



**Shirley N. Weber, Ph.D.**  
**CALIFORNIA SECRETARY OF STATE**  
**Elections Division**

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December 1, 2023

County Clerk/Registrar of Voters (CC/ROV) Memorandum #23134

TO: All County Clerks/Registrars of Voters

FROM: /s/ Mandy Wright  
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 and 15-Day Notice) with a **delivery date by March 29, 2024**. To meet this deadline, all completed printing order forms for the third quarter of the 2023-24 fiscal year must be received by **December 15, 2023**.

Please use the attached electronic, fillable order form for VRC and VNC orders and complete a separate printing order form for each language. The VRC printing order form should include any National Voter Registration Act (NVRA) agency orders for your county. 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](mailto: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.

Please contact me at [VRC-VNC@sos.ca.gov](mailto:VRC-VNC@sos.ca.gov) or (916) 695-1561 if you have any questions.

Attachment: VRC-VNC Quarterly Order Forms

# 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.**

# Printing Order Form

## Voter Notification Cards

### (Postcard)

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

**FORMAT:** Inkjet Sheets

**LANGUAGE** (CHECK ONE BOX):

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

Number of Postcard VNCs

(2 cards per sheet/2,600 cards per box): \_\_\_\_\_

Shipping Address (No PO Box):

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

Special Delivery Instructions: \_\_\_\_\_

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

# 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 Notice 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**