December 19, 2023

County Clerk/Registrar of Voters (CC/ROV) Memorandum #23152

TO: All County Clerks/Registrars of Voters

FROM: /s/ Colby Anderson
             Associate Elections Analyst

RE: Presidential Primary: 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 California mailing address as of E-60 (January 5, 2024) as well as for voters registered between E-59 and E-29 (January 6 – February 5, 2024). The procedure for processing these mailing labels is as follows:

60-Day Mailing

❑ **Election Setup:** Verify the March 5, 2024, Presidential 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 March 5, 2024, Presidential Primary Election.

❑ **Synchronization Check:** Complete a synchronization (sync) check and resolve any differences between December 15, 2023, 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 (January 5, 2024) by January 15, 2024 (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 January 15, 2024 (E-50)**.

<u>29-Day Mailing</u>

❑ **Enter Registrations:** Enter all online and paper registrations with a registration date of January 6, 2024 (E-59) to February 5, 2024 (E-29) into the county EMS.

❑ **PLEASE NOTE**: The Secretary of State (SOS) will mail state VIGs directly to all non-military voters with domestic mailing addresses (including U.S. territories).

Each county will be responsible for mailing VIGs to:

❑ All military and overseas voters
❑ 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 February 5, 2024 (E-29) by request only.

During the VIG mailing process, some addresses are not deliverable. Records with an out-of-country mailing address will be excluded from the mailing by the State. However, records that are out-of-state and within the United States will be included in the mailing. After the 60-Day Close VIG mailing has been completed, an email will be sent out with specific instructions on how counties are to handle the mailings of VIGs to 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

March 5, 2024, 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 January 5, 2024.

❑   Completed a synchronization (sync) check, including resolution of any differences between December 15, 2023, 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: January 15, 2024

EMAIL: *VoteCalHelp@sos.ca.gov*

VoteCal Help Desk: (888) 868-3225