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July 10, 2024

County Clerk/Registrar of Voters (CC/ROV) Memorandum #24141

TO: All County Clerks/Registrars of Voters

FROM: /s/ Joan Hackeling
Elections Analyst

RE: General Election: State Voter Information Guide Order Form

Please provide the number of state Voter Information Guides (VIGs) your county will need for the upcoming November 5, 2024, General Election, along with any special shipping instructions you may have, on the attached state Voter Information Guide Order Form. Please return the completed order form to me by July 24, 2024.

If your county will need state VIGs delivered to multiple locations, please specify the special shipping instructions pertinent to each location and indicate whether you would like the guides shipped on cartons, pallets, cartons on pallets, or any combination of the three.

The Secretary of State (SOS) will mail state VIGs directly to all non-military voters with domestic mailing addresses (including U.S. territories) who are registered by September 6, 2024 (E-60) (first mailing) and registered between E-59 and E-29 (second mailing).

PLEASE NOTE: Counties will be responsible for mailing state VIGs to (1) all military and overseas voters, (2) voters with addresses in the error files provided by the VoteCal Team, (3) confidential voters, and (4) voters registered after E-29 upon specific request only. The SOS will mail state VIGs to non-military voters in all 50 states and U.S. territories registered at E-60 and E-29.

Pursuant to Elections Code section 9094(b), three copies of the state VIG must be kept at every polling place while an election is in progress so that they may be freely consulted by the voters. We also recommend providing polling places with state VIGs in the languages required in your county pursuant to Section 203 of the Voting Rights Act. Please make sure you order plenty of state VIGs to supply all polling places and vote centers, and to mail state VIGs to voters registered after E-29 who request a copy of the VIG. Please note that we cannot reimburse for any automatic mailings to voters registered after E-29.

Please note there **may** be a separate Text of Proposed Laws (TOPL) for this election which will not be mailed to households. If applicable, copies of the TOPL will be available online and in print by request only, per Elections Code section 9086(f). There is a section of the

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order form that allow counties to request quantities of the separate TOPL, should it be needed, to be provided to voters upon request, for county use, and for polling places or vote centers. The SOS recommends that counties request enough TOPLs so that at least three copies are available at each polling place or vote center within the county.

Once the information has been compiled, we will send you a copy of your completed order and shipping instructions, which will require your confirmation. You will have an opportunity to make any changes at that time.

If you have any questions regarding these documents or procedures, please contact me at (916) 539-8404 or vigfeedback@sos.ca.gov. Thank you.

Attachment

STATE VOTER INFORMATION GUIDE ORDER FORM

November 5, 2024, General Election

County: _____ Date: _____

Please do not include commas when entering quantities in the fields below. Thank you.

1. How many polling places or vote centers do you expect to have for the November 5, 2024, General Election?

2. How many **total registered voters** do you expect to have on your rolls as of the 60-day close of registration on Friday, September 6, 2024? (The SOS will apply a household formula to this figure.)

3. 60-DAY MAILINGS:

Please indicate the number of voters you anticipate to be registered in your county in each language by the 60-day close of registration on Friday, September 6, 2024. The SOS will mail state VIGs to all non-military voters with domestic mailing addresses (including U.S. territories) registered by this date.

English	
Spanish	
Chinese	
Hindi	
Japanese	
Khmer	
Korean	
Tagalog	
Thai	
Vietnamese	
<i>Subtotal</i>	

4. 29-DAY MAILINGS:

Please indicate the number of voters you anticipate to register in your county in each language between the 59th and 29th days before the election (September 7, 2024 through October 7, 2024). The SOS will mail state VIGs to all non-military voters with domestic mailing addresses (including U.S. territories) who register between E-59 and E-29.

English	
Spanish	
Chinese	
Hindi	
Japanese	
Khmer	
Korean	
Tagalog	
Thai	
Vietnamese	
<i>Subtotal</i>	

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5. Please indicate the total number of state VIGs you expect your county to need for:

- a. Mailing to all military and overseas voters.
- b. Mailing to voters with addresses in the error files provided by VoteCal.
- c. Mailing to confidential voters. Mailing
- d. to voters registered after E-29 who specifically request the state VIG.
- e. Polling places or vote center locations, etc. (Please remember to request enough to have at least three state VIGs per polling location.)

English	
Spanish	
Chinese	
Hindi	
Japanese	
Khmer	
Korean	
Tagalog	
Thai	
Vietnamese	
<i>Subtotal</i>	

6. Please indicate the number of voters you estimate who may request a copy of the Text of Proposed Laws from your county. Per Elections Code section 9086(f), the Text of Proposed Laws is to be provided to voters who specifically request a copy.

English	
Spanish	
Chinese	
Hindi	
Japanese	
Khmer	
Korean	
Tagalog	
Thai	
Vietnamese	
<i>Subtotal</i>	

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7. Please indicate the number of copies of the Text of Proposed Laws you will need for distribution to polling places or vote centers and for office use. The SOS recommends at least 3 copies per polling place or vote center.

English	
Spanish	
Chinese	
Hindi	
Japanese	
Khmer	
Korean	
Tagalog	
Thai	
Vietnamese	
<i>Subtotal</i>	

STATE VOTER INFORMATION GUIDE ORDER FORM

November 5, 2024, General Election

CONTACT PERSON:
Name:
Phone Number:
Email:

1st SHIPPING ADDRESS:	SPECIAL SHIPPING INSTRUCTIONS:
1st SHIPPING ADDRESS PACKAGING: (Check one or more combinations for shipment:)	Pallets
	Cartons on Pallets
	Cartons Only

2nd SHIPPING ADDRESS*:	SPECIAL SHIPPING INSTRUCTIONS:
2nd SHIPPING ADDRESS PACKAGING: (Check one or more combinations for shipment:)	Pallets
	Cartons on Pallets
	Cartons Only

* If you require more space or additional shipping locations, please attach additional pages to this order.