September 1, 2016

County Clerk/Registrar of Voters (CC/ROV) Memorandum #16275

TO: All County Clerks/Registrars of Voters

FROM: /s/ Jennifer Luckie-Bratt
                  Elections Analyst

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 (OCR VRC) and voter notification cards (VNC, fold-over, or postcard) with a **delivery date by December 31, 2016**. To meet this deadline, all completed printing order forms for the 2nd quarter of the 2016-17 fiscal year must be received by September 15, 2016.

Attached are electronic fillable order forms for your use. The voter registration card printing order form should include any NVRA orders in your county. If you have multiple card orders, please include a separate printing order form for each of the OCR VRC language(s) or VNCs (postcard or fold-over). Please check your records to verify the alphabet series and starting six-digit number sequence for the OCR VRC orders. Also, 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, if applicable. You should also provide a current postcard or fold-over VNCs to be printed and note any changes, if applicable, in red ink. You may fax your order, but please also mail a sample of your current OCR VRC or VNCs (postcard or fold-over), so we may confirm any changes being requested by your county.

If you have any questions, please do not hesitate to contact me at (916) 657-2166.

Printing Order Form
For
Voter Registration Cards

County Name:	
Order Prepared by:	
Phone Number: Email Address:	
Fax Number:	
Date:	

FORMAT: OCR VRCs

Language (CHECK ONE BOX): ☐ English   ☐ English/Chinese   ☐ English/Hindi

☐ English/Japanese   ☐ English/Khmer   ☐ English/Korean   ☐ English/Spanish

☐ English/Tagalog   ☐ English/Thai   ☐ English/Vietnamese

County Quantity: _____   NVRA Agency Quantity: _____

Serial Numbers (County): _____   Serial Numbers (NVRA): _____

Shipping Address for County and NVRA Agency VRCs (Street Address):

_____   _____

_____   _____

_____   _____

☐ Loading Dock   ☐ Inside Delivery   ☐ Loading Dock   ☐ Inside Delivery

Please return to: Jennifer Luckie-Bratt
Secretary of State
Elections Division
1500 11th Street, 5th Floor
Sacramento, CA 95814
Jennifer.Luckie-Bratt@sos.ca.gov
Phone: (916) 657-2166
Fax: (916) 653-3214

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
For
Voter Notification Cards
(Fold-over)

County Name:	
Order Prepared by:	
Phone Number: Email Address:	
Fax Number:	
Date:	

FORMAT: ☐ Current Form-fed   ☐ Inkjet Sheets(8 1/2 x 11)

Language (CHECK ONE BOX):

☐ English   ☐ English/Spanish   ☐ English/Spanish/Chinese

☐ English/Spanish/Tagalog   ☐ English/Spanish/Vietnamese

☐ Other_____

Number of VNCs (Fold-over): _____

Shipping Address for VNCs (Street Address):

_____

_____

_____

CHECK **ONE** BOX: ☐   Loading Dock **OR** ☐   Inside Delivery

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NOTE: A sample of your current VNC must accompany the order form with any corrections or updates marked in red ink on the card.

Printing Order Form
For
Voter Notification Cards
(Postcard)

County Name:	
Order Prepared by:	
Phone Number: Email Address:	
Fax Number:	
Date:	

FORMAT: ☐ Current Form-fed   ☐ Inkjet Sheets(8 1/2 x 11)

Language (CHECK ONE BOX):

☐ English   ☐ English/Spanish   ☐ English/Spanish/Chinese

☐ English/Spanish/Tagalog   ☐ English/Spanish/Vietnamese

☐ Other _____

Number of VNCs (Postcard): _____

Shipping Address for VNCs (Street Address):

_____

_____

_____

CHECK **ONE** BOX: ☐ Loading Dock   **OR**   ☐ Inside Delivery

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NOTE: A sample of your current VNC must accompany the order form with any corrections or updates marked in red ink on the card.