

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

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December 2, 2024

County Clerk/Registrar of Voters (CC/ROV) Memorandum #24229

- 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 countyspecific Voter Registration Cards (OCR VRC) and Voter Notification Cards (VNC; Postcard and 15-Day Notice) with a delivery date by March 31, 2025. To meet this deadline, all completed printing order forms for the third quarter of the 2024-25 fiscal year must be received by **December 16, 2024**.

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.

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

## Printing Order Form Voter Registration Cards

Order Prepared by:		
Phone Number:		
Email Address:		
Date:		
<b>FORMAT</b> : 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/Vietnames	e
County Quantity: NVR/	A Agency Quantity:	
Serial Numbers (County):	Serial Numbers (NVF	RA):
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 She	ets		
LANGUAGE (CHECK O	NE BOX):	English/Spanish	English/Chinese
English/Hindi	English/Japanese	English/Khmer	English/Korean
English/Tagalog	English/Thai	English/Vietnamese	
Number of Postcard VN (2 cards per sheet/2,200 car	-		
Shipping Address (No F	PO Box):		
-			
-			
-			
- CHECK <b>ONE</b> BOX:	Loading Dock	OR Inside De	livery

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 She	eets		
LANGUAGE (CHECK C	NE BOX):	English/Spanish	English/Chinese
English/Hindi	English/Japanese	English/Khmer	English/Korean
English/Tagalog	English/Thai	English/Vietnames	е
Number of 15- Day Not (2 cards per sheet/2,200 ca	ice VNCs rds per box):		
Shipping Address (No I	PO Box):		
Shipping Address (No I		OR Inside Del	ivery
	Loading Dock	OR Inside Del	-

Please return to: VRC-VNC@sos.ca.gov