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CALIFORNIA SECRETARY OF STATE

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September 1, 2023

County Clerk/Registrar of Voters (CC/ROV) Memorandum #23069

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 December 29, 2023**. To meet this deadline, all completed printing order forms for the second quarter of the 2023-24 fiscal year must be received by **September 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.

Please note: This will be the final VRC-VNC order to be delivered before the March 5, 2024, Presidential Primary Election.

You may email your order to 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 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: _____

Serial Numbers (County): _____ - _____ _____ - _____	Serial Numbers (NVRA): _____ - _____ _____ - _____
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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/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**

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