



# Shirley N. Weber, Ph.D. California Secretary of State Elections Division

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August 20, 2024

County Clerk/Registrar of Voters (CC/ROV) Memorandum #24168

TO: All County Clerks/Registrars of Voters

FROM: /s/ Chivy Veasna  
Associate Elections Analyst

RE: General Election: 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 (September 6, 2024) as well as for voters registered between E-59 and E-29 (September 7 – October 7, 2024). The procedure for processing these mailing labels is as follows:

## 60-Day Mailing

- ❑ **Election Setup:** Verify the November 5, 2024, General 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 November 5, 2024, General Election.
- ❑ **Synchronization Check:** Complete a synchronization (sync) check and resolve any differences between August 7, 2024, 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 (September 6, 2024) by September 16, 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](mailto:votecalhelp@sos.ca.gov) no later than September 16, 2024 (E-50).**

#### 29-Day Mailing

- ❑ **Enter Registrations:** Enter all online and paper registrations with a registration date of September 7, 2024 (E-59) to October 7, 2024 (E-29) into the county EMS.

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

Each county will again 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 October 7, 2024 (E-29) by request only.

After the 60-Day Close VIG mailing extract process has been completed in mid-September, an email will be sent out with specific instructions on how counties are to handle the mailings of VIGs to these addresses. Instructions will also be sent shortly after the 29-Day VIG mailing extract process has been completed.

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](mailto:votecalhelp@sos.ca.gov).

Attachment:

VoteCal Voter Information Guide (VIG) Readiness Form



# VoteCal Voter Information Guide (VIG) Readiness Form

**November 5, 2024, General 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 September 6, 2024.
- Completed a synchronization (sync) check, including resolution of any differences between August 7, 2024, 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: September 16, 2024**

**EMAIL: [VoteCalHelp@sos.ca.gov](mailto:VoteCalHelp@sos.ca.gov)**

**VoteCal Help Desk: (888) 868-3225**