



# SHIRLEY N. WEBER, Ph.D.

CALIFORNIA SECRETARY OF STATE

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January 6, 2023

County Clerk/Registrar of Voters (CC/ROV) Memorandum #23004

TO: All County Clerks/Registrars of Voters

FROM: /s/ Ryan Johnson  
VRC-VNC Coordinator

RE: Voter Registration: Deadline to Order Voter Notification Cards

This memo is sent as a reminder to county elections offices needing to order voter notification cards (VNC; Postcards or 15-day Notices) with a **delivery date by March 31, 2023**. To meet this deadline, all completed printing order forms for the third quarter of the 2022-23 fiscal year must be received by January 17, 2023.

This order will consist of the newly redesigned 8.5" x 5.5" **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:

- 8.5" x 5.5" flat postcards
- Cards do not fold
- White cardstock
- 2 prints per sheet
- Variable Data (to be printed by counties)
  - Postcard
    - County Return Address
    - Indicia (postage permit)
    - Voter's Registration Address
    - Date voter is eligible to vote in elections
    - Language Preference
    - Party Preference
    - Voter ID Number
    - Languages voting materials are available

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

We are working with your Election Management System (EMS) vendors who are finalizing templates for your use in the test environment.

## **IMPORTANT NOTE**

***Print testing will be required of ALL counties to ensure a smooth transition to the new cards. Please refer to guidance provided in the UVNC County Workshops (December 19, 2022, and December 22, 2022).***

***50 Postcard and 50 15-Day Notice UVNC Print-Test Samples will be printed and shipped to each county in the week of January 3 – January 6, 2023. If your office has not received this shipment of samples by January 13, 2023, please contact [VRC-VNC@sos.ca.gov](mailto:VRC-VNC@sos.ca.gov)***

***Once you have received the print-test samples, please conduct print-testing by printing all variable data onto the front of the UVNC. Your EMS will provide print templates and are available to assist with any questions you may have. A questionnaire will be sent to each county requesting feedback related to the print-test, including but not limited to:***

- ***Variable Data***
- ***Printing Quality***
- ***Paper Quality***

If you have any questions, please contact us by email at [VRC-VNC@sos.ca.gov](mailto:VRC-VNC@sos.ca.gov) or by calling (916) 695-1561.

Attachment

- 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

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

## ¡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

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 language preference is:  
Su preferencia de idioma es:

Your party preference is:  
Su preferencia de partido es:

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

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

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
- 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

# Printing Order Form Voter Notification Card (Postcard)

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 Postcard 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](mailto: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.**

# 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 Fold-Over 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](mailto: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.**