

Voter Information Guide Address Files Record Layouts

#1. Data Record Layout

- For files produced by SOS ITD for English VIG labels.
- Format is ASCII, fixed length record, fixed length fields.
- Length is 158 characters.

Position	Field Length	Contents	Comments	Label Line
1-40	40	Voter Name		2
41-42	2	County Number	01 through 58	1
43-82	40	First Address Line		3
83-122	40	Second Address Line	Blank OK.	4
123-146	24	City		5
147-148	2	State	Should be "CA" and only "CA".	
149-153	5	5-digit Zip Code		
154	1	hyphen	"-"	
155-158	4	4-digit Zip Code	ZP4 may generate this data. Blank OK.	

#2. Data Record Layout

- For files produced by SOS for foreign-language VIG labels.
- Format is ASCII, fixed length record, fixed length fields.
- Length is 158 characters. Note: Do not use data in positions 39 and 40.

Position	Field Length	Contents	Comments	Label Line
1-38	38	Voter Name		2
39	1	Language Code	C, J, K, S, T, V Do not print this data on address label.	--
40	1	<blank>	No data in this column	--
41-42	2	County Number	01 through 58	1
43-82	40	First Address Line		3
83-122	40	Second Address Line	Blank OK.	4
123-146	24	City		5
147-148	2	State	Should be "CA" and only "CA".	
149-153	5	5-digit Zip Code		
154	1	hyphen	"-"	
155-158	4	4-digit Zip Code	ZP4 may generate this data. Blank OK.	

#3. Label Layout

- For address "labels" printed on VIGs.
- Format is fixed length.
- Length is 240 characters/positions, 40 positions in each of 6 lines.

Line#	Length	Contents	Data Source / Provider
1	40	Postal codes, County code	Postal Codes: supplied by vendor. County Code: supplied by SOS (from counties).
2	40	Voter Name	Name and Address: supplied by counties, processed by: <ul style="list-style-type: none"> • SOS (Cal-Voter I, BP Address System, ZP4) • OSP (CASS) • Vendor (CASS)
3	40	Address Line #1	
4	40	Address Line #2 (may be blank)	
5	40	City, State, Zip+4	
6	40	Barcode	Barcode: supplied by vendor.

The mailing vendor adds postal information in the first line and a barcode in the bottom line, for a total of six lines possible for each address. Line #4 may be left blank, but there must always be the capability of a 6-line address.