



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

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August 22, 2025

County Clerk/Registrar of Voters (CC/ROV) Memorandum #25070

TO: All County Clerks/Registrars of Voters

FROM: /s/ Joan Hackeling  
Elections Analyst

RE: Statewide Special Election: State Voter Information Guide Order Form

Please provide on the attached state Voter Information Guide Order Form the number of state Voter Information Guides (VIGs) your county will need for the upcoming November 4, 2025, Statewide Special Election. Please include any special shipping instructions you may have and return the completed order form to me by August 27, 2025.

If your county will need state VIGs delivered to multiple locations, please specify the special shipping instructions pertinent to each location. Please be sure to indicate whether you would like the guides shipped in cartons, on pallets, in 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 5, 2025 (E-60) (first mailing), as well as to those registered between September 6, 2025 (E-59) and October 6, 2025 (E-29) (second mailing).

**PLEASE NOTE: Counties will be responsible for mailing state VIGs to (1) military and overseas voters with addresses in the foreign files provided by the VoteCal team, (2) voters with addresses in the error files provided by the VoteCal team, (3) confidential voters, and (4) voters registered after E-29 upon voter request only.**

**The SOS will mail state VIGs to non-military voters with domestic mailing addresses (including 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.

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Please make sure you order plenty of state VIGs to supply all polling places and vote centers and to mail to voters who request a copy. Please note that we cannot reimburse for any automatic mailings to voters registered after E-29, only those where you received a specific request from a voter.

Once the county order 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](mailto:vigfeedback@sos.ca.gov). Thank you.

Attachment

# STATE VOTER INFORMATION GUIDE ORDER FORM

November 4, 2025, Statewide Special 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 4, 2025, Statewide Special 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 5, 2025? (The SOS will apply a household formula to this figure.)

\_\_\_\_\_

3. **ESTIMATED VOTER REGISTRATIONS FOR SOS 60-DAY MAILING (1st Mailing):**

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 5, 2025. 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	
<b>Subtotal</b>	

4. **ESTIMATED VOTER REGISTRATIONS FOR SOS 29-DAY MAILING (2nd Mailing):**

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 6, 2025, through October 6, 2025). 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	
<b>Subtotal</b>	

# STATE VOTER INFORMATION GUIDE ORDER FORM

November 4, 2025, Statewide Special Election

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

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

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

# STATE VOTER INFORMATION GUIDE ORDER FORM

November 4, 2025, Statewide Special Election

<b>CONTACT PERSON:</b>
Name:
Phone Number:
Email:

<b>1<sup>st</sup> SHIPPING ADDRESS:</b>	<b>SPECIAL SHIPPING INSTRUCTIONS:</b>
<b>1<sup>st</sup> SHIPPING ADDRESS PACKAGING:</b> (If selecting multiple packaging types, please specify VIG quantities needed in each packaging type.)	Pallets
	Cartons on Pallets
	Cartons Only

<b>2<sup>nd</sup> SHIPPING ADDRESS*:</b>	<b>SPECIAL SHIPPING INSTRUCTIONS:</b>
<b>2<sup>nd</sup> SHIPPING ADDRESS PACKAGING:</b> (If selecting multiple packaging types, please specify VIG quantities needed in each packaging type.)	Pallets
	Cartons on Pallets
	Cartons Only

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