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January 11, 2024

County Clerk/Registrar of Voters (CC/ROV) Memorandum #24022

TO: All County Clerks/Registrars of Voters

FROM: /s/ Robbie Anderson  
Elections Counsel

RE: Voter Registration: Using Provisional Ballot Envelope as an Affidavit of Registration

This memorandum is being sent as a reminder regarding the use of provisional ballot envelopes as affidavits of registration.

Elections Code sections 2160 and 2162 allow a provisional ballot envelope to be used as an affidavit of registration if the provisional ballot envelope sets forth facts necessary to establish the voter as an elector and that contains all of the information required by Sections 2150 and 2151. The provisional ballot envelope must also include an affidavit number.

In the event your county will be using provisional ballots as affidavits of registration during an election, Section 2160(b)(3) requires that you notify the Secretary of State of that fact no later than the 15<sup>th</sup> day before that election. You may provide such notification to Mandy Wright at [VRC-VNC@sos.ca.gov](mailto:VRC-VNC@sos.ca.gov).

If you have any questions, I can be reached at [aanderso@sos.ca.gov](mailto:aanderso@sos.ca.gov) or (916) 657-2166. Thank you.