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August 25, 2025

County Clerk/Registrar of Voters (CC/ROV) Memorandum #25072

TO: All County Clerks/Registrars of Voters

FROM: /s/ Chivy Veasna
Associate Governmental Program Analyst

RE: Statewide Special Election: Voter Information Guide (VIG) Mailing

The Secretary of State (SOS) will be processing Voter Information Guide (VIG) mailing labels of registered voters with a valid California mailing address as of E-60 (September 5, 2025) as well as for voters registered between E-59 and E-29 (September 6 – October 6, 2025). The procedure for processing these mailing labels is as follows:

60-Day Mailing

- ❑ **Election Setup:** Verify the November 4, 2025, Statewide Special Election is set up locally in the Election Management System (EMS) so that VoteCal will have access to the associated precinct/district mapping.
- ❑ **Precinct Setup:** Verify that all active precincts are assigned to the November 4, 2025, Statewide Special Election.
- ❑ **Synchronization Check:** Complete a synchronization (sync) check and resolve any differences between August 16, 2025 (E-80), and the time readiness is indicated. ***A successful sync check completed for the 60-day Report of Registration will satisfy this requirement.***
- ❑ **Enter Registrations:** Enter all online and paper registrations into the county EMS with a registration date up to and including the 60-Day Close (September 5, 2025) by September 15, 2025 (E-50).

- ❑ **Complete Readiness Form:** Complete the attached “60-Day Close Voter Information Guide (VIG) Readiness Form” and **e-mail it to votecalhelp@sos.ca.gov no later than September 15, 2025 (E-50).**

29-Day Mailing

- ❑ **Enter Registrations:** Enter all online and paper registrations with a registration date of September 6, 2025 (E-59) to October 6, 2025 (E-29) into the county EMS.
- ❑ **PLEASE NOTE:** The Secretary of State (SOS) will mail statewide VIGs directly to all non-military voters with domestic mailing addresses (including U.S. territories).

Each county will again be responsible for mailing VIGs to:

- ❑ Registrants with an out-of-country mailing address.
- ❑ Qualified confidential voters.
- ❑ Registrants with registrations that did not get uploaded to VoteCal at the time the SOS extracted the mailing file.
- ❑ Registrants with registrations that did not pass the mailing standardization process.
- ❑ Registrants with a registration date after October 6, 2025 (E-29) by request only.

After the 60-Day Close VIG mailing extract process has been completed in mid-September, an email will be sent out with specific instructions on how counties are to handle the mailings of VIGs to these addresses. Instructions will also be sent shortly after the 29-Day VIG mailing extract process has been completed.

If you have any questions regarding this or any other VoteCal related matter, please contact the VoteCal Help Desk at (888) 868-3225 or via email at votecalhelp@sos.ca.gov.

Attachment:

VoteCal Voter Information Guide (VIG) Readiness Form



VoteCal Voter Information Guide (VIG) Readiness Form

November 4, 2025, Statewide Special Election 60-Day Close

VIG Extracts for the 60-Day Mailing Will Not Be Generated Without Submittal of This Form

County: _____

Date: _____

Contact Name: _____

Contact Phone #: _____

I have verified that the following actions have been completed:

- ☐ Verified the election is set up locally in the Election Management System (EMS) so that VoteCal will have access to the precinct/district mapping associated with that election.
- ☐ Verified that all precincts are assigned to the election.
- ☐ Entered all online and paper registrations into the county EMS with a registration date up to and including September 5, 2025.
- ☐ Completed a synchronization (sync) check, including resolution of any differences between September 15, 2025, and the date of submittal of this form.

A successful sync check completed for the 60-day Report of Registration will satisfy this requirement.

Record Count of Active and Inactive Registrants:

Active: _____

Inactive: _____

TOTAL: _____

VIG Readiness Form Due By: September 15, 2025

EMAIL: VoteCalHelp@sos.ca.gov

VoteCal Help Desk: (888) 868-3225