



# 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

March 16, 2026

County Clerk/Registrar of Voters (CC/ROV) Memorandum #26061

TO: All County Clerks/Registrars of Voters

FROM: /s/ William Endicott  
Associate Governmental Program Analyst

RE: Primary 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 (April 3, 2026) as well as for voters registered between E-59 and E-29 (April 4 – May 4, 2026.) The procedure for processing these mailing labels is as follows:

## 60-Day Mailing

- ❑ **Election Setup:** Verify the June 2, 2026, Primary 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 June 2, 2026, Primary Election.
- ❑ **Synchronization Check:** Complete a synchronization (sync) check and resolve any differences between March 14, 2026 (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 (April 3, 2026) by April 13, 2026 (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](mailto:votecalhelp@sos.ca.gov) no later than April 13, 2026 (E-50).**

#### 29-Day Mailing

- **Enter Registrations:** Enter all online and paper registrations with a registration date of April 4, 2026 (E-59) to May 4, 2026 (E-29) into the county EMS.
- **PLEASE NOTE:** The Secretary of State (SOS) will mail statewide VIGs directly to all 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 (foreign file).
- Registrants with a military mailing address, such as APO, FPO or DPO in the city field (foreign file).
- 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 (error file).
- Registrants with a registration date after May 4, 2026 (E-29) by request only.

After the 60-Day Close VIG mailing extract process has been completed in mid-April, 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](mailto:votecalhelp@sos.ca.gov).

Attachment:

VoteCal Voter Information Guide (VIG) Readiness Form



# VoteCal Voter Information Guide (VIG) Readiness Form

**June 2, 2026, Primary 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 April 3, 2026.
- Completed a synchronization (sync) check, including resolution of any differences between March 14, 2026, 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: April 13, 2026**

**EMAIL: [VoteCalHelp@sos.ca.gov](mailto:VoteCalHelp@sos.ca.gov)**

**VoteCal Help Desk: (888) 868-3225**