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June 6, 2022

County Clerk/Registrar of Voters (CC/ROV) Memorandum # 22132

TO: All County Clerks/Registrars of Voters

FROM: /s/ Ryan Johnson
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; postcards or 15-day notices) with a **delivery date by September 30, 2022**. To meet this deadline, all completed printing order forms for the first quarter of the 2022-23 fiscal year must be received by June 20, 2022.

IMPORTANT NOTE

This order will consist of the newly redesigned 8" x 5" Universal Voter Notification Card (UVNC) Postcard and 15-Day Notice (previously called "Fold-Over"). Please see the card samples on the following pages. The changes to the two cards include:

- 8" x 5" flat postcards
- Cards do not fold
- White cardstock
- 2 cards per sheet
- Variable Data (to be printed by counties)
 - Postcard
 - ***NEW*** Indicia (postage permit)
 - ***NEW*** Languages voting materials are made available in
 - ***NEW*** County Return Address
 - Voter's Registration Address
 - Date voter is eligible to vote in elections
 - Language Preference
 - Party Preference
 - Voter ID Number

- 15-Day Notice (previously called “Fold-Over”)
 - ***NEW*** Indicia (postage permit)
 - ***NEW*** County Return Address
 - ***NEW*** Languages voting materials are made available in
 - Voting Location
 - Voter’s Registration Address
 - Date voter is eligible to vote in elections
 - Language Preference
 - Party Preference
 - Voter ID Number

We are working with your Election Management System (EMS) vendors that will be creating print templates for your use.

Print testing will be required of ALL counties to ensure a smooth transition to the new cards. We will be scheduling a meeting to review the cards and the testing process in the coming weeks.

Please find samples of the 8” x 5” Universal VNC below:

- UVNC Postcard (front)
- UVNC Postcard (back)
- UVNC 15-Day Notice (front)
- UVNC 15-Day Notice (back)

UVNC Postcard
(front)



RETURN SERVICE REQUESTED

Your registration address is:
Su dirección de registro es:

Your voter ID number is:
Su número de identificación de votante es:

*Voting materials are available in the following languages:
El material electoral está disponible en los siguientes idiomas:*

You can vote in any election after:
Puede votar en cualquier elección luego de:

To receive voting materials in another language, contact our office.
Para recibir el material electoral en otro idioma, comuníquese con nuestra oficina.

Your language preference is:
Su preferencia de idioma es:

Your party preference is:
Su preferencia de partido es:

You will receive your ballot by mail.
Recibirá su boleta electoral por correo.

Thank you for being a voter!



Why did I get this card? You are registered to vote.

Your voter registration information was updated.
This change was made because:

- you registered to vote, or
- you moved. We updated your address in our system, or
- you changed your party preference, or
- you updated your registration during a recent DMV transaction



Call or email us if you:

- did not move, or
- moved temporarily, or
- did not change your party preference, or
- notice any information is incorrect



What happens now?

Before every election, you will be mailed:

- a ballot
- locations where you can vote
- a county and/or state voter information guide

¡Gracias por ser un votante!



¿Por qué he recibido esta tarjeta? Está registrado para votar.

Su información de registro de votantes fue actualizada.
Este cambio se realizó porque:

- se registró para votar, o
- usted se mudó. Actualizamos su dirección en nuestro sistema, o
- cambió su preferencia de partido, o
- usted actualizó su registro durante una transacción reciente del DMV



Llámenos o envíenos un correo electrónico si:

- no se mudó, o
- se mudó temporalmente, o
- no cambió su preferencia de partido, o
- nota que parte de su información es incorrecta



¿Qué pasa si eso sucede?

Antes de cada elección, se le enviará por correo:

- una boleta electoral
- lugares donde puede votar
- una guía de información del condado o del estado para el votante

To receive voting materials in another language, contact our office for a list of available languages

Para recibir el material electoral en otro idioma, comuníquese con nuestra oficina para obtener una lista de los idiomas disponibles.

**UVNC 15-Day Notice
(front)**



Your registration address is:
Su dirección de registro es:



RETURN SERVICE REQUESTED

You can vote in any election after:
Puede votar en cualquier elección luego de:

Your voter ID number is:
Su número de identificación de votante es:

*Voting materials are available in the following languages:
El material electoral está disponible en los siguientes idiomas:*

Your language preference is:
Su preferencia de idioma es:

To receive voting materials in another language, contact our office.
Para recibir el material electoral en otro idioma, comuníquese con nuestra oficina.

Your party preference is:
Su preferencia de partido es:

*Your voting location:
Su lugar de votación es:*

You will receive your ballot by mail.
Recibirá su boleta electoral por correo.

UVNC 15-Day Notice (back)

WHY DID I GET THIS CARD?

You are Registered to Vote.

To receive voting materials in another language, contact our office.



Your voter registration information was updated.

This change was made because:

- you registered to vote, or
- you moved. We updated your address in our system, or
- you changed your party preference, or
- you updated your registration during a recent DMV transaction



Call or email us if you:

- did not move, or
- moved temporarily, or
- did not change your party preference, or
- notice any information is incorrect



What happens now?

Before every election, you will be mailed:

- a ballot
- locations where you can vote
- a county and/or state voter information guide

¿POR QUÉ HE RECIBIDO ESTA TARJETA?

Está registrado para votar.

Para recibir el material electoral en otro idioma, comuníquese con nuestra oficina.



Su información de registro de votantes fue actualizada.

Este cambio se realizó porque:

- se registró para votar, o
- usted se mudó. Actualizamos su dirección en nuestro sistema, o
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Llámenos o envíenos un correo electrónico si:

- no se mudó, o
- se mudó temporalmente, o
- no cambió su preferencia de partido, o
- nota que parte de su información es incorrecta



¿Qué pasa si eso sucede?

Antes de cada elección, se le enviará por correo:

- una boleta electoral
- lugares donde puede votar
- una guía de información del condado o del estado

para el votante

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> |
|---|---|

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 (15-Day Notice)

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

FORMAT: Inkjet Sheets

LANGUAGE (CHECK ONE BOX):

| | | | |
|-----------------|------------------|--------------------|----------------|
| English/Spanish | English/Chinese | | |
| English/Hindi | English/Japanese | English/Khmer | English/Korean |
| English/Tagalog | English/Thai | English/Vietnamese | |

Number of 15-Day 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.