. How many polling places or vote centers do you expect to have for the June 7, 2022, Statewide Direct Primary Election in June?

2. How many total registered voters do you expect to have on your rolls as of the **60-day** close of registration, **Friday, April 8, 2022?** (We will apply our household formula to this figure.)

3. 60-day mailing of Voter Information Guides to voters registered up to the 60-day close of registration on Friday, April 8, 2022: **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 (April 9, 2022, through May 9, 2022): **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

June 7, 2022, Statewide Direct Primary Election

5. Please indicate the number of Voter Information Guides you expect your county to need for mailing to confidential 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. PLEASE NOTE: THE SOS WILL NOW MAIL STATE VIGS TO ALL OVERSEAS AND OUT-OF-STATE VOTERS REGISTERED AT E-60 AND E-29.

English	
Spanish	
Chinese	
Hindi	
Japanese	
Khmer	
Korean	
Tagalog	
Thai	
Vietnamese	

STATE VOTER INFORMATION GUIDE ORDER FORM

June 7, 2022, Statewide Direct Primary Election

CONTACT PERSON:
Name:
Phone Number:
Email:

1st SHIPPING ADDRESS:	SPECIAL SHIPPING INSTRUCTIONS:
1st SHIPPING ADDRESS PACKAGING: (Check one or more combinations for shipment:)	Pallets
	Cartons on Pallets
	Cartons Only

2nd SHIPPING ADDRESS*:	SPECIAL SHIPPING INSTRUCTIONS:
2nd SHIPPING ADDRESS PACKAGING: (Check one or more combinations for shipment:)	Pallets
	Cartons on Pallets
	Cartons Only

* If you require more space, please attach additional pages to this order.