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March 11, 2024

County Clerk/Registrar of Voters (CC/ROV) Memorandum #24060

- 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 county- specific Voter Registration Cards (OCR VRC) and Voter Notification Cards (VNC; Postcard and 15-Day Notice) with a **delivery date by June 28, 2024**. To meet this deadline, all completed printing order forms for the fourth quarter of the 2023-24 fiscal year must be received by <u>March 25, 2024</u>.

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 <u>VRC-VNC@sos.ca.gov</u> 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 <u>VRC-VNC@sos.ca.gov</u> or (916) 695-1561 if you have any questions.

Attachment: VRC-VNC Quarterly Order Forms

Printing Order Form Voter Registration Cards

County Name:	
Order Prepared by:	
Phone Number:	
Email Address:	
Date:	
FORMAT: OCR VRC (1,000 cards p	er box)
LANGUAGE (CHECK ONE BOX): Eng	lish English/Spanish English/Chinese
English/Hindi English/Japar	nese English/Khmer English/Korean
English/Tagalog English/Thai	English/Vietnamese
County Quantity:	NVRA Agency Quantity:
Serial Numbers (County):	Serial Numbers (NVRA):
	
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)

1			
Order Prepared by:			
Phone Number:			
Email Address:			
Date:			
FORMAT: Inkjet She	eets		
LANGUAGE (CHECK O	NE BOX):	English/Spanish	English/Chines
English/Hindi	English/Japanese	English/Khmer	English/Korear
English/Tagalog	English/Thai	English/Vietnames	e
Number of Postcard VN (2 cards per sheet/2,600 car			
Shipping Address (No F	PO Box):		
-			
-			
- CHECK ONE 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	ets		
LANGUAGE (CHECK O	NE BOX):	English/Spanish	English/Chines
English/Hindi	English/Japanese	English/Khmer	English/Korear
English/Tagalog	English/Thai	English/Khmer English/Vietname	-
	English/Thai ice VNCs ds per box):	English/Vietname	se
English/Tagalog Number of 15- Day Not (2 cards per sheet/2,600 car Shipping Address (No F	English/Thai ice VNCs ds per box): PO Box):	English/Vietname	
English/Tagalog Number of 15- Day Not (2 cards per sheet/2,600 car	English/Thai ice VNCs ds per box):	English/Vietname	se

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