



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

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July 3, 2020

County Clerk/Registrar of Voters (CC/ROV) Memorandum #20144

TO: All County Clerks/Registrars of Voters

FROM: /s/ Jordan Kaku  
Initiative and Referendum Coordinator

RE: General Election: State Voter Information Guide (VIG) Order Forms

Please provide the number of State Voter Information Guides (VIG) and Text of Proposed Laws (TOPL) your county will need for the upcoming November 3, 2020, General Election and any special shipping instructions you may have on the attached State Voter Information Guide Order Form and return it to me by July 17, 2020.

If your county will need VIGs delivered to multiple locations, please specify the special shipping instructions pertinent to each location and indicate whether you would like the guides shipped on cartons, pallets, cartons on pallets, or any combination of the three.

As you know, the Secretary of State (SOS) will mail directly to voters registered up to September 4, 2020 (E-60), and those voters registered between September 5, 2020, (E-59) and October 5, 2020 (E-29).

Counties are still responsible for mailing VIGs to all of their overseas, out-of-state, and confidential voters, as well as to any in the error files provided by the VoteCal Team.

Pursuant to Elections Code section 9094(b), three copies of the VIG shall be kept at every polling place while an election is in progress, so that they may be freely consulted by the voters. We also recommend providing VIGs in the languages required in your county pursuant to Section 203 of the Voting Rights Act. Please make sure you order plenty of voter information guides to supply all polling places and vote centers and to mail to voters registered after E-29 that request a copy of the VIG.

Please note there will be a separate TOPL for this election which will not be mailed to households. Copies of the TOPL will be available online and in print by request only, per Elections Code section 9086(f). There is a section of the order form that allows counties to request quantities of the separate TOPL to be provided to voters upon request, for county office use, and for polling places or vote centers. The SOS recommends that counties request enough TOPLs so that at least three copies are available at *each* polling place or vote center within the county.

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Once the information has been compiled, we will send you a copy of your completed order and shipping instructions, and you will have an opportunity to make any changes at that time.

If you have any questions regarding these documents or procedures, please contact me at (916) 695-1581 or [JKaku@sos.ca.gov](mailto:JKaku@sos.ca.gov). Thank you.

Attachment

**STATE VOTER INFORMATION GUIDE ORDER FORM**

**November 3, 2020, General Election**

County: \_\_\_\_\_

Date: \_\_\_\_\_

1. How many polling places or vote centers do you expect to have for the November 3, 2020, General Election?

\_\_\_\_\_

2. How many total registered voters do you expect to have on your rolls as of the **60-day** close of registration, **Friday, September 4, 2020**? (We will apply our household formula to this figure.)

\_\_\_\_\_

3. 60-day mailing of Voter Information Guides for voters registered up to the 60-day close of registration on Friday, September 4, 2020. **The Secretary of State will mail Voter Information Guides to voters registered by this date.** Please indicate the number of voters you anticipate to be registered in your county by this date in each language.

<b>English</b>	
<b>Spanish</b>	
<b>Chinese</b>	
<b>Hindi</b>	
<b>Japanese</b>	
<b>Khmer</b>	
<b>Korean</b>	
<b>Tagalog</b>	
<b>Thai</b>	
<b>Vietnamese</b>	

4. 29-day mailing of Voter Information Guides for voters registered between E-59 and E-29 (September 5, 2020 through October 5, 2020). **The Secretary of State will mail Voter Information Guides to voters registered by this date.** Please indicate the number of voters you anticipate to be registered in your county during this time in each language.

<b>English</b>	
<b>Spanish</b>	
<b>Chinese</b>	
<b>Hindi</b>	
<b>Japanese</b>	
<b>Khmer</b>	
<b>Korean</b>	
<b>Tagalog</b>	
<b>Thai</b>	
<b>Vietnamese</b>	

**STATE VOTER INFORMATION GUIDE ORDER FORM**

5. Please indicate the number of Voter Information Guides you expect your county to need for mailing to overseas voters, out-of-state voters, error files sent by VoteCal, voter requests, polling place or vote center locations, etc. Remember to request enough to have at least three VIGs per polling location.

<b>English</b>	
<b>Spanish</b>	
<b>Chinese</b>	
<b>Hindi</b>	
<b>Japanese</b>	
<b>Khmer</b>	
<b>Korean</b>	
<b>Tagalog</b>	
<b>Thai</b>	
<b>Vietnamese</b>	

6. Please indicate the number of voters you estimate who may request a copy of the text of proposed laws. Per Elections Code section 9086(f), the Text of Proposed Laws is to be provided to voters **who specifically request a copy**.

<b>English</b>	
<b>Spanish</b>	
<b>Chinese</b>	
<b>Hindi</b>	
<b>Japanese</b>	
<b>Khmer</b>	
<b>Korean</b>	
<b>Tagalog</b>	
<b>Thai</b>	
<b>Vietnamese</b>	

7. Please indicate the number of copies of the Text of Proposed Laws you will need for distribution to polling places or vote centers and for office use. The SOS recommends at least 3 copies per polling place or vote center.

<b>English</b>	
<b>Spanish</b>	
<b>Chinese</b>	
<b>Hindi</b>	
<b>Japanese</b>	
<b>Khmer</b>	
<b>Korean</b>	
<b>Tagalog</b>	
<b>Thai</b>	
<b>Vietnamese</b>	

**STATE VOTER INFORMATION GUIDE ORDER FORM**

**November 3, 2020, General Election**

**CONTACT PERSON:**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Phone Number

**1<sup>st</sup> SHIPPING ADDRESS:**

\_\_\_\_\_  
\_\_\_\_\_

**SPECIAL SHIPPING INSTRUCTIONS:**

\_\_\_\_\_  
\_\_\_\_\_

**2<sup>nd</sup> SHIPPING ADDRESS (if applicable):**

\_\_\_\_\_  
\_\_\_\_\_

**SPECIAL SHIPPING INSTRUCTIONS FOR 2<sup>nd</sup> ADDRESS (if applicable):**

\_\_\_\_\_  
\_\_\_\_\_

**\*If you require more space, please attach additional pages to this order.**

**PACKAGING OF STATE VOTER INFORMATION GUIDES (Check one or more combinations for shipment):**

**Pallets**

**Cartons on pallets**

**Cartons**