



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

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November 9, 2020

County Clerk/Registrar of Voters (CC/ROV) Memorandum # 20249

TO: All County Clerks/Registrars of Voters

FROM: /s/ Jana M. Lean
Chief, Elections Division

RE: General Election: Reminder Regarding Forwarding VBM Ballots to Another County

This memorandum is to follow up on guidance previously provided in [CCROV #20241](#) to county elections officials who receive a voted vote-by-mail ballot that was issued by another county and must forward the ballot to the elections official who issued the ballot no later than eight days after receipt pursuant to Elections Code section 3017(a)(3).

When a vote-by-mail ballot that was issued by another county is received by your office, our guidance is that the vote-by-mail ballot(s) envelope be placed in a separate envelope for delivery via United States Postal Service (USPS) First-Class mail or an express delivery service, or hand delivery when possible (so as to not delay the receipt of these ballots) to the proper county and include in the envelope a cover letter as to when the ballots were received by your office, in order to ensure clear communication as to receipt and to avoid potentially disenfranchising voters. In addition, we suggest that you contact the other county to alert them that you will be sending or delivering voted ballots to them, so that they are aware that they are to expect them.

Again, we advise that you DO NOT put individual voted ballots in the mail stream for delivery. If you received them by mail by mistake, this will avoid potentially receiving them mistakenly again and to avoid multiple potential postmarks which may call the receipt into question. If they were received at a drop box or voting location, this will make sure a postmark does not inadvertently put the receipt of the ballot into question if your county's received stamp is overlooked by the receiving county or missing.

If you have any questions about this memorandum, please contact me at jlean@sos.ca.gov.

Thank you.