



ALEX PADILLA | SECRETARY OF STATE | STATE OF CALIFORNIA
ELECTIONS DIVISION

1500 11th Street, 5th Floor, Sacramento, CA 95814 | Tel 916.657.2166 | Fax 916.653.3214 | www.sos.ca.gov

March 27, 2018

County Clerk/Registrar of Voters (CC/ROV) Memorandum #18063

TO: All County Clerks/Registrars of Voters

FROM: /s/ Catherine Ingram-Kelly
VoteCal Program Manager

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 6, 2018) as well as for voters registered between E-59 and E-29 (April 7 – May 7, 2018). The procedure for processing these mailing labels is as follows:

60-Day Mailing

- ❑ **Election Setup:** Verify the June 5, 2018, Statewide Direct Primary Election is setup 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 5, 2018, Statewide Direct Primary Election.
- ❑ **Synchronization Check:** Complete a synchronization (sync) check and resolve any differences between March 6, 2018, 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 6, 2018, by April 16, 2018 (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 April 16, 2018 (E-50).**

29-Day Mailing

- **Enter Registrations:** Enter all online and paper registrations with a registration date of April 7, 2018 (E-59) to May 7, 2018 (E-29) into the county EMS.

Each county will continue to be responsible for mailing VIGs to:

- Registrants with an out-of-state 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 May 7, 2018.

During the VIG mailing process, some addresses are not deliverable and records with an out-of-state mailing address will be excluded from the mailing. After the 60-Day Close VIG mailing has been completed, a CCROV will be sent out with specific instructions on how to handle these addresses.

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

**June 5, 2018, 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 6, 2018.
- Completed a synchronization (sync) check, including resolution of any differences between March 6, 2018, 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 16, 2018

EMAIL: VoteCalHelp@sos.ca.gov

VoteCal Help Desk: (888) 868-3225