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ELECTIONS DIVISION

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January 10, 2018

County Clerk/Registrar of Voters (CC/ROV) Memorandum #18007

TO: All County Clerks/Registrars of Voters

FROM: /s/ Jennifer Curtis
Elections Specialist

RE: Vote-by-Mail: Universal Vote-by-Mail Envelope Packages

Beginning in 2018, the first counties in California will begin the transition to the Voter's Choice Act, in which all voters in those counties will receive a vote-by-mail ballot. Now, more than ever, there is a need for vote-by-mail envelope uniformity.

The Center for Civic Design, in partnership with the Secretary of State's office, has created a universal vote-by-mail envelope package. This package includes designs of the outgoing vote-by-mail envelope and return envelope, as well as voter information inserts. The intent of the design is to create a flexible template that a county can adopt and use, regardless of whether or not they are implementing the Voter's Choice Act. The Secretary of State is encouraging all counties to implement the new designs into their vote-by-mail packages.

The Center for Civic Design has provided [layouts](#) and [guidance documents](#) for counties to use in implementing this new universal design. They have also provided [sample voter information inserts](#) to use in your vote-by-mail packages. These documents are also available on the Secretary of State's website at <http://www.sos.ca.gov/elections/voter-registration/vote-mail/#design>.

If you have any questions, please contact me at jcurtis@sos.ca.gov or 916-695-1571.