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CALIFORNIA SECRETARY OF STATE

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March 21, 2022

County Clerk/Registrar of Voters (CC/ROV) Memorandum #22053

TO: All County Clerks/Registrars of Voters

FROM: /s/ Debra Ledsinger
Associate Elections Analyst

RE: Primary Election: Voter Information Guide (VIG) Mailing

The Secretary of State (SOS) will be processing Voter Information Guide (VIG) mailing labels of registered voters with a valid mailing address as of E-60 (April 8, 2022) as well as for voters registered between E-59 and E-29 (April 9 – May 9, 2022). The procedure for processing these mailing labels is as follows:

60-Day Mailing

- ❑ **Election Setup:** Verify the June 7, 2022, Primary Election is set up locally in the Election Management System (EMS) so that VoteCal will have access to the associated precinct/district mapping.
- ❑ **Precinct Setup:** Verify that all active precincts are assigned to the June 7, 2022, Primary Election.
- ❑ **Synchronization Check:** Complete a synchronization (sync) check and resolve any differences between March 9, 2022, and the time readiness is indicated. ***A successful sync check completed for the 60-day Report of Registration will satisfy this requirement.***
- ❑ **Enter Registrations:** Enter all online and paper registrations into the county EMS with a registration date up to and including the 60-Day Close (April 8, 2022) by April 18, 2022 (E-50).

- **Complete Readiness Form:** Complete the attached “60-Day Close Voter Information Guide (VIG) Readiness Form” and **e-mail it to votecalhelp@sos.ca.gov no later than April 18, 2022 (E-50).**

29-Day Mailing

- **Enter Registrations:** Enter all online and paper registrations with a registration date of April 9, 2022 (E-59) to May 9, 2022 (E-29) into the county EMS.

Each county will continue to be responsible for mailing VIGs to:

- Qualified confidential voters.
- Registrants with registrations that did not get uploaded to VoteCal at the time the SOS extracted the mailing file.
- Registrants with registrations that did not pass the mailing standardization process.
- Registrants with a registration date after May 9, 2022 (E-29) by request only.

As a reminder, the SOS will be mailing VIGs to out-of-state and out-of-country voters.

During the VIG mailing process, some addresses are not deliverable and will be excluded from the mailing. After the 60-Day Close VIG mailing has been completed, an email will be sent out with specific instructions on how to handle these addresses.

If you have any questions regarding this or any other VoteCal related matter, please contact the VoteCal Help Desk at (888) 868-3225 or via email at votecalhelp@sos.ca.gov.

Attachment:

VoteCal Voter Information Guide (VIG) Readiness Form



VoteCal Voter Information Guide (VIG) Readiness Form

June 7, 2022, Primary Election 60-Day Close

VIG Extracts for the 60-Day Mailing Will Not Be Generated Without Submittal of This Form

County: _____

Date: _____

Contact Name: _____

Contact Phone #: _____

I have verified that the following actions have been completed:

- Verified the election is set up locally in the Election Management System (EMS) so that VoteCal will have access to the precinct/district mapping associated with that election.
- Verified that all precincts are assigned to the election.
- Entered all online and paper registrations into the county EMS with a registration date up to and including April 8, 2022.
- Completed a synchronization (sync) check, including resolution of any differences between March 9, 2022, and the date of submittal of this form. ***A successful sync check completed for the 60-day Report of Registration will satisfy this requirement.***

Record Count of Active and Inactive Registrants:

Active: _____

Inactive: _____

TOTAL: _____

VIG Readiness Form Due By: April 18, 2022

EMAIL: VoteCalHelp@sos.ca.gov

VoteCal Help Desk: (888) 868-3225