



**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)

June 1, 2015

County Clerk/Registrar of Voters (CC/ROV) Memorandum #15048

TO: All County Clerks/Registrars of Voters

FROM: /s/ Deirdre Avent  
Elections Analyst

RE: Voter Registration: Deadline to Order Voter Registration and Voter Notification Cards

This memo is sent as a reminder to county elections offices needing to order county-specific voter registration (OCR VRC) and voter notification cards (VNC, postcard, or fold-over) with a delivery date by September 30, 2015. To meet this deadline, all completed printing order forms for the 1st quarter of the 2015-16 fiscal year must be received by June 15, 2015.

Attached are electronic fillable order forms for your use. The voter registration card order form has been modified to include any NVRA orders in your county. If you have multiple card orders, please include a separate order form for each of the OCR VRC language(s) or VNCs (postcard or fold-over). Please check your records to verify the alphabet series and starting six-digit number sequence for the OCR VRC orders. Also, please include with your order a sample of your current OCR VRC to be printed, and mark any changes in red ink, e.g. address and phone number, if applicable. You should also provide a current postcard or fold-over VNCs to be printed and note any changes, if applicable, in red ink. You may fax your order, but please also mail a sample of your current OCR VRC or VNCs (postcard or fold-over), so we may confirm any changes being requested by your county.

Please note that the voter registration card has been modified to now instruct the registrant to seal the card with tape.

If you have any questions, please do not hesitate to contact me at (916) 657-2166.

Printing Order Form  
For  
Voter Notification Cards  
(Fold-over)

County Name:
Order Prepared by:
Phone Number: Email Address:
Fax Number:
Date:

- FORMAT:             Current Form-fed             Inkjet Sheets(8 1/2 x 11)
- Language (CHECK ONE BOX):
- English             English/Spanish             English/Spanish/Chinese
- English/Spanish/Tagalog             English/Spanish/Vietnamese
- Other \_\_\_\_\_

Number of VNCs (Fold-over): \_\_\_\_\_

Shipping Address for VNCs (Street Address):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

CHECK **ONE** BOX:     Loading Dock    **OR**     Inside Delivery

Please return to: Deirdre Avent  
Secretary of State  
Elections Division  
1500 11th Street, 5th Floor  
Sacramento, CA 95814  
Deirdre.Avent@sos.ca.gov  
Phone: (916) 657-2166  
Fax: (916) 653-3214

**NOTE: A sample of your current VNC must accompany the order form with any corrections or updates marked in red ink on the card.**

Printing Order Form  
For  
Voter Notification Cards  
(Postcard)

County Name:
Order Prepared by:
Phone Number: Email Address:
Fax Number:
Date:

FORMAT:             Current Form-fed             Inkjet Sheets(8 1/2 x 11)

Language (CHECK ONE BOX):  
 English             English/Spanish             English/Spanish/Chinese

English/Spanish/Tagalog             English/Spanish/Vietnamese

Other \_\_\_\_\_

Number of VNCs (Postcard): \_\_\_\_\_

Shipping Address for VNCs (Street Address):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

CHECK **ONE** BOX:     Loading Dock    **OR**     Inside Delivery

Please return to: Deirdre Avent  
Secretary of State  
Elections Division  
1500 11th Street, 5th Floor  
Sacramento, CA 95814  
Deirdre.Avent@sos.ca.gov  
Phone: (916) 657-2166  
Fax: (916) 653-3214

**NOTE: A sample of your current VNC must accompany the order form with any corrections or updates marked in red ink on the card.**

# Printing Order Form For Voter Registration Cards

County Name:
Order Prepared by:
Phone Number: Email Address:
Fax Number:
Date:

FORMAT:           OCR VRCs

Language (CHECK ONE BOX):  English     English/Chinese     English/Hindi  
 English/Japanese     English/Khmer     English/Korean     English/Spanish  
 English/Tagalog     English/Thai     English/Vietnamese

County Quantity:       \_\_\_\_\_    NVRA Agency Quantity:       \_\_\_\_\_

Serial Numbers (County): \_\_\_\_\_    Serial Numbers (NVRA): \_\_\_\_\_

Shipping Address for County and NVRA Agency VRCs (Street Address):


Loading Dock     Inside Delivery                       Loading Dock     Inside Delivery

Please return to: Deirdre Avent  
Secretary of State  
Elections Division  
1500 11th Street, 5th Floor  
Sacramento, CA 95814  
Deirdre.Avent@sos.ca.gov  
Phone: (916) 657-2166  
Fax: (916) 653-3214

**NOTE: A sample of your current VRC must accompany the order form with any corrections or updates marked in red ink on the card.**