



# Shirley N. Weber, Ph.D.

## CALIFORNIA SECRETARY OF STATE

### Elections Division

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November 22, 2023

County Clerk/Registrar of Voters (CC/ROV) Memorandum #23126

TO: All County Clerks/Registrars of Voters

FROM: /s/ Joan Hackeling  
Elections Analyst

RE: Presidential Primary Election: State Voter Information Guide Order Form

Please provide the number of state Voter Information Guides (VIGs) your county will need for the upcoming March 5, 2024, Presidential Primary Election, along with any special shipping instructions you may have, on the attached state Voter Information Guide Order Form. Please return the order form to me by November 28, 2023.

If your county will need state VIGs delivered to multiple locations, please specify the special shipping instructions pertinent to each location and indicate whether you would like the guides shipped on cartons, pallets, cartons on pallets, or any combination of the three.

The Secretary of State (SOS) will mail state VIGs directly to all non-military voters with domestic mailing addresses (including U.S. territories) who are registered by January 5, 2023 (E-60) (first mailing) and registered between E-59 and E-29 (second mailing).

**PLEASE NOTE: Counties will be responsible for mailing state VIGs to (1) all military and overseas voters, (2) voters with addresses in the error files provided by the VoteCal Team, (3) confidential voters, and (4) voters registered after E-29 upon specific request only. The SOS will mail state VIGs to non-military voters in all 50 states and U.S. territories registered at E-60 and E-29.**

Pursuant to Elections Code section 9094(b), three copies of the state VIG must be kept at every polling place while an election is in progress so that they may be freely consulted by the voters. We also recommend providing polling places with state VIGs in the languages required in your county pursuant to Section 203 of the Voting Rights Act. Please make sure you order plenty of state VIGs to supply all polling places and vote centers, and to mail state VIGs to voters registered after E-29 who request a copy of the VIG. Please note that we cannot reimburse for any automatic mailings to voters registered after E-29.

Once the information has been compiled, we will send you a copy of your completed order and shipping instructions, which will require your confirmation. You will have an opportunity to make any changes at that time.

If you have any questions regarding these documents or procedures, please contact me at (916) 539-8404 or [vigfeedback@sos.ca.gov](mailto:vigfeedback@sos.ca.gov). Thank you.

Attachment

# STATE VOTER INFORMATION GUIDE ORDER FORM

March 5, 2024, Presidential Primary Election

County: \_\_\_\_\_

Date: \_\_\_\_\_

1. How many polling places or vote centers do you expect to have for the March 5, 2024, Presidential Primary Election?

\_\_\_\_\_

2. How many total registered voters do you expect to have on your rolls as of the **60-day** close of registration on **Friday, January 5, 2024?** (We will apply our household formula to this figure.)

\_\_\_\_\_

3. **60-day mailing of state Voter Information Guides (VIGs) to voters registered up to the 60-day close of registration on Friday, January 5, 2024:** The SOS will mail state VIGs to all non-military voters with domestic mailing addresses (including U.S. territories) registered by this date. **Please indicate the number of voters you anticipate to be registered in your county in each language by this date.**

English	
Spanish	
Chinese	
Hindi	
Japanese	
Khmer	
Korean	
Tagalog	
Thai	
Vietnamese	
<i>Subtotal</i>	

4. **29-day mailing of state VIGs to voters who register between E-59 and E-29 (January 6, 2024 through February 5, 2024):** The SOS will mail state VIGs to all non-military voters with domestic mailing addresses (including U.S. territories) who register during this period. **Please indicate the number of voters you anticipate to register in your county in each language between the 59th and 29th days before the election.**

English	
Spanish	
Chinese	
Hindi	
Japanese	
Khmer	
Korean	
Tagalog	
Thai	
Vietnamese	
<i>Subtotal</i>	

# STATE VOTER INFORMATION GUIDE ORDER FORM

March 5, 2024, Presidential Primary Election

5. Please indicate the total number of state VIGs you expect your county to need for:

- a. Mailing to all military and overseas voters
- b. Mailing to voters with addresses in the error files sent by VoteCal
- c. Mailing to confidential voters
- d. Mailing to voters registered after E-29 who specifically request the state VIG
- e. Polling places or vote center locations, etc. (Please remember to request enough to have at least three state VIGs per polling location.)

English	
Spanish	
Chinese	
Hindi	
Japanese	
Khmer	
Korean	
Tagalog	
Thai	
Vietnamese	
<i>Subtotal</i>	

# STATE VOTER INFORMATION GUIDE ORDER FORM

**March 5, 2024, Presidential Primary Election**

<b>CONTACT PERSON:</b>
Name:
Phone Number:
Email:

<b>1<sup>st</sup> SHIPPING ADDRESS:</b>	<b>SPECIAL SHIPPING INSTRUCTIONS:</b>
<b>1<sup>st</sup> SHIPPING ADDRESS PACKAGING:</b> (Check one or more combinations for shipment:)	Pallets
	Cartons on Pallets
	Cartons Only

<b>2<sup>nd</sup> SHIPPING ADDRESS*:</b>	<b>SPECIAL SHIPPING INSTRUCTIONS:</b>
<b>2<sup>nd</sup> SHIPPING ADDRESS PACKAGING:</b> (Check one or more combinations for shipment:)	Pallets
	Cartons on Pallets
	Cartons Only

\* If you require more space, please attach additional pages to this order.