



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

1500 11th Street, 5th Floor, Sacramento, CA 95814 | Tel 916.657.2166 | Fax 916.653.3214 | www.sos.ca.gov

June 1, 2016

County Clerk/Registrar of Voters (CC/ROV) Memorandum #16169

TO: All County Clerks/Registrars of Voters

FROM: /s/ Jennifer Luckie-Bratt
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, fold-over or postcard) with a **delivery date by September 30, 2016**. To meet this deadline, all completed printing order forms for the 1st quarter of the 2016-17 fiscal year must be received by June 15, 2016.

Attached are electronic fillable order forms for your use. The voter registration card order form should 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.

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: Jennifer Luckie-Bratt
Secretary of State
Elections Division
1500 11th Street, 5th Floor
Sacramento, CA 95814
Jennifer.Luckie-Bratt@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: Jennifer Luckie-Bratt
Secretary of State
Elections Division
1500 11th Street, 5th Floor
Sacramento, CA 95814
Jennifer.Luckie-Bratt@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: Jennifer Luckie-Bratt
Secretary of State
Elections Division
1500 11th Street, 5th Floor
Sacramento, CA 95814
Jennifer.Luckie-Bratt@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.