



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

1500 11<sup>th</sup> Street, 5<sup>th</sup> Floor, Sacramento, CA 95814 | **Tel** 916.657.2166 | **Fax** 916.653.3214 | [www.sos.ca.gov](http://www.sos.ca.gov)

December 13, 2019

County Clerk/Registrar of Voters (CC/ROV) Memorandum #19149

**TO:** All County Clerks/Registrars of Voters

**FROM:** /s/ Jason Rosales  
Associate Elections Specialist

**RE:** Presidential 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 (January 3, 2020) as well as for voters registered between E-59 and E-29 (January 4 – February 3, 2020). The procedure for processing these mailing labels is as follows:

60-Day Mailing

- ❑ **Election Setup:** Verify the March 3, 2020, Presidential 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 March 3, 2020, Presidential Primary Election.
- ❑ **Synchronization Check:** Complete a synchronization (sync) check and resolve any differences between December 3, 2019, 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, January 3, 2020, by January 13, 2020 (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 January 13, 2020 (E-50).**

### 29-Day Mailing

- **Enter Registrations:** Enter all online and paper registrations with a registration date of January 4, 2020 (E-59) to February 3, 2020 (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 February 3, 2020 (E-29)

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](mailto:votecalhelp@sos.ca.gov).

Attachment:

VoteCal Voter Information Guide (VIG) Readiness Form



# VoteCal Voter Information Guide (VIG) Readiness Form

**March 3, 2020, Presidential 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 January 3, 2020.
- Completed a synchronization (sync) check, including resolution of any differences between December 3, 2020, 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: January 13, 2020**

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

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