

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

1500 11th Street, 5th Floor | Sacramento, CA 95814 | 916.657.2166 | elections@sos.ca.gov

September 3, 2024

County Clerk/Registrar of Voters (CC/ROV) Memorandum #24180

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 December 31, 2024**. To meet this deadline, all completed printing order forms for the second quarter of the 2024-25 fiscal year must be received by **September 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 <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

Printing Order Form Voter Registration Cards

County Name:	
Order Prepared by:	
Phone Number:	
Email Address:	
Date:	
FORMAT: 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/Vietnamese
County Quantity: NVRA	A Agency Quantity:
Serial Numbers (County):	Serial Numbers (NVRA):
	<u> </u>
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 ONE BOX):		English/Spanish	English/Chinese
English/Hindi	English/Japanese	English/Khmer	English/Korean
English/Tagalog	English/Thai	English/Vietnames	se
Number of Postcard VN (2 cards per sheet/2,200 car			
Shipping Address (No F	PO Box):		
-			
- -			
CHECK ONE BOX:	Loading Dock	DR Inside Delivery	
ecial Delivery Instructions:			

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

Printing Order Form Voter Notification Cards (15-Day Notice)

Order Prepared by:			
Phone Number:			
Email Address:			
Date:			
FORMAT: Inkjet Sh	eets		
LANGUAGE (CHECK C	ONE BOX):	English/Spanish	English/Chinese
English/Hindi	English/Japanese	English/Khmer	English/Korean
English/Tagalog	English/Thai	English/Vietnamese	
Number of 15- Day No (2 cards per sheet/2,200 ca	tice VNCs ards per box):		
Shipping Address (No	PO Box):		
Shipping Address (No	PO Box):		
Shipping Address (No	PO Box):		
Shipping Address (No	PO Box):		
Shipping Address (No CHECK ONE BOX:		DR Inside Del	ivery

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