



# Shirley N. Weber, Ph.D.

## CALIFORNIA SECRETARY OF STATE

### Elections Division

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January 11, 2024

County Clerk/Registrar of Voters (CC/ROV) Memorandum #24023

TO: All County Clerks/Registrars of Voters

FROM: /s/ Ryan Reece  
Elections Analyst

RE: Presidential Primary: Early Voting, Ballot Drop-off Location, and Ballot Return/Counting Location Survey

The Secretary of State's office is requesting information on early voting and ballot drop-off locations for counties operating under the Voter's Choice Act (VCA), Traditional Polling Place, and All-Mail Ballot voting models. In addition, we are requesting that ALL counties provide information related to ballot return/counting locations for the upcoming March 5, 2024, Presidential Primary Election. The Secretary of State's VoteCal team will also be reaching out to counties to verify the information in VoteCal is accurate for all voting locations. In addition, counties may have already received communications regarding the Voting Information Project (VIP) from our partners at Democracy Works requesting all counties to upload data to their dashboard.

The county elections office address will be listed on our website as an early voting and ballot drop-off location; however, please include any extended hours your office may have and any additional locations for your county. Please also include which locations will have 24-hour drop boxes. As a reminder, all counties not operating under Voter's Choice Act (VCA) must have at least one vote by mail ballot drop-off location as required under Elections Code section 3025.5. In addition, we will be noting on the Secretary of State's early voting website that all permanent and satellite county elections offices and all polling places will be offering conditional voter registration as required under Elections Code section 2170(d)(1).

Ballot Return/Counting sites will not be posted on the early voting webpage but are being collected in the event of power outages or natural disasters that would affect any of these locations.

Counties operating under the VCA should also be inputting their voting locations and ballot-drop off locations into VoteCal.

Please use the early voting/drop-off location [form link here](#).

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Please complete and return the Excel spreadsheet survey via email to [rreece@sos.ca.gov](mailto:rreece@sos.ca.gov) or by fax to (916) 653- 3214, no later than **January 22, 2024**. If you have any questions, or if you have updates after submitting your locations, please contact me directly at [rreece@sos.ca.gov](mailto:rreece@sos.ca.gov). Thank you for your assistance.