



# SHIRLEY N. WEBER, Ph.D.

## CALIFORNIA SECRETARY OF STATE

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July 8, 2022

County Clerk/Registrar of Voters (CC/ROV) Memorandum #22170

TO: All County Clerks/Registrars of Voters

FROM: /s/ Joan Hackeling  
Elections Analyst

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

Please provide the number of state Voter Information Guides your county will need for the upcoming November 8, 2022, 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 22, 2022.

If your county will need state 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 9, 2022 (E-60), and those voters registered between September 10, 2022, (E-59) and October 10, 2022 (E-29).

**PLEASE NOTE:** In order to ensure timely delivery of state VIGs to overseas and out-of-state voters, the SOS is requesting counties mail state Voter Information Guides to all overseas and out-of-state voters (with their vote-by-mail mailings) registered at E-60 and E-29. Also, counties will continue to be responsible for mailing state VIGs to all of their 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 state 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 state VIGs in the languages required in your county pursuant to Section 203 of the Voting Rights Act. Please make sure you order plenty of state VIGs to supply all polling places and vote centers and to mail to voters registered after E-29 who request a copy of the VIG.

Please note there **may** be a separate TOPL for this election which will not be mailed to households. If applicable, copies of the TOPL will be available online and in print by

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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, should it be needed, 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.

Once the information has been compiled, we will send you a copy of your completed order and shipping instructions, which will require your confirmation. 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) 539-8404 or [jhackeling@sos.ca.gov](mailto:jhackeling@sos.ca.gov). Thank you.

Attachment

# STATE VOTER INFORMATION GUIDE ORDER FORM

November 8, 2022, General Election

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

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

1. How many polling places or vote centers do you expect to have for the November 8, 2022, 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 9, 2022**? (We will apply our household formula to this figure.)

\_\_\_\_\_

3. 60-day mailing of Voter Information Guides to voters registered up to the 60-day close of registration on Friday, September 9, 2022: **the Secretary of State will mail Voter Information Guides to in-state 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.

English	
Spanish	
Chinese	
Hindi	
Japanese	
Khmer	
Korean	
Tagalog	
Thai	
Vietnamese	

4. 29-day mailing of Voter Information Guides to voters registered between E-59 and E-29 (September 10, 2022, through October 10, 2022): **the Secretary of State will mail Voter Information Guides to in-state voters registered by this date.** Please indicate the number of voters you anticipate to register in your county in each language between the 59th and 29th days before the election.

English	
Spanish	
Chinese	
Hindi	
Japanese	
Khmer	
Korean	
Tagalog	
Thai	
Vietnamese	

# STATE VOTER INFORMATION GUIDE ORDER FORM

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5. Please indicate the number of Voter Information Guides you expect your county to need for mailing to (a) out-of-state voters, (b) military and overseas voters, (c) confidential voters, (d) error files sent by VoteCal, and (e) voter requests, as well as for (f) polling places or vote center locations, etc. **Remember to request enough to have at least three VIGs per polling location.**

English	
Spanish	
Chinese	
Hindi	
Japanese	
Khmer	
Korean	
Tagalog	
Thai	
Vietnamese	

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

English	
Spanish	
Chinese	
Hindi	
Japanese	
Khmer	
Korean	
Tagalog	
Thai	
Vietnamese	

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.

English	
Spanish	
Chinese	
Hindi	
Japanese	
Khmer	
Korean	
Tagalog	
Thai	
Vietnamese	

# STATE VOTER INFORMATION GUIDE ORDER FORM

November 8, 2022, General Election

<b>CONTACT PERSON:</b>
Name:
Phone Number:
Email:

<b>1<sup>st</sup> SHIPPING ADDRESS:</b>	<b>SPECIAL SHIPPING INSTRUCTIONS:</b>
<b>1<sup>st</sup> SHIPPING ADDRESS PACKAGING:</b> (Check one or more combinations for shipment:)	Pallets
	Cartons on Pallets
	Cartons Only

<b>2<sup>nd</sup> SHIPPING ADDRESS*:</b>	<b>SPECIAL SHIPPING INSTRUCTIONS:</b>
<b>2<sup>nd</sup> SHIPPING ADDRESS PACKAGING:</b> (Check one or more combinations for shipment:)	Pallets
	Cartons on Pallets
	Cartons Only

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